

ATTACHMENT A1
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR
COMMITMENT FORM

In accordance with Section 1.22 of RFP 20-1311, the respondent is expected to submit with its proposal an Indiana Veteran Owned Small Business (IVOSB) RFP Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Indiana Veteran Owned Small Business(es) listed in the [VA OSDBU](http://www.in.gov/idoa/2862.htm) registry, or listed on the IDOA Directory of Certified Firms that conform to the IVOSB rules as laid out at <http://www.in.gov/idoa/2862.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 Attachment D, Cost Proposal Template.

If the vendor responding to the RFP is an IVOSB certified entity, the letter confirming same should be submitted with their response. IDOA will verify the certification but will not check for it. Therefore the responding vendor has the responsibility to alert IDOA of their certification. The IVOSB respondent will receive the total points for the IVOSB evaluation criteria per section 3.2.7. Additional ISVOB subcontractors must be included if the IVOSB respondent is seeking the additional bonus point.

The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these goals may impact the evaluation of your Proposal. The Department reserves the right to verify all information included on the IVOSB Subcontractor Commitment Form.

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

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- IVOSB must have a Bidder ID (see section 2.3.7 - Department of Administration, Procurement Division)
- A Prime Contractor who is an IVOSB can count their own workforce or companies to meet this requirement.
- **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 service only in the industry area for which it is certified as listed in the [VA OSDBU](http://www.in.gov/idoa/2352.htm) or IDOA Certified Firm directories <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract

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By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the policies and processes involving the State’s IVOSB Program. Questions involving the regulations governing the IVOSB Subcontractor Commitment Form should be directed to: indianaveteranspreference@idoa.in.gov.

STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 20-1311

Region:

**In-Person CAS Language Interpretation
Services Southwest region**

DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$1,908.03

Company Name: Perpetual Technologies, Inc.	Contact Person: Amy Reeves	
Address: 5649 Lee Road, Suite 1 Indianapolis, IN 46216	E-mail: amy.reeves@PTI.net	
Sub-Contract Amount: \$114 Sub-Contract Percentage of Total Bid: 3%	Telephone Number: (317) 824-0393	Fax Number: (317) 824-0394
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> Computer Equipment		
Provide approximate dates when Sub-Contractor will perform on this project: December 1, 2020 – December 1, 2022		

Company Name:	Contact Person:	
Address:	E-mail:	
Sub-Contract Amount: Sub-Contract Percentage of Total Bid:	Telephone Number: ()	Fax Number: ()
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution 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 46260
 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

☐ Please check if additional forms are attached.
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If the vendor responding to the RFP is an IVOSB certified entity, the letter confirming same should be submitted with their response. IDOA will verify the certification but will not check for it. Therefore the responding vendor has the responsibility to alert IDOA of their certification. The IVOSB respondent will receive the total points for the IVOSB evaluation criteria per section 3.2.7. Additional ISVOB subcontractors must be included if the IVOSB respondent is seeking the additional bonus point.

The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

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

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STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 20-1311

Region:

In-Person CAS Language Interpretation
Services Central region

DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$418,228.02

Company Name: Perpetual Technologies, Inc.	Contact Person: Amy Reeves	
Address: 5649 Lee Road, Suite 1 Indianapolis, IN 46216	E-mail: amy.reeves@PTI.net	
Sub-Contract Amount: \$12,546 Sub-Contract Percentage of Total Bid: 3%	Telephone Number: (317) 824-0393	Fax Number: (317) 824-0394
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> Computer Equipment		
Provide approximate dates when Sub-Contractor will perform on this project: December 1, 2020 – December 1, 2022		

Company Name:	Contact Person:	
Address:	E-mail:	
Sub-Contract Amount: Sub-Contract Percentage of Total Bid:	Telephone Number: ()	Fax Number: ()
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution 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 46260
 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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STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 20-1311

Region:

**In-Person CAS Language Interpretation
Services Northeast region**

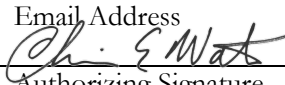
DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$3,880.64

Company Name: Perpetual Technologies, Inc.	Contact Person: Amy Reeves	
Address: 5649 Lee Road, Suite 1 Indianapolis, IN 46216	E-mail: amy.reeves@PTI.net	
Sub-Contract Amount: \$1,456 Sub-Contract Percentage of Total Bid: 3%	Telephone Number: (317) 824-0393	Fax Number: (317) 824-0394
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> Computer Equipment		
Provide approximate dates when Sub-Contractor will perform on this project: December 1, 2020 – December 1, 2022		

Company Name:	Contact Person:	
Address:	E-mail:	
Sub-Contract Amount: Sub-Contract Percentage of Total Bid:	Telephone Number: ()	Fax Number: ()
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u>		
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STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 20-1311

Region:

**In-Person CAS Language Interpretation
Services Northwest region**

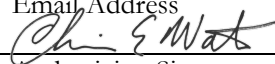
DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$48,492.26

Company Name: Perpetual Technologies, Inc.	Contact Person: Amy Reeves	
Address: 5649 Lee Road, Suite 1 Indianapolis, IN 46216	E-mail: amy.reeves@PTI.net	
Sub-Contract Amount: \$233 Sub-Contract Percentage of Total Bid: 3%	Telephone Number: (317) 824-0393	Fax Number: (317) 824-0394
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> Computer Equipment		
Provide approximate dates when Sub-Contractor will perform on this project: December 1, 2020 – December 1, 2022		

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Address:	E-mail:	
Sub-Contract Amount: Sub-Contract Percentage of Total Bid:	Telephone Number: ()	Fax Number: ()
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 Authorizing Signature
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STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 20-1311

Region:

**In-Person CAS Language Interpretation
Services Southeast region**

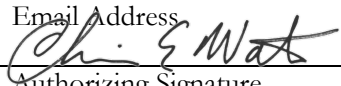
DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$19,294.75

Company Name: Perpetual Technologies, Inc.	Contact Person: Amy Reeves	
Address: 5649 Lee Road, Suite 1 Indianapolis, IN 46216	E-mail: amy.reeves@PTI.net	
Sub-Contract Amount: \$579 Sub-Contract Percentage of Total Bid: 3%	Telephone Number: (317) 824-0393	Fax Number: (317) 824-0394
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> Computer Equipment		
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If the vendor responding to the RFP is an IVOSB certified entity, the letter confirming same should be submitted with their response. IDOA will verify the certification but will not check for it. Therefore the responding vendor has the responsibility to alert IDOA of their certification. The IVOSB respondent will receive the total points for the IVOSB evaluation criteria per section 3.2.7. Additional ISVOB subcontractors must be included if the IVOSB respondent is seeking the additional bonus point.

The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these goals may impact the evaluation of your Proposal. The Department reserves the right to verify all information included on the IVOSB Subcontractor Commitment Form.

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

- Must be listed on Federal Center for Veterans Business Enterprise ([VA OSDBU](http://www.in.gov/idoa/2862.htm)) registry or 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 veteran business Certification Letter provided by either IDOA or Federal Govt. (VA OSDBU), to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see section 2.3.7 - Department of Administration, Procurement Division)
- A Prime Contractor who is an IVOSB can count their own workforce or companies to meet this requirement.
- **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 service only in the industry area for which it is certified as listed in the [VA OSDBU](http://www.in.gov/idoa/2352.htm) or IDOA Certified Firm directories <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract

INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the IVOSB must accompany the IVOSB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSB 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 reserves the right to deny evaluation points if the letter(s) is not attached. 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 policies and processes involving the State’s IVOSB Program. Questions involving the regulations governing the IVOSB Subcontractor Commitment Form should be directed to: indianaveteranspreference@idoa.in.gov.

STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 20-1311

Region:

**In-Person Language Interpretation Services
Central region**

DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$530,879.96

Company Name: Perpetual Technologies, Inc.	Contact Person: Amy Reeves	
Address: 5649 Lee Road, Suite 1 Indianapolis, IN 46216	E-mail: amy.reeves@PTI.net	
Sub-Contract Amount: \$15,926 Sub-Contract Percentage of Total Bid: 3%	Telephone Number: (317) 824-0393	Fax Number: (317) 824-0394
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> Computer Equipment		
Provide approximate dates when Sub-Contractor will perform on this project: December 1, 2020 – December 1, 2022		

Company Name:	Contact Person:	
Address:	E-mail:	
Sub-Contract Amount: Sub-Contract Percentage of Total Bid:	Telephone Number: ()	Fax Number: ()
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution 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 46260
 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

☐ Please check if additional forms are attached.
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FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.

ATTACHMENT A1
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR
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If the vendor responding to the RFP is an IVOSB certified entity, the letter confirming same should be submitted with their response. IDOA will verify the certification but will not check for it. Therefore the responding vendor has the responsibility to alert IDOA of their certification. The IVOSB respondent will receive the total points for the IVOSB evaluation criteria per section 3.2.7. Additional ISVOB subcontractors must be included if the IVOSB respondent is seeking the additional bonus point.

The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these goals may impact the evaluation of your Proposal. The Department reserves the right to verify all information included on the IVOSB Subcontractor Commitment Form.

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

- Must be listed on Federal Center for Veterans Business Enterprise ([VA OSDBU](http://www.in.gov/idoa/2862.htm)) registry or 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 veteran business Certification Letter provided by either IDOA or Federal Govt. (VA OSDBU), to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see section 2.3.7 - Department of Administration, Procurement Division)
- A Prime Contractor who is an IVOSB can count their own workforce or companies to meet this requirement.
- **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 service only in the industry area for which it is certified as listed in the [VA OSDBU](http://www.in.gov/idoa/2352.htm) or IDOA Certified Firm directories <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract

INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the IVOSB must accompany the IVOSB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSB 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 reserves the right to deny evaluation points if the letter(s) is not attached. 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.

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STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 20-1311

Region:

**In-Person Language Interpretation Services
Northeast region**

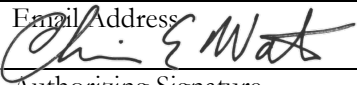
DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$15,228.46

Company Name: Perpetual Technologies, Inc.	Contact Person: Amy Reeves	
Address: 5649 Lee Road, Suite 1 Indianapolis, IN 46216	E-mail: amy.reeves@PTI.net	
Sub-Contract Amount: \$457 Sub-Contract Percentage of Total Bid: 3%	Telephone Number: (317) 824-0393	Fax Number: (317) 824-0394
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> Computer Equipment		
Provide approximate dates when Sub-Contractor will perform on this project: December 1, 2020 – December 1, 2022		

Company Name:	Contact Person:	
Address:	E-mail:	
Sub-Contract Amount: Sub-Contract Percentage of Total Bid:	Telephone Number: ()	Fax Number: ()
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution 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 46260
 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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COMMITMENT FORM

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Failure to address these goals may impact the evaluation of your Proposal. The Department reserves the right to verify all information included on the IVOSB Subcontractor Commitment Form.

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

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- Prime Contractor must include with their proposal the subcontractor’s veteran business Certification Letter provided by either IDOA or Federal Govt. (VA OSDBU), to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see section 2.3.7 - Department of Administration, Procurement Division)
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- Must provide goods or service only in the industry area for which it is certified as listed in the [VA OSDBU](http://www.in.gov/idoa/2352.htm) or IDOA Certified Firm directories <http://www.in.gov/idoa/2352.htm>
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INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT

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STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 20-1311

Region:

**In-Person Language Interpretation Services
Northwest region**

DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$30,588.16

Company Name: Perpetual Technologies, Inc.	Contact Person: Amy Reeves	
Address: 5649 Lee Road, Suite 1 Indianapolis, IN 46216	E-mail: amy.reeves@PTI.net	
Sub-Contract Amount: \$918 Sub-Contract Percentage of Total Bid: 3%	Telephone Number: (317) 824-0393	Fax Number: (317) 824-0394
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> Computer Equipment		
Provide approximate dates when Sub-Contractor will perform on this project: December 1, 2020 – December 1, 2022		

Company Name:	Contact Person:	
Address:	E-mail:	
Sub-Contract Amount: Sub-Contract Percentage of Total Bid:	Telephone Number: ()	Fax Number: ()
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution 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 46260
 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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- Must be listed on Federal Center for Veterans Business Enterprise ([VA OSDBU](http://www.in.gov/idoa/2862.htm)) registry or listed on the IDOA Directory of Certified Firms, **on or before** the proposal due date
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INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT

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STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 20-1311

Region:

**In-Person Language Interpretation Services
Southeast region**

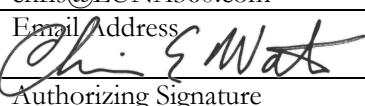
DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$5,034.72

Company Name: Perpetual Technologies, Inc.	Contact Person: Amy Reeves	
Address: 5649 Lee Road, Suite 1 Indianapolis, IN 46216	E-mail: amy.reeves@PTI.net	
Sub-Contract Amount: \$151 Sub-Contract Percentage of Total Bid: 3%	Telephone Number: (317) 824-0393	Fax Number: (317) 824-0394
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> Computer Equipment		
Provide approximate dates when Sub-Contractor will perform on this project: December 1, 2020 – December 1, 2022		

Company Name:	Contact Person:	
Address:	E-mail:	
Sub-Contract Amount: Sub-Contract Percentage of Total Bid:	Telephone Number: ()	Fax Number: ()
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u>		
Provide approximate dates when Sub-Contractor will perform on this project:		

LUNA Language Services
 Respondent Firm
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 Representative
 June 29, 2020
 Date

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 Telephone Number
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 Fax Number
 chris@LUNA360.com
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 Authorizing Signature
Christopher Waters, CEO/Owner
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STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 20-1311

Region:

**In-Person Language Interpretation Services
Southwest region**

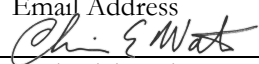
DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$3,772.75

Company Name: Perpetual Technologies, Inc.	Contact Person: Amy Reeves	
Address: 5649 Lee Road, Suite 1 Indianapolis, IN 46216	E-mail: amy.reeves@PTI.net	
Sub-Contract Amount: \$113 Sub-Contract Percentage of Total Bid: 3%	Telephone Number: (317) 824-0393	Fax Number: (317) 824-0394
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> Computer Equipment		
Provide approximate dates when Sub-Contractor will perform on this project: December 1, 2020 – December 1, 2022		

Company Name:	Contact Person:	
Address:	E-mail:	
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Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u>		
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LUNA Language Services
 Respondent Firm
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 Christopher Waters
 Representative
 June 29, 2020
 Date

317-341-4137
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 Fax Number
 chris@LUNA360.com
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In accordance with Section 1.22 of RFP 20-1311, the respondent is expected to submit with its proposal an Indiana Veteran Owned Small Business (IVOSB) RFP Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Indiana Veteran Owned Small Business(es) listed in the [VA OSDBU](http://www.in.gov/idoa/2862.htm) registry, or listed on the IDOA Directory of Certified Firms that conform to the IVOSB rules as laid out at <http://www.in.gov/idoa/2862.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 Attachment D, Cost Proposal Template.

If the vendor responding to the RFP is an IVOSB certified entity, the letter confirming same should be submitted with their response. IDOA will verify the certification but will not check for it. Therefore the responding vendor has the responsibility to alert IDOA of their certification. The IVOSB respondent will receive the total points for the IVOSB evaluation criteria per section 3.2.7. Additional ISVOB subcontractors must be included if the IVOSB respondent is seeking the additional bonus point.

The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these goals may impact the evaluation of your Proposal. The Department reserves the right to verify all information included on the IVOSB Subcontractor Commitment Form.

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

- Must be listed on Federal Center for Veterans Business Enterprise ([VA OSDBU](http://www.in.gov/idoa/2862.htm)) registry or 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 veteran business Certification Letter provided by either IDOA or Federal Govt. (VA OSDBU), to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see section 2.3.7 - Department of Administration, Procurement Division)
- A Prime Contractor who is an IVOSB can count their own workforce or companies to meet this requirement.
- **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 service only in the industry area for which it is certified as listed in the [VA OSDBU](http://www.in.gov/idoa/2352.htm) or IDOA Certified Firm directories <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract

INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the IVOSB must accompany the IVOSB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSB 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 reserves the right to deny evaluation points if the letter(s) is not attached. 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 policies and processes involving the State’s IVOSB Program. Questions involving the regulations governing the IVOSB Subcontractor Commitment Form should be directed to: indianaveteranspreference@idoa.in.gov.

STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 20-1311

Region:

Telephonic Language Interpretation Services
Statewide

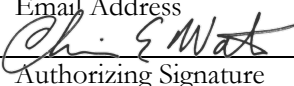
DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$1,362,992.76

Company Name: Perpetual Technologies, Inc.	Contact Person: Amy Reeves	
Address: 5649 Lee Road, Suite 1 Indianapolis, IN 46216	E-mail: amy.reeves@PTI.net	
Sub-Contract Amount: \$13,630 Sub-Contract Percentage of Total Bid: 1%	Telephone Number: (317) 824-0393	Fax Number: (317) 824-0394
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> Computer Equipment		
Provide approximate dates when Sub-Contractor will perform on this project: December 1, 2020 – December 1, 2022		

Company Name:	Contact Person:	
Address:	E-mail:	
Sub-Contract Amount: Sub-Contract Percentage of Total Bid:	Telephone Number: ()	Fax Number: ()
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution 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 46260
 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

☐ Please check if additional forms are attached.
 Page _____ of _____

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

ATTACHMENT A1
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR
COMMITMENT FORM

In accordance with Section 1.22 of RFP 20-1311, the respondent is expected to submit with its proposal an Indiana Veteran Owned Small Business (IVOSB) RFP Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Indiana Veteran Owned Small Business(es) listed in the [VA OSDBU](http://www.in.gov/idoa/2862.htm) registry, or listed on the IDOA Directory of Certified Firms that conform to the IVOSB rules as laid out at <http://www.in.gov/idoa/2862.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 Attachment D, Cost Proposal Template.

If the vendor responding to the RFP is an IVOSB certified entity, the letter confirming same should be submitted with their response. IDOA will verify the certification but will not check for it. Therefore the responding vendor has the responsibility to alert IDOA of their certification. The IVOSB respondent will receive the total points for the IVOSB evaluation criteria per section 3.2.7. Additional ISVOB subcontractors must be included if the IVOSB respondent is seeking the additional bonus point.

The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these goals may impact the evaluation of your Proposal. The Department reserves the right to verify all information included on the IVOSB Subcontractor Commitment Form.

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

- Must be listed on Federal Center for Veterans Business Enterprise ([VA OSDBU](http://www.in.gov/idoa/2862.htm)) registry or 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 veteran business Certification Letter provided by either IDOA or Federal Govt. (VA OSDBU), to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see section 2.3.7 - Department of Administration, Procurement Division)
- A Prime Contractor who is an IVOSB can count their own workforce or companies to meet this requirement.
- **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 service only in the industry area for which it is certified as listed in the [VA OSDBU](http://www.in.gov/idoa/2352.htm) or IDOA Certified Firm directories <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract

INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the IVOSB must accompany the IVOSB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSB 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 reserves the right to deny evaluation points if the letter(s) is not attached. 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 policies and processes involving the State’s IVOSB Program. Questions involving the regulations governing the IVOSB Subcontractor Commitment Form should be directed to: indianaveteranspreference@idoa.in.gov.

STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 20-1311

Region:

Written Language Translation Services
Statewide


DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$19,704.50

Company Name: Perpetual Technologies, Inc.	Contact Person: Amy Reeves	
Address: 5649 Lee Road, Suite 1 Indianapolis, IN 46216	E-mail: amy.reeves@PTI.net	
Sub-Contract Amount: \$591 Sub-Contract Percentage of Total Bid: 3%	Telephone Number: (317) 824-0393	Fax Number: (317) 824-0394
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> Computer Equipment		
Provide approximate dates when Sub-Contractor will perform on this project: December 1, 2020 – December 1, 2022		

Company Name:	Contact Person:	
Address:	E-mail:	
Sub-Contract Amount: Sub-Contract Percentage of Total Bid:	Telephone Number: ()	Fax Number: ()
Describe service/product to be provided and <u>how this is a Valuable Scope Contribution 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 46260
 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

☐ Please check if additional forms are attached.
 Page _____ of _____

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