

**ATTACHMENT A**  
**MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR**  
**COMMITMENT FORM**

Indiana Code 4-13-16.5 and 25 IAC 5 governs the Division of Supplier Diversity program as it relates to the certification, oversight, and responsibilities around the certified Indiana Minority and/or Women Business Enterprises (MWBE). As stated in [Section 1.20](#), a commitment expectation for this solicitation. The MWBE Subcontractor Commitment form is **Attachment A**. If opting to propose a commitment, the MWBE Subcontractor Commitment Form is to be submitted as a part of the Respondent's proposal. The entity must be on the State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>. **The State will not follow up with the Respondent if the subcontracting opportunities are not submitted.**

If participation is proposed through the use of Subcontractors, the Respondent must provide the scope of work of the products and/or services to be provided by the Subcontractor(s). This must include explanation of whether the products and/or services are to be utilized directly by the Respondent and/or directly by the State, a description of the process through which the products/services will be received and applied to the benefit of the award, the deliverable requirements as agreed upon between the Contractor and Subcontractor, the certified UNSPSC that applies to the award, and the cost of supplies being utilized by the Respondent for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in **"TOTAL BID AMOUNT"** should match the amount entered in the **Attachment D**, Cost Proposal Template (Cost Proposal Tab cell L32).

Failure to meet these goals will not affect the evaluation of your Proposal. The Department will verify certification information included on the MWBE Subcontractor Commitment Form.

**Prime Contractors must ensure that the proposed Subcontractors meet the following criteria:**

- Must be on the State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>, **on or before** the proposal due date
- Prime Contractor must include with their proposal the subcontractor's M/WBE Certification Letter provided by IDOA, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE, or IVOSB (see section 1.22)
- A Prime Contractor who is an MBE or WBE must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement (see 25 IAC 5-6-2(d))
- **Must serve a Valuable Scope Contribution (VSC). The firm must serve a value-added purpose on the engagement, as confirmed by the State.**
- Must provide goods or services only in the industry area for which it is certified.
- Must be used to provide the goods or services specific to the contract.
- National Diversity Plans are generally not acceptable

**MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR LETTER OF COMMITMENT (MWBE)**

A signed letter(s), on company letterhead, from the MBE(s) and/or WBE(s) must accompany the MWBE Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the MBE and/or WBE of its subcontract amount, a description of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract. The MBE and/or WBE subcontract amount and subcontractor percentage is based on the initial term of the contract for scoring

purposes only. The subcontractor commitment shall apply to the life of the contract including any time after the initial term.

The State may deny evaluation points if the letter(s) is/are not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount, subcontract amount as a percentage of the **“TOTAL BID AMOUNT”** and the anticipated period that the Subcontractor will perform work for this solicitation.


By submission of the Proposal, the Respondent acknowledges and agrees to be bound the rules and requirements of the State’s M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Division of Supplier Diversity at (317) 232-3061 or the Supplier Diversity website at <https://www.in.gov/idoa/mwbe>.

# STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

<b>RFP#: 25-79309</b>
<b>TOTAL BID AMOUNT: \$422,410</b>

<b>X MBE Firm      X WBE Firm</b>				
<b>Company Name:</b> Vecra, Inc.		<b>Contact Person:</b> Lisa Askew, MBA, LSSBB		
<b>Address:</b> 22 East Church Street, #25 Kilmarnock, Virginia 22482-9522		<b>E-mail:</b> laskew@vecrainc.com		
<b>Sub-Contract Amount:</b> \$33,793		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><b>Telephone Number:</b> (240) 331-5301</td> <td style="width: 50%; padding: 5px;"><b>Fax Number:</b> N/A</td> </tr> </table>	<b>Telephone Number:</b> (240) 331-5301	<b>Fax Number:</b> N/A
<b>Telephone Number:</b> (240) 331-5301	<b>Fax Number:</b> N/A			
<b>Sub-Contract Percentage of Total Bid:</b> 8.0%		<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract.</b> <b><u>Include the applicable UNSPSC that applies to this commitment.</u></b> Vecra, Inc. will be providing assistance with compliance and provider agency monitoring activities.		
<b>Note:</b> Further certification documentation can be provided upon award of finalist. Please see DBE Letter in this file.				
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b> 9/1/2024 through 8/31/2026				

<b><input type="checkbox"/> MBE Firm      <input type="checkbox"/> WBE Firm</b>				
<b>Company Name:</b>		<b>Contact Person:</b>		
<b>Address:</b>		<b>E-mail:</b>		
<b>Sub-Contract Amount:</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><b>Telephone Number:</b> (   )</td> <td style="width: 50%; padding: 5px;"><b>Fax Number:</b> (   )</td> </tr> </table>	<b>Telephone Number:</b> (   )	<b>Fax Number:</b> (   )
<b>Telephone Number:</b> (   )	<b>Fax Number:</b> (   )			
<b>Sub-Contract Percentage of Total Bid:</b>		<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b>		
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b>				

Respondent Firm		Telephone Number
Health Management Associates, Inc.		517-482-9236
Address		Fax Number
2501 Woodlake Circle, Suite 100		517-482-0920
City/State/Zip Code		Email Address
Okemos, Michigan 48864		proposals@healthmanagement.com
Representative		Authorizing Signature 
Kelly Johnson, Chief Administrative Officer		
Date		Printed Name and Title
8/8/2024		Kelly Johnson, Chief Administrative Officer

☐ Please check if additional forms are attached.

Page \_\_\_\_\_ of \_\_\_\_\_

**FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.**



Vigilant - Efficient - Collaborative - Responsive - Accurate

August 08, 2024

Kelly Johnson  
Chief Administrative Officer  
Health Management Associates, Inc.  
2501 Woodlake Circle, Suite 100  
Okemos, Michigan 48864

Subject: Indiana Department of Administration, Workforce Capacity and Programs Evaluation,  
RFP#:25-78986

Dear Ms. Johnson,

VECRA, Inc. is pleased to submit this letter of commitment to Health Management Associates, Inc.

If HMA is selected for this work, VECRA, Inc., is committed to support the Indiana Department of Administration by providing assistance with compliance and provider agency monitoring activities.

It is anticipated that VECRA, Inc. will perform 8.0% of the \$422,410 of the work, participating on the project from 9/1/2024 through 8/31/2026. We understand there is no commitment for work by HMA unless the RFP activity results in a contract award with the Indiana Department of Administration.

HMA will serve as the primary contact for this engagement.

VECRA, Inc. looks forward to the opportunity to work with the HMA team and the Indiana Department of Administration.

Sincerely,

Lisa Askew, MBA, LSSBB  
President  
VECRA, Inc.  
240-331-5301  
laskew@vecrainc.com

MD | VA | FL  
1-844-4VECRA1  
[www.VECRAINCC.com](http://www.VECRAINCC.com)





# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

100 North Senate Avenue  
Room N750  
Indianapolis, Indiana 46204

PHONE: (317) 233-4664  
FAX: (317) 233-0891

**Eric Holcomb, Governor**  
**Michael Smith, Commissioner**

06/27/2024

VECRA, Incorporated  
22 E Church St. #25  
Kilmarnock VA 22482

Dear Charlisa Watson,

**Subject: No Change Affidavit**

This letter confirms receipt of your annual No Change Affidavit and supporting documentation. The Indiana Department of Transportation's Equity Initiative Services (EIS), in compliance with 49 CFR Parts 23 and 26, is pleased to inform you that your firm's information has been reviewed and approved.

Your firm's DBE/ACDBE Certification will remain valid for another year.

The DBE Directory, located at [INDOT: Doing Business with INDOT: DBE Directory](#), will continue to list your contact information and will include the NAICS codes and description of services performed.

As a DBE/ACDBE, you have the responsibility to comply with all aspects of 49 CFR Parts 23 and 26, which include maintaining an accurate mailing address, phone number and email address with INDOT EIS and promptly following up on all inquiries.

If you have any questions, please feel free to contact us at [EISinquiry@indot.in.gov](mailto:EISinquiry@indot.in.gov) at any time.

Sincerely,

Derrick Casson  
DBE Program Administrator, Equity Initiative Services  
Indiana Department of Transportation  
cc: file

## NAICS/DBE Codes Assigned:

DBE Code	DBE Description	NAICS Code	NAICS Description	DBE Speciality Code Description
0053.181G	Used Household and Office Goods Moving	484210	Used Household and Office Goods Moving	Office Moving Services
0055.135P	Other Accounting Services	541219	Other Accounting Services	Medical Billing Services
0053.24G	Interior Design Services	541410	Interior Design Services	Design Advice for Healthcare Facilities
0055.59P	Other Computer Related Services	541519	Other Computer Related Services	Enterprise IT; Software Applications; Artificial Intelligence, Data Analytics
0055.25P	Administrative Management and General Management Consulting Services	541611	Administrative Management & General Management Consulting	Administrative Management and General Management Consulting Services
0053.83G	Facilities Support Services	561210	Facilities Support Services	Facilities except computers operation services
0055.93P	Temporary Help Services	561320	Temporary Help Services	Temporary Help Services
0055.36P	Convention and Trade Show Organizers	561920	Special event coordinator	Convention and Trade Show Organizers
0055.120P	Professional and Management Development Training	611430	Professional & Management Development Training	Professional and Management Development Training Services