

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

In accordance with 25 IAC 5-5 and Section 1.17 of the RFP, the respondent is expected to submit with its proposal a Minority & Women's Business Enterprises RFP Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) listed in the Minority and Women's Business Enterprises Division (MWBED) directory of certified firms located at <http://www.in.gov/idoa/2352.htm>.

If participation is met through use of vendors who supply products and/or services directly to the Respondent, the Respondent must provide a description of products and/or services provided that are directly related to this proposal and the cost of direct supplies 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 Cost Proposal.

Failure to meet these goals will affect the evaluation of your Proposal. The Department reserves the right to verify all information included on the MWBE Subcontractor Commitment Form.

Respondents are encouraged to contact and work with MWBED at 317-232-3061 to design a subcontractor commitment to meet established goals as referenced in this solicitation.

Prime Contractors must ensure that the proposed subcontractors meet the following criteria:

- Must be listed on the IDOA Directory of Certified Firms, 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 IVBE (see section 1.18)
- 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.
- **Must serve a Commercially Useful Function (CUF). The firm must serve a value-added purpose on the engagement, as confirmed by the State.**
- Must provide goods or service only in the industry area for which it is certified as listed in the directory at <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract
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MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR LETTER OF COMMITMENT (MWBE)

A signed letter(s), on company letterhead, from the MBE and/or WBE 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 State may deny evaluation points if the letter(s) is 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 by the regulatory processes involving the State's M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Minority and Women's Business Enterprises Division at (317) 232-3061 or <http://www.in.gov/idoa/2352.htm>.

STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP# 20-1311 In-Person Language Interpretation Services Central Region

DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$530,879.96

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
Company Name: Bright Ideas of Broad Ripple		Contact Person: Jan Lorenzano	
Address: 7425 Westfield Boulevard Indianapolis, IN 46240		E-mail: Jan.lorenzano@bright-ideas.org	
Sub-Contract Amount: \$42,470		Telephone Number: (317)257-4111 x252	Fax Number: (317)257-4174
Sub-Contract Percentage of Total Bid: 8%		Describe service/product to be provided and <u>how this is a Commercially Useful Function of the Contract:</u> Promotional Items	
Provide approximate dates when Sub-Contractor will perform on this project: December 1, 2020 – December 1, 2022			

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name:		Contact Person:	
Address:		E-mail:	
Sub-Contract Amount:		Telephone Number: ()	Fax Number: ()
Sub-Contract Percentage of Total Bid:		Describe service/product to be provided and <u>how this is a Commercially Useful Function of the Contract:</u>	
Provide approximate dates when Sub-Contractor will perform on this project:			

LUNA Language Services

Respondent Firm

8935 N. Meridian St., Suite 250

Address

Indianapolis, IN 46240

City/State/Zip Code

Christopher Waters

Representative

June 29, 2020

Date

317-341-4137

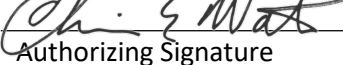
Telephone Number

317-550-2468

Fax Number

chris@LUNA360.com

Email Address



Authorizing Signature

Christopher Waters, CEO/Owner

Printed Name and Title

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Failure to meet these goals will affect the evaluation of your Proposal. The Department reserves the right to verify all information included on the MWBE Subcontractor Commitment Form.

Respondents are encouraged to contact and work with MWBED at 317-232-3061 to design a subcontractor commitment to meet established goals as referenced in this solicitation.

Prime Contractors must ensure that the proposed subcontractors meet the following criteria:

- Must be listed on the IDOA Directory of Certified Firms, 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 IVBE (see section 1.18)
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- **Must serve a Commercially Useful Function (CUF). The firm must serve a value-added purpose on the engagement, as confirmed by the State.**
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MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR LETTER OF COMMITMENT (MWBE)

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By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the regulatory processes involving the State's M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Minority and Women's Business Enterprises Division at (317) 232-3061 or <http://www.in.gov/idoa/2352.htm>.

STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP# 20-1311 In-Person Language Interpretation Services Northeast Region

DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$15,228.46

<input type="checkbox"/> MBE Firm	<input checked="" type="checkbox"/> WBE Firm		
Company Name: Bright Ideas of Broad Ripple		Contact Person: Jan Lorenzano	
Address: 7425 Westfield Boulevard Indianapolis, IN 46240		E-mail: Jan.lorenzano@bright-ideas.org	
Sub-Contract Amount: \$1,218		Telephone Number: (317)257-4111 x252	Fax Number: (317)257-4174
Sub-Contract Percentage of Total Bid: 8%		Describe service/product to be provided and <u>how this is a Commercially Useful Function of the Contract:</u> Promotional Items	
Provide approximate dates when Sub-Contractor will perform on this project: December 1, 2020 – December 1, 2022			

<input type="checkbox"/> MBE Firm	<input type="checkbox"/> WBE Firm		
Company Name:		Contact Person:	
Address:		E-mail:	
Sub-Contract Amount:		Telephone Number: ()	Fax Number: ()
Sub-Contract Percentage of Total Bid:		Describe service/product to be provided and <u>how this is a Commercially Useful Function of the Contract:</u>	
Provide approximate dates when Sub-Contractor will perform on this project:			

LUNA Language Services

Respondent Firm

8935 N. Meridian St., Suite 250

Address

Indianapolis, IN 46240

City/State/Zip Code

Christopher Waters

Representative

June 29, 2020

Date

317-341-4137

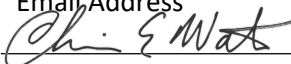
Telephone Number

317-550-2468

Fax Number

chris@LUNA360.com

Email Address



Authorizing Signature

Christopher Waters, CEO/Owner

Printed Name and Title

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Failure to meet these goals will affect the evaluation of your Proposal. The Department reserves the right to verify all information included on the MWBE Subcontractor Commitment Form.

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Prime Contractors must ensure that the proposed subcontractors meet the following criteria:

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By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the regulatory processes involving the State's M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Minority and Women's Business Enterprises Division at (317) 232-3061 or <http://www.in.gov/idoa/2352.htm>.

STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP# 20-1311 In-Person Language Interpretation Services Southeast Region

DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$5,034.72

<input type="checkbox"/> MBE Firm	<input checked="" type="checkbox"/> WBE Firm		
Company Name: Bright Ideas of Broad Ripple		Contact Person: Jan Lorenzano	
Address: 7425 Westfield Boulevard Indianapolis, IN 46240		E-mail: Jan.lorenzano@bright-ideas.org	
Sub-Contract Amount: \$403		Telephone Number: (317)257-4111 x252	Fax Number: (317)257-4174
Sub-Contract Percentage of Total Bid: 8%		Describe service/product to be provided and <u>how this is a Commercially Useful Function of the Contract:</u> Promotional Items	
Provide approximate dates when Sub-Contractor will perform on this project: December 1, 2020 – December 1, 2022			

<input type="checkbox"/> MBE Firm	<input type="checkbox"/> WBE Firm		
Company Name:		Contact Person:	
Address:		E-mail:	
Sub-Contract Amount:		Telephone Number: ()	Fax Number: ()
Sub-Contract Percentage of Total Bid:		Describe service/product to be provided and <u>how this is a Commercially Useful Function of the Contract:</u>	
Provide approximate dates when Sub-Contractor will perform on this project:			

LUNA Language Services

Respondent Firm

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Address

Indianapolis, IN 46240

City/State/Zip Code

Christopher Waters

Representative

June 29, 2020

Date

317-341-4137

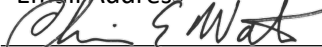
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Christopher Waters, CEO/Owner

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STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP# 20-1311 In-Person Language Interpretation Services Southwest Region

DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$3,772.75

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
Company Name: Bright Ideas of Broad Ripple		Contact Person: Jan Lorenzano	
Address: 7425 Westfield Boulevard Indianapolis, IN 46240		E-mail: Jan.lorenzano@bright-ideas.org	
Sub-Contract Amount: \$302		Telephone Number: (317)257-4111 x252	Fax Number: (317)257-4174
Sub-Contract Percentage of Total Bid: 8%		Describe service/product to be provided and <u>how this is a Commercially Useful Function of the Contract:</u> Promotional Items	
Provide approximate dates when Sub-Contractor will perform on this project: December 1, 2020 – December 1, 2022			

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name:		Contact Person:	
Address:		E-mail:	
Sub-Contract Amount:		Telephone Number: ()	Fax Number: ()
Sub-Contract Percentage of Total Bid:		Describe service/product to be provided and <u>how this is a Commercially Useful Function of the Contract:</u>	
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LUNA Language Services

Respondent Firm

8935 N. Meridian St., Suite 250

Address

Indianapolis, IN 46240

City/State/Zip Code

Christopher Waters

Representative

Date

317-341-4137

Telephone Number

317-550-2468

Fax Number

chris@LUNA360.com

Email Address

Authorizing Signature

Christopher Waters, CEO/Owner

Printed Name and Title

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STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP# 20-1311 In-Person Language Interpretation Services Northwest Region

DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$30,588.16

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
Company Name: Bright Ideas of Broad Ripple		Contact Person: Jan Lorenzano	
Address: 7425 Westfield Boulevard Indianapolis, IN 46240		E-mail: Jan.lorenzano@bright-ideas.org	
Sub-Contract Amount: \$2,447		Telephone Number: (317)257-4111 x252	Fax Number: (317)257-4174
Sub-Contract Percentage of Total Bid: 8%		Describe service/product to be provided and <u>how this is a Commercially Useful Function of the Contract:</u> Promotional Items	
Provide approximate dates when Sub-Contractor will perform on this project: December 1, 2020 – December 1, 2022			

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name:		Contact Person:	
Address:		E-mail:	
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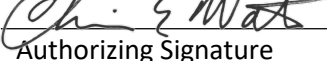
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