



STATE OF INDIANA

Eric J. Holcomb, Governor

DEPARTMENT OF ADMINISTRATION Indiana Veteran Business

Indiana Government Center South
402 West Washington Street, Room W468
Indianapolis, IN 46204

October 10, 2019

Mr. Ryan Stephens
Perpetual Technologies, Inc.
5649 Lee Road
Indianapolis, IN 46216

Subject: Indiana Veteran Owned Small Business Certification

Dear Mr. Stephens:

The Indiana Department of Administration is pleased to inform you that Perpetual Technologies, Inc., is hereby certified as an Indiana Veteran Owned Small Business Enterprise ("IVOSB").

The State of Indiana recognizes Perpetual Technologies, Inc.'s, Department of Veteran Affairs VetBiz certification, and the company will now be listed in the Indiana Veteran Business Directory with the same certification dates listed on your VetBiz record: **9/23/2019** through **9/23/2022**.

If Perpetual Technologies, Inc., recertifies with VetBiz, be sure to send a recertification notice along with a completed recertification application to the State of Indiana so the company's information may be kept current on the Indiana Veteran Business Directory. However, if you do not continue with VetBiz certification, you can still certify directly with the State of Indiana by following the steps outlined at: <http://in.gov/idoa/2862.htm>.

If you should have any questions or concerns, please do not hesitate to contact the Department via email at indianaveteranspreference@idoa.in.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Amy L. Wolf", with a long, sweeping flourish extending upwards and to the right.

Amy L. Wolf, Deputy Director of Certification
Indiana Department of Administration
Division of Supplier Diversity

ALW:cl



**DEPARTMENT OF VETERANS AFFAIRS
Center for Verification and Evaluation
Washington DC 20420**

9/23/2019
In Reply Refer To: **00VE**

Mr. Ryan Stephens
Perpetual Technologies, Inc.
DUNS: 106796050
5649 Lee Road,
Indianapolis, IN 46216

Dear Mr. Stephens:

On behalf of the U.S. Department of Veterans Affairs (VA), Center for Verification and Evaluation (CVE), I am writing to inform you that your application for reverification has been approved. Perpetual Technologies, Inc. will remain eligible to participate in Veterans First Contracting Program opportunities with VA as a verified Veteran-Owned Small Business (VOSB).

This verification is valid for three (3) years from the date of this letter.

Please retain a copy of this letter to confirm Perpetual Technologies, Inc.'s continued program eligibility in accordance with 38 Code of Federal Regulation (CFR) § 74.12. You may reapply 120 days prior to your new expiration date by logging into <https://www.vip.vetbiz.gov/>.

To promote Perpetual Technologies, Inc.'s verified status, you may use the following link to download the logo for use on your marketing materials and business cards: https://www.va.gov/OSDBU/docs/cve_completed_v.jpg. In addition, please access the following link for information on next steps and opportunities for verified businesses:

<http://www.va.gov/osdbu/verification/whatsNext.asp>.

While CVE has confirmed that Perpetual Technologies, Inc. is presently, as of the issuance of this notice, in compliance with the regulation, Perpetual Technologies, Inc. must inform CVE of any changes or other circumstances that would adversely affect its eligibility. Eligibility changes not reported to CVE within 30 days could result in a referral to the Office of Inspector General (OIG), a referral to the Debarment and Suspension Committee, and the initiation of cancellation proceedings—all of which could result in Perpetual Technologies, Inc. being removed from the VIP Verification Program.

*"World Class Professionals
Enabling Veteran Business Opportunities by Protecting the Veteran Advantage - One Vet at a Time"*

Please be advised all verified businesses may be required to participate in one or more post-verification audits at CVE's discretion. Additionally, this letter and other information pertaining to Perpetual Technologies, Inc.'s verification application may be subject to Freedom of Information Act (FOIA) requests. However, FOIA disclosures include exceptions regarding the personal privacy of individuals, and VA policy similarly provides limitations on the release of individuals records.

If Perpetual Technologies, Inc. receives a negative size determination from the U.S. Small Business Administration (SBA), CVE must act in accordance with 38 CFR § 74.2(e). Also note, if at any time Perpetual Technologies, Inc. discovers that it fails to meet the size standards for any NAICS Code(s) listed on its VIP profile, CVE requires such NAICS Code(s) be removed within five (5) business days. If these NAICS Codes are not removed within the allotted five (5) business days, CVE may request SBA conduct a formal size determination. In addition, CVE may initiate a referral to OIG, a referral to the Debarment and Suspension Committee and pursue cancellation proceedings. All of the aforementioned referrals and procedures could result in Perpetual Technologies, Inc. being removed from the VIP Verification Program.

Thank you for your service to our country and for continuing to serve America through small business ownership.

Sincerely,



|

Thomas McGrath
Director
Center for Verification and Evaluation



**DEPARTMENT OF VETERANS AFFAIRS
Center for Verification and Evaluation
Washington DC 20420**

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Thank you for your service to our country and for continuing to serve America through small business ownership.

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Thomas McGrath
Director
Center for Verification and Evaluation



PERPETUAL TECHNOLOGIES, INC.

Mr. Chris Waters
CEO
Indianapolis Interpreters Inc. d/b/a LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal 20-1311, In-Person CAS Language Interpretation Services Northwest region

Dear Mr. Waters:

Perpetual Technologies, Inc. is pleased to commit to providing subcontracting services as part of your submission to the State of Indiana for the above referenced Request for Proposal (RFP). Perpetual Technologies, Inc. has read and understands the RFP and will comply with all of its requirements. This letter fulfills the RFP specifications identified in Attachment A1, Indiana Veterans' Business Enterprises Subcontractor Commitment Form.

Perpetual Technologies, Inc. is a certified Indiana Veterans Business Enterprise, bidder ID 0000002562, and will support Indianapolis Interpreters by providing computer equipment and other assistance as may be required equivalent to three (3) percent of the total annual contract, or \$117 in total dollars per contract year. It is anticipated we will provide our services beginning December 1, 2020.

Perpetual Technologies, Inc. meets the following criteria listed in Attachment A1 to the RFP:

- Must be listed Must be listed on Federal Center for Veterans Business Enterprise (VA OSDBU) registry or listed on the IDOA Directory of Certified Firms, on or before the proposal due date.
- 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 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.

Perpetual Technologies, Inc. further certifies that Amy Reeves, as signatory to this letter, is authorized to make such commitments on behalf of Perpetual Technologies, Inc.

As an Indiana business, Perpetual Technologies, Inc. has supported important projects for the State of Indiana, as well as the City of Indianapolis, numerous commercial sector enterprises, and a variety of agencies within the Federal government. With over 16 years of information technology experience, we look forward to bringing our unique qualifications and capabilities to this contract.

We look forward to working with Indianapolis Interpreters and the State of Indiana through the successful completion of this project. Please contact me at 317-824-0393 if you have questions about Perpetual Technologies, Inc. or our commitment to this engagement.



PERPETUAL TECHNOLOGIES, INC.

ADVANCING THE DATA-DRIVEN WORLD

Best Regards,

DocuSigned by:
Amy M. Reeves
01F78B932A2422

Amy Reeves

Director of Finance

Perpetual Technologies, Inc.

(800) 538-0453 phone

(317) 824-0393 phone

(317) 824-0394 fax

Angie.Gleim@pti.net

Chris Waters

CEO

LUNA Language Services

July 1, 2020



PERPETUAL TECHNOLOGIES, INC.

Mr. Chris Waters
 CEO
 Indianapolis Interpreters Inc. d/b/a LUNA Language Services
 8935 N. Meridian Suite 250
 Indianapolis, IN 46260

RE: State of Indiana Request for Proposal 20-1311, In-Person CAS Language Interpretation Services Southwest region

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Perpetual Technologies, Inc. is a certified Indiana Veterans Business Enterprise, bidder ID 0000002562, and will support Indianapolis Interpreters by providing computer equipment and other assistance as may be required equivalent to three (3) percent of the total annual contract, or \$57 in total dollars per contract year. It is anticipated we will provide our services beginning December 1, 2020.

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July 1, 2020



PERPETUAL TECHNOLOGIES, INC.

Mr. Chris Waters
 CEO
 Indianapolis Interpreters Inc. d/b/a LUNA Language Services
 8935 N. Meridian Suite 250
 Indianapolis, IN 46260

RE: State of Indiana Request for Proposal 20-1311, Telephonic Language Interpretation Services- Statewide

Dear Mr. Waters:

Perpetual Technologies, Inc. is pleased to commit to providing subcontracting services as part of your submission to the State of Indiana for the above referenced Request for Proposal (RFP). Perpetual Technologies, Inc. has read and understands the RFP and will comply with all of its requirements. This letter fulfills the RFP specifications identified in Attachment A1, Indiana Veterans' Business Enterprises Subcontractor Commitment Form.

Perpetual Technologies, Inc. is a certified Indiana Veterans Business Enterprise, bidder ID 0000002562, and will support Indianapolis Interpreters by providing computer equipment and other assistance as may be required equivalent to one (1%) percent of the total annual contract, or \$6,815 in total dollars per contract year. It is anticipated we will provide our services beginning December 1, 2020.

Perpetual Technologies, Inc. meets the following criteria listed in Attachment A1 to the RFP:

- Must be listed Must be listed on Federal Center for Veterans Business Enterprise (VA OSDDBU) registry or listed on the IDOA Directory of Certified Firms, on or before the proposal due date.
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RE: State of Indiana Request for Proposal 20-1311, In-Person CAS Language Interpretation Services Northeast region

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Perpetual Technologies, Inc. is a certified Indiana Veterans Business Enterprise, bidder ID 0000002562, and will support Indianapolis Interpreters by providing computer equipment and other assistance as may be required equivalent to three (3) percent of the total annual contract, or \$728 in total dollars per contract year. It is anticipated we will provide our services beginning December 1, 2020.

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DocuSigned by:


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Director of Finance

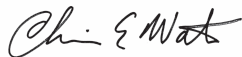
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Chris Waters

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LUNA Language Services

July 1, 2020



PERPETUAL TECHNOLOGIES, INC.

Mr. Chris Waters
 CEO
 Indianapolis Interpreters Inc. d/b/a LUNA Language Services
 8935 N. Meridian Suite 250
 Indianapolis, IN 46260

RE: State of Indiana Request for Proposal 20-1311, In-Person Language Interpretation Services Southwest region

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July 1, 2020



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Indianapolis Interpreters Inc. d/b/a LUNA Language Services
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RE: State of Indiana Request for Proposal 20-1311, In-Person CAS Language Interpretation Services Southeast region

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July 1, 2020



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 Indianapolis, IN 46260

RE: State of Indiana Request for Proposal 20-1311, In-Person CAS Language Interpretation Services Central region

Dear Mr. Waters:

Perpetual Technologies, Inc. is pleased to commit to providing subcontracting services as part of your submission to the State of Indiana for the above referenced Request for Proposal (RFP). Perpetual Technologies, Inc. has read and understands the RFP and will comply with all of its requirements. This letter fulfills the RFP specifications identified in Attachment A1, Indiana Veterans' Business Enterprises Subcontractor Commitment Form.

Perpetual Technologies, Inc. is a certified Indiana Veterans Business Enterprise, bidder ID 0000002562, and will support Indianapolis Interpreters by providing computer equipment and other assistance as may be required equivalent to three (3) percent of the total annual contract, or \$56,273 in total dollars per contract year. It is anticipated we will provide our services beginning December 1, 2020.

Perpetual Technologies, Inc. meets the following criteria listed in Attachment A1 to the RFP:

- Must be listed Must be listed on Federal Center for Veterans Business Enterprise (VA OSDDBU) registry or listed on the IDOA Directory of Certified Firms, on or before the proposal due date.
- 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 OSDDBU 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.

Perpetual Technologies, Inc. further certifies that Amy Reeves, as signatory to this letter, is authorized to make such commitments on behalf of Perpetual Technologies, Inc.

As an Indiana business, Perpetual Technologies, Inc. has supported important projects for the State of Indiana, as well as the City of Indianapolis, numerous commercial sector enterprises, and a variety of agencies within the Federal government. With over 16 years of information technology experience, we look forward to bringing our unique qualifications and capabilities to this contract.

We look forward to working with Indianapolis Interpreters and the State of Indiana through the successful completion of this project. Please contact me at 317-824-0393 if you have questions about Perpetual Technologies, Inc. or our commitment to this engagement.



PERPETUAL TECHNOLOGIES, INC.

ADVANCING THE DATA-DRIVEN WORLD 

Best Regards,

Amy Reeves

DocuSigned by:
Amy M. Reeves
01FF788932A2422...

Director of Finance
Perpetual Technologies, Inc.
(800) 538-0453 phone
(317) 824-0393 phone
(317) 824-0394 fax
Angie.Gleim@pti.net

Chris Waters
CEO
LUNA Language Services
July 1, 2020



PERPETUAL TECHNOLOGIES, INC.

Mr. Chris Waters
 CEO
 Indianapolis Interpreters Inc. d/b/a LUNA Language Services
 8935 N. Meridian Suite 250
 Indianapolis, IN 46260

RE: State of Indiana Request for Proposal 20-1311, In-Person Language Interpretation Services Central region

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Perpetual Technologies, Inc. is a certified Indiana Veterans Business Enterprise, bidder ID 0000002562, and will support Indianapolis Interpreters by providing computer equipment and other assistance as may be required equivalent to three (3) percent of the total annual contract, or \$7,648 in total dollars per contract year. It is anticipated we will provide our services beginning December 1, 2020.

Perpetual Technologies, Inc. meets the following criteria listed in Attachment A1 to the RFP:

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Amy Reeves

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Chris E Waters

Chris Waters


CEO

LUNA Language Services

July 1, 2020



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ADVANCING THE DATA-DRIVEN WORLD 

Mr. Chris Waters
CEO
Indianapolis Interpreters Inc. d/b/a LUNA Language Services
8935 N. Meridian Suite 250
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RE: State of Indiana Request for Proposal 20-1311, In-Person Language Interpretation Services Northeast region

Dear Mr. Waters:

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Perpetual Technologies, Inc. is a certified Indiana Veterans Business Enterprise, bidder ID 0000002562, and will support Indianapolis Interpreters by providing computer equipment and other assistance as may be required equivalent to three (3) percent of the total annual contract, or \$229 in total dollars per contract year. It is anticipated we will provide our services beginning December 1, 2020.

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PERPETUAL TECHNOLOGIES, INC.

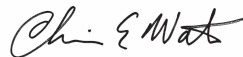
ADVANCING THE DATA-DRIVEN WORLD 

Best Regards,

DocuSigned by:

Amy Reeves


Director of Finance
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Angie.Gleim@pti.net



Chris Waters
CEO
LUNA Language Services
July 1, 2020



PERPETUAL TECHNOLOGIES, INC.

ADVANCING THE DATA-DRIVEN WORLD 

Mr. Chris Waters
CEO
Indianapolis Interpreters Inc. d/b/a LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal 20-1311, In-Person Language Interpretation Services Southeast region

Dear Mr. Waters:

Perpetual Technologies, Inc. is pleased to commit to providing subcontracting services as part of your submission to the State of Indiana for the above referenced Request for Proposal (RFP). Perpetual Technologies, Inc. has read and understands the RFP and will comply with all of its requirements. This letter fulfills the RFP specifications identified in Attachment A1, Indiana Veterans' Business Enterprises Subcontractor Commitment Form.

Perpetual Technologies, Inc. is a certified Indiana Veterans Business Enterprise and, bidder ID 0000002562, will support Indianapolis Interpreters by providing computer equipment and other assistance as may be required equivalent to three (3) percent of the total annual contract, or \$76 in total dollars per contract year. It is anticipated we will provide our services beginning December 1, 2020.

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July 1, 2020



PERPETUAL TECHNOLOGIES, INC.

Mr. Chris Waters
CEO
Indianapolis Interpreters Inc. d/b/a LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal 20-1311, Written Language Translation Services- Statewide

Dear Mr. Waters:

Perpetual Technologies, Inc. is pleased to commit to providing subcontracting services as part of your submission to the State of Indiana for the above referenced Request for Proposal (RFP). Perpetual Technologies, Inc. has read and understands the RFP and will comply with all of its requirements. This letter fulfills the RFP specifications identified in Attachment A1, Indiana Veterans' Business Enterprises Subcontractor Commitment Form.

Perpetual Technologies, Inc. is a certified Indiana Veterans Business Enterprise, bidder ID 0000002562, and will support Indianapolis Interpreters by providing computer equipment and other assistance as may be required equivalent to three (3) percent of the total annual contract, or \$296 in total dollars per contract year. It is anticipated we will provide our services beginning December 1, 2020.

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Amy M. Reeves

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Director of Finance

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Angie.Gleim@pti.net

Chris E. Waters

Chris Waters

CEO

LUNA Language Services

July 1, 2020



Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal #20-1311 In-Person CAS Language Interpretation Services Northeast Region

Dear Mr. Waters:

Thank you for the opportunity to partner with LUNA Language Services on its work under state contract #20-1311 In-Person CAS Language Interpretation Northeast Region and the state of Indiana Department of Administration. Morales Group, Inc (MGI) is committed to subcontract with LUNA Language Services. This letter also serves as our commitment to abide by all state procurement regulations including all other mandatory contract clauses outlined in the contract.

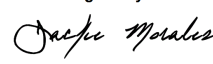
We look forward to assisting LUNA in this engagement. It is anticipated we will provide our services beginning December 1, 2020.

Morales Group, Inc. a certified MBE, Bidder ID 0000014992, over the past 17 years, has successfully placed over 60,000 associates throughout the Midwest in temporary, temp-to-perm and performance-based positions in partnership with local community outreach organizations and businesses. MGI employees represent over 20 countries and speak multiple languages to recruit a diverse, multicultural workforce. For this contract specifically, our services will fall under the Temporary personnel services category in the amount of 8% of the total annual contract, or \$1,940 in total dollars per contract year.

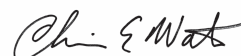
Morales Group, Inc. further certifies that Jackie Morales as signatory to this letter, is authorized to make such commitments on behalf of Morales Group, Inc.

We appreciate and value the potential opportunity to work with you and the state of Indiana on this important initiative!

Best Regards,

DocuSigned by:

4DAEA03054FB467...
Jackie Morales

CMIO



Chris Waters
CEO
LUNA Language Services
July 1, 2020



Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal #20-1311 In-Person CAS Language Interpretation Services Central Region

Dear Mr. Waters:

Thank you for the opportunity to partner with LUNA Language Services on its work under state contract #20-1311 In-Person CAS Language Interpretation Central Region and the state of Indiana Department of Administration. Morales Group, Inc (MGI) is committed to subcontract with LUNA Language Services. This letter also serves as our commitment to abide by all state procurement regulations including all other mandatory contract clauses outlined in the contract.

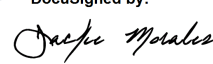
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Morales Group, Inc. a certified MBE, Bidder ID 0000014992, over the past 17 years, has successfully placed over 60,000 associates throughout the Midwest in temporary, temp-to-perm and performance-based positions in partnership with local community outreach organizations and businesses. MGI employees represent over 20 countries and speak multiple languages to recruit a diverse, multicultural workforce. For this contract specifically, our services will fall under the Temporary personnel services category in the amount of 8% of the total annual contract, or \$16,729 in total dollars per contract year.

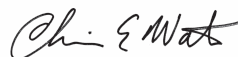
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Jackie Morales

CMIO



Chris Waters
CEO
LUNA Language Services
July 1, 2020



Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal #20-1311 In-Person CAS Language Interpretation Services Northwest Region

Dear Mr. Waters:

Thank you for the opportunity to partner with LUNA Language Services on its work under state contract #20-1311 In-Person CAS Language Interpretation Northwest Region and the state of Indiana Department of Administration. Morales Group, Inc (MGI) is committed to subcontract with LUNA Language Services. This letter also serves as our commitment to abide by all state procurement regulations including all other mandatory contract clauses outlined in the contract.

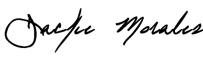
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Morales Group, Inc. a certified MBE, Bidder ID 0000014992, over the past 17 years, has successfully placed over 60,000 associates throughout the Midwest in temporary, temp-to-perm and performance-based positions in partnership with local community outreach organizations and businesses. MGI employees represent over 20 countries and speak multiple languages to recruit a diverse, multicultural workforce. For this contract specifically, our services will fall under the Temporary personnel services category in the amount of 8% of the total annual contract, or \$311 in total dollars per contract year.

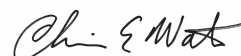
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Jackie Morales

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Chris Waters
CEO
LUNA Language Services
July 1, 2020



Mr. Chris Waters
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8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal #20-1311 In-Person CAS Language Interpretation Services Southeast Region

Dear Mr. Waters:

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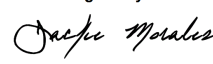
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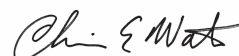
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Chris Waters
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July 1, 2020



Mr. Chris Waters
CEO
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Indianapolis, IN 46260

RE: State of Indiana Request for Proposal #20-1311 In-Person CAS Language Interpretation Services Southwest Region

Dear Mr. Waters:

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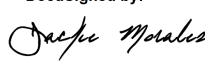
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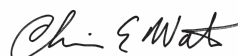
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July 1, 2020



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RE: State of Indiana Request for Proposal #20-1311 In-Person Language Interpretation Services Southwest Region

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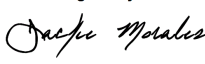
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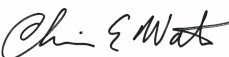
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July 1, 2020



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RE: State of Indiana Request for Proposal #20-1311 In-Person Language Interpretation Services Central Region

Dear Mr. Waters:

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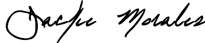
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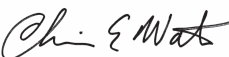
Morales Group, Inc. further certifies that Jackie Morales as signatory to this letter, is authorized to make such commitments on behalf of Morales Group, Inc.

We appreciate and value the potential opportunity to work with you and the state of Indiana on this important initiative!

Best Regards,

DocuSigned by:

4DAEA03054FB467...
Jackie Morales

CMIO



Chris Waters
CEO
LUNA Language Services
July 1, 2020



Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal #20-1311 In-Person Language Interpretation Services Northeast Region

Dear Mr. Waters:

Thank you for the opportunity to partner with LUNA Language Services on its work under state contract #20-1311 In-Person Language Interpretation Services Northeast Region and the state of Indiana Department of Administration. Morales Group, Inc (MGI) is committed to subcontract with LUNA Language Services. This letter also serves as our commitment to abide by all state procurement regulations including all other mandatory contract clauses outlined in the contract.

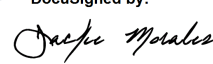
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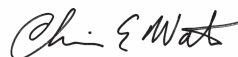
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Jackie Morales

CMIO



Chris Waters
CEO
LUNA Language Services
July 1, 2020



Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal #20-1311 In-Person Language Interpretation Services Northwest Region

Dear Mr. Waters:

Thank you for the opportunity to partner with LUNA Language Services on its work under state contract #20-1311 In-Person Language Interpretation Services Northwest Region and the state of Indiana Department of Administration. Morales Group, Inc (MGI) is committed to subcontract with LUNA Language Services. This letter also serves as our commitment to abide by all state procurement regulations including all other mandatory contract clauses outlined in the contract.


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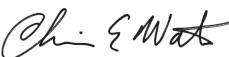
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4DAEA03054FB467...
Jackie Morales

CMIO



Chris Waters
CEO
LUNA Language Services
July 1, 2020



Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal #20-1311 In-Person Language Interpretation Services Southeast Region

Dear Mr. Waters:

Thank you for the opportunity to partner with LUNA Language Services on its work under state contract #20-1311 In-Person Language Interpretation Services Southeast Region and the state of Indiana Department of Administration. Morales Group, Inc (MGI) is committed to subcontract with LUNA Language Services. This letter also serves as our commitment to abide by all state procurement regulations including all other mandatory contract clauses outlined in the contract.

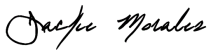
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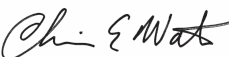
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Best Regards,

DocuSigned by:

4DAEA03054FB467...
Jackie Morales

CMIO



Chris Waters
CEO
LUNA Language Services
July 1, 2020



Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal #20-1311 Telephonic Language Interpretation Services Statewide

Dear Mr. Waters:

Thank you for the opportunity to partner with LUNA Language Services on its work under state contract #20-1311 Telephonic Language Interpretation Services Statewide and the state of Indiana Department of Administration. Morales Group, Inc (MGI) is committed to subcontract with LUNA Language Services. This letter also serves as our commitment to abide by all state procurement regulations including all other mandatory contract clauses outlined in the contract.


We look forward to assisting LUNA in this engagement. It is anticipated we will provide our services beginning December 1, 2020.

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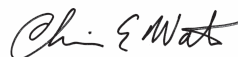
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We appreciate and value the potential opportunity to work with you and the state of Indiana on this important initiative!

Best Regards,

DocuSigned by:

4DAEA03054FB467...
Jackie Morales

CMIO



Chris Waters
CEO
LUNA Language Services
July 1, 2020



Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal #20-1311 Written Language Services Statewide

Dear Mr. Waters:

Thank you for the opportunity to partner with LUNA Language Services on its work under state contract #20-1311 Written Language Services Statewide and the state of Indiana Department of Administration. Morales Group, Inc (MGI) is committed to subcontract with LUNA Language Services. This letter also serves as our commitment to abide by all state procurement regulations including all other mandatory contract clauses outlined in the contract.

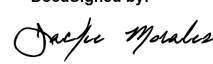
We look forward to assisting LUNA in this engagement. It is anticipated we will provide our services beginning December 1, 2020.

Morales Group, Inc. a certified MBE, Bidder ID 0000014992, over the past 17 years, has successfully placed over 60,000 associates throughout the Midwest in temporary, temp-to-perm and performance-based positions in partnership with local community outreach organizations and businesses. MGI employees represent over 20 countries and speak multiple languages to recruit a diverse, multicultural workforce. For this contract specifically, our services will fall under the Temporary personnel services category in the amount of 8% of the total annual contract, or \$788 in total dollars per contract year.

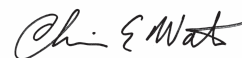
Morales Group, Inc. further certifies that Jackie Morales as signatory to this letter, is authorized to make such commitments on behalf of Morales Group, Inc.

We appreciate and value the potential opportunity to work with you and the state of Indiana on this important initiative!

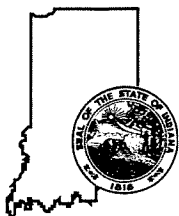
Best Regards,

DocuSigned by:

4DAEA03054FB467...
Jackie Morales

CMIO



Chris Waters
CEO
LUNA Language Services
July 1, 2020



STATE OF INDIANA

Eric J. Holcomb, Governor

DEPARTMENT OF ADMINISTRATION Division of Supplier Diversity

Indiana Government Center South
402 West Washington Street, Room W478
Indianapolis, IN 46204
(317) 232 - 3061

10/10/2017

Tomas Morales
Morales Group, Inc.
5628 W. 74th Street
Indianapolis, IN 46278

Subject: Application for MBE Certification

Dear Mr. Morales

Congratulations! The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Morales Group, Inc.** is hereby certified as a Minority Business Enterprise (MBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Minority Business Enterprise participation:

UNSPSC CODE(S)

| <i>Code</i> | <i>Description</i> |
|-------------|---|
| 72102902 | Landscaping services |
| 80111600 | Temporary personnel services |
| 80111603 | Temporary production staffing needs |
| 80111611 | Temporary warehouse staff |
| 80111706 | Permanent clerical or administrative assistance |
| 93121706 | General assembly services |

On September 13, 2010, the Governor's Commission on Minority and Women's Business Enterprises approved the department's effort to streamline its recertification process. Instead of conducting an onsite visit to each company seeking recertification, the department now has the discretion to waive the visit after a thorough review of the company's file and recertification documents. We have approved your recertification and it is valid through **10/31/2020**. Please note that IDOA continues to reserve the right to conduct a site visit or phone interview at any time to certified companies.

Although your certification is valid for a three-year period, you are required to submit an annual ***Affidavit of Continued Eligibility (ACE)*** form, located at www.in.gov/idoa/mwbe/files/ACE_Form.pdf. Please remember you must notify us immediately if any changes occur. Failure to notify us of changes or to provide an ACE form annually will result in revocation of your certification. Changes include, but are not limited to, changes in location, contact information, ownership and control.

We encourage you to visit IDOA's procurement website, www.in.gov/idoa/2464.htm, and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors may use this information to contact you for business opportunities. For questions regarding your registration profile, you may contact our office at 317-232-3061.

THIS CERTIFIES THAT

Morales Group



* Nationally certified by the: **MID-STATES MINORITY SUPPLIER DEVELOPMENT COUNCIL**

*NAICS Code(s): 561910; 561311; 541614; 541612; 561320; 561330; 561730

* Description of their product/services as defined by the North American Industry Classification System (NAICS)

12/21/2019

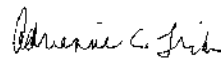
Issued Date

IN01702

Certificate Number

12/21/2020

Expiration Date


Adrienne Trimble



Carolyn E. Mosby, President/CEO

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

Certify, Develop, Connect, Advocate.

* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®



Promotional Products

Wearables

Awards

Fulfillment

Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal #20-1311 In-Person Language Interpretation Services Southwest Region

Dear Mr. Waters:

Thank you for the opportunity to partner with LUNA Language Services on its work under state contract #20-1311 In-Person Language Interpretation Services Central Region and the state of Indiana Department of Administration. Bright Ideas of Broad Ripple is committed to subcontract with LUNA. This letter also serves as our commitment to abide by all state procurement regulations including all other mandatory contract clauses outlined in the contract.

We look forward to assisting LUNA in this engagement. It is anticipated we will provide our services beginning December 1, 2020.

Bright Ideas of Broad Ripple, a certified WBE (bidder ID 0000001961), provides a wide variety of promotional materials. For this contract specifically, our services will fall under the promotional items category in the amount of 8% of the total annual contract, or \$151 in total dollars per contract year.

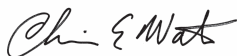
Bright Ideas of Broad Ripple further certifies that Jan Lorenzano, as signatory to this letter, is authorized to make such commitments on behalf of Bright Ideas of Broad Ripple.

We appreciate and value the potential opportunity to work with you and the state of Indiana on this important initiative!

Best Regards,

DocuSigned by:

A6BCCBF83FD4B0...
Jan Lorenzano
VP, Principal



Chris Waters
CEO
LUNA Language Services
July 1, 2020



Promotional Products

Wearables

Awards

Fulfillment

Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal #20-1311 In-Person Language Interpretation Services Northwest Region

Dear Mr. Waters:

Thank you for the opportunity to partner with LUNA Language Services on its work under state contract #20-1311 In-Person Language Interpretation Services Northwest Region and the state of Indiana Department of Administration. Bright Ideas of Broad Ripple is committed to subcontract with LUNA. This letter also serves as our commitment to abide by all state procurement regulations including all other mandatory contract clauses outlined in the contract.

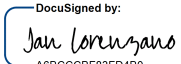
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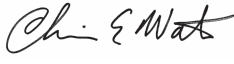
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A6BCCBF83FD4B0
Jan Lorenzano
VP, Principal


Chris Waters
CEO
LUNA Language Services
July 1, 2020



Promotional Products

Wearables

Awards

Fulfillment

Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal #20-1311 In-Person Language Interpretation Services Northeast Region

Dear Mr. Waters:

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Jan Lorenzano
A6BCCBF83FD4B0...

Jan Lorenzano
VP, Principal

Chris Waters
CEO
LUNA Language Services
July 1, 2020



Promotional Products

Wearables

Awards

Fulfillment

Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal #20-1311 In-Person Language Interpretation Services Southeast Region

Dear Mr. Waters:

Thank you for the opportunity to partner with LUNA Language Services on its work under state contract #20-1311 In-Person Language Interpretation Services Central Region and the state of Indiana Department of Administration. Bright Ideas of Broad Ripple is committed to subcontract with LUNA. This letter also serves as our commitment to abide by all state procurement regulations including all other mandatory contract clauses outlined in the contract.


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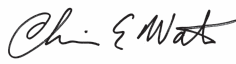
Bright Ideas of Broad Ripple, a certified WBE (bidder ID 0000001961), provides a wide variety of promotional materials. For this contract specifically, our services will fall under the promotional items category in the amount of 8% of the total annual contract, or \$202 in total dollars per contract year.

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Best Regards,

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A6BC0CBF63FD4B0
Jan Lorenzano
VP, Principal


Chris Waters
CEO
LUNA Language Services
July 1, 2020



Promotional Products

Wearables

Awards

Fulfillment

Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal #20-1311 In-Person Language Interpretation Services Central Region

Dear Mr. Waters:

Thank you for the opportunity to partner with LUNA Language Services on its work under state contract #20-1311 In-Person Language Interpretation Services Central Region and the state of Indiana Department of Administration. Bright Ideas of Broad Ripple is committed to subcontract with LUNA. This letter also serves as our commitment to abide by all state procurement regulations including all other mandatory contract clauses outlined in the contract.

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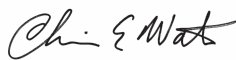
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Best Regards,

DocuSigned by:

AB9CCB93CFD4B0
Jan Lorenzano
VP, Principal


Chris Waters
CEO
LUNA Language Services
July 1, 2020



STATE OF INDIANA

Eric J. Holcomb, Governor

DEPARTMENT OF ADMINISTRATION
Division of Supplier Diversity

Indiana Government Center South
402 West Washington Street, Room W478
Indianapolis, IN 46204
(317) 232 - 3061

10/2/2017

Beverly Middaugh
Bright Ideas in Broad Ripple Inc.
7425 Westfield Blvd
Indianapolis, Indiana 46240

Subject: Application for WBE Certification

Dear Ms. Middaugh,

Congratulations! The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that Bright Ideas in Broad Ripple Inc. is hereby certified as a Women's Business Enterprise (WBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Women's Business Enterprise participation:

UNSPSC CODE(S)

| <i>Code</i> | <i>Description</i> |
|-------------|-------------------------|
| 80141605 | Promotional Merchandise |

On September 13, 2010, the Governor's Commission on Minority and Women's Business Enterprises approved the department's effort to streamline its recertification process. Instead of conducting an onsite visit to each company seeking recertification, the department now has the discretion to waive the visit after a thorough review of the company's file and recertification documents. We have approved your recertification and it is valid through **9/30/2020**. Please note that IDOA continues to reserve the right to conduct a site visit or phone interview at any time to certified companies.

Although your certification is valid for a three-year period, you are required to submit an annual ***Affidavit of Continued Eligibility (ACE)*** form, located at www.in.gov/idoa/mwbe/files/ACE_Form.pdf. Please remember you must notify us immediately if any changes occur. Failure to notify us of changes or to provide an ACE form annually will result in revocation of your certification. Changes include, but are not limited to, changes in location, contact information, ownership and control.

We encourage you to visit IDOA's procurement website, www.in.gov/idoa/2464.htm, and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors may use this information to contact you for business opportunities. For questions regarding your registration profile, you may contact our office at 317-232-3061.

Reference: Bright Ideas in Broad Ripple Inc.

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit www.in.gov/idoa/mwbe/2743.htm to verify certification status. Please contact our office at (317) 232-3061 if you have any other questions.

We ask that you please contact Amy L. Wolf, Director of Certification, at (317) 232-3061 or awolf@idoa.in.gov if you have any questions or concerns about your letter.

Sincerely,



Amy L. Wolf, Director of Certification
Indiana Department of Administration
Division of Supplier Diversity

ALW: TK

July 1, 2020

Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal 20-1311 Telephonic Language Interpretation Services

Dear Mr. Waters:

Thank you for the opportunity to partner with LUNA Language Services on its work under state contract #20-1311 Telephone Interpretation Services for the state of Indiana Department of Administration. Fine Line Laminates, Inc. dba Fineline Furniture is committed to subcontract with LUNA. This letter also serves as our commitment to abide by all state procurement regulations including all other mandatory contract clauses outlined in the contract.

We look forward to assisting LUNA in this engagement. It is anticipated we will provide our services beginning December 1, 2020.

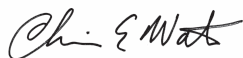
Fineline Laminates dba Fineline Furniture, a certified WBE (Bidder ID #0000018925), houses a wide selection of commercial furnishings and helps business customers with planning office layouts and design services. For this contract specifically, our services will fall under the office furniture category in the amount of 8% of the total annual contract, or \$6,815 in total dollars per contract year.

Fineline Furniture further certifies that Lindsay Cross, as signatory to this letter, is authorized to make such commitments on behalf of Fineline Furniture. We appreciate and value the potential opportunity to work with you and the state of Indiana on this important initiative!

Best Regards,



Lindsay Cross
President



Chris Waters
CEO
LUNA Language Services
July 1, 2020

July 1, 2020

Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal 20-1311 Written Language Translation Services

Dear Mr. Waters:

Thank you for the opportunity to partner with LUNA Language Services on its work under state contract #20-1311 Written Language Translation Services the state of Indiana Department of Administration. Fine Line Laminates, Inc. dba Fineline Furniture is committed to subcontract with LUNA. This letter also serves as our commitment to abide by all state procurement regulations including all other mandatory contract clauses outlined in the contract.

We look forward to assisting LUNA in this engagement. It is anticipated we will provide our services beginning December 1, 2020.

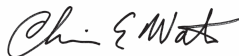
Fineline Laminates dba Fineline Furniture, a certified WBE (Bidder ID #0000018925), houses a wide selection of commercial furnishings and helps business customers with planning office layouts and design services. For this contract specifically, our services will fall under the office furniture category in the amount of 8% of the total annual contract, or \$788 in total dollars per contract year.

Fineline Furniture further certifies that Lindsay Cross, as signatory to this letter, is authorized to make such commitments on behalf of Fineline Furniture. We appreciate and value the potential opportunity to work with you and the state of Indiana on this important initiative!

Best Regards,



Lindsay Cross
President



Chris Waters
CEO
LUNA Language Services
July 1, 2020



STATE OF INDIANA

Eric J. Holcomb, Governor

DEPARTMENT OF ADMINISTRATION
Division of Supplier Diversity

Indiana Government Center South
402 West Washington Street, Room W469
Indianapolis, IN 46204
(317) 232 - 3061

June 4, 2019

Ms. Lindsay Cross
Fineline Laminates d/b/a Fineline Furniture
7868 Zionsville Road
Indianapolis IN, 46268

Subject: Application for WBE Certification

Dear Ms Cross,

Congratulations! The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Fineline Laminates d/b/a Fineline Furniture**, is hereby certified as a Women's Business Enterprise (WBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Women's Business Enterprise (WBE) participation:

UNSPSC CODE(S)

| <i>Code</i> | <i>Description</i> |
|-------------|--|
| 56000000 | Furniture and furnishings |
| 56101532 | Furniture Set |
| 56101904 | Furniture bases or legs or leg extensions |
| 56101901 | Furniture tops or work surfaces |
| 56110000 | Commercial and industrial furniture |
| 56120000 | Classroom and instructional and institutional furniture and fixtures |
| 56101500 | Furniture |
| 56101700 | Office Furniture |
| 80161603 | Furniture project administration or management |
| 72153606 | Officer furniture installation or reconfiguration service |
| 56101900 | General furniture parts and accessories |
| 56111800 | Freestanding furniture |
| 56112200 | Desking systems |
| 56111600 | Panel systems |
| 56111602 | Storage for Panel Systems |
| 56111603 | Organization for panel systems |
| 56111606 | Parts or accessories panel systems |
| 56111601 | Screens for panel systems |
| 56111604 | Work surface for panel systems |
| 56112105 | Lounge seating |
| 56111500 | Workstation and office packages |
| 56101720 | Office or work chair |

This certification is valid through **June 30, 2022**.

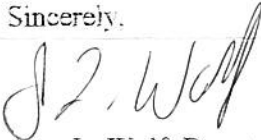
Although your certification is valid for a three-year period, you are required to submit an annual **Affidavit of Continued Eligibility** (ACE) form, located at www.in.gov/idoa/mwbe/files/ACE_Form.pdf. Please remember you must notify us immediately if any changes occur. Failure to notify us of changes or to provide the ACE form annually will result in revocation of your certification. Changes include, but are not limited to, changes in location, contact information, ownership or control.

We encourage you to visit IDOA's procurement website, <http://www.in.gov/idoa/2464.htm>, and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors may use this information to contact you for business opportunities. For questions regarding your registration profile, you may contact our office at 317-232-3061.

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit <http://www.in.gov/idoa/mwbe/2743.htm> to verify certification status. Please contact our office at (317) 232-3061 if you have any other questions.

We ask that you please contact Amy Wolf, Deputy Director of Certification, at (317) 232-3061 or awolf@idoa.in.gov if you have any questions or concerns about your letter.

Sincerely,



Amy L. Wolf, Deputy Director of Certification
Indiana Department of Administration
Division of Supplier Diversity

ALW/cb

TERRY'S TRANSCRIPTS
2432 S. 900 E.
LAFAYETTE, IN 47905

terrys.transcripts@gmail.com

765-426-3679

June 29, 2020

Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

**RE: State of Indiana Request for Proposal 20-1311, In Person CAS Interpretation Services
Central Region**

Dear Mr. Waters:

Escholwood Corporation/dba Terry's Transcripts is pleased to commit to providing subcontracting services as part of your submission to the State of Indiana for the above referenced Request for Proposal (RFP 20-1311). Terry Wood has read and understands the RFP and will comply with all of its requirements. This letter fulfills the RFP specifications identified in Attachment A1, Indiana Women's Business Enterprises Subcontractor Commitment Form.

Escholwood Corporation/dba Terry's Transcripts is a certified Indiana Women's Business Enterprise, bidder registration number 0000025186, and will support LUNA by providing CART services, and other assistance as may be required equivalent to eight (8%) percent of the value of the contract or \$16,729 in total dollars per contract year.

We look forward to assisting LUNA in this engagement. It is anticipated we will provide our services beginning December 1, 2020.

Escholwood Corporation/dba Terry's Transcripts understands that there is no commitment for work from LUNA, unless this RFP results in a contract with the State of Indiana for this specific opportunity, nor will future work be prohibited between our companies if the contract is not obtained. If the contract is won, Escholwood Corporation/dba Terry's Transcripts is prepared to enter into an agreement with LUNA to provide the requested services.

Escholwood Corporation/dba Terry's Transcripts meets the following criteria listed in Attachment A1 to the RFP:

- 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 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

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765-426-3679


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 directory at <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract
- National Diversity Plans are generally not acceptable

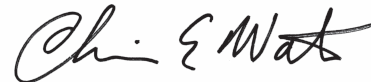
Escholwood Corporation d/b/a Terry's Transcripts further certifies that Terry Wood, as signatory to this letter, is authorized to make such commitments on behalf of the company.

As an Indiana business, Escholwood Corporation/dba Terry's Transcripts has supported important projects for the State of Indiana, numerous commercial sector enterprises, and other school and nonprofit organizations. With over 25 years of CART experience, we look forward to bringing our unique qualifications and capabilities to this contract and working with LUNA and the State of Indiana through the successful completion of this project.

Best Regards,



Terry Wood, CRC
President



Chris Waters
CEO
LUNA Language Services
July 1, 2020

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LAFAYETTE, IN 47905

terrys.transcripts@gmail.com

765-426-3679

June 29, 2020

Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

**RE: State of Indiana Request for Proposal 20-1311, In Person CAS Interpretation Services
Northeast Region**

Dear Mr. Waters:

Escholwood Corporation/dba Terry's Transcripts is pleased to commit to providing subcontracting services as part of your submission to the State of Indiana for the above referenced Request for Proposal (RFP 20-1311). Terry Wood has read and understands the RFP and will comply with all of its requirements. This letter fulfills the RFP specifications identified in Attachment A1, Indiana Women's Business Enterprises Subcontractor Commitment Form.

Escholwood Corporation/dba Terry's Transcripts is a certified Indiana Women's Business Enterprise, bidder registration number 0000025186, and will support LUNA by providing CART services, and other assistance as may be required equivalent to eight (8%) percent of the value of the contract or \$1,940 in total dollars per contract year.

We look forward to assisting LUNA in this engagement. It is anticipated we will provide our services beginning December 1, 2020.

Escholwood Corporation/dba Terry's Transcripts understands that there is no commitment for work from LUNA, unless this RFP results in a contract with the State of Indiana for this specific opportunity, nor will future work be prohibited between our companies if the contract is not obtained. If the contract is won, Escholwood Corporation/dba Terry's Transcripts is prepared to enter into an agreement with LUNA to provide the requested services.

Escholwood Corporation/dba Terry's Transcripts meets the following criteria listed in Attachment A1 to the RFP:

- 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 IVOSB (see section 1.22)
- A Prime Contractor who is an MBE or WBE must meet subcontractor goals by using

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765-426-3679

other listed certified firms. Certified Prime Contractors cannot 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 directory at <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract
- National Diversity Plans are generally not acceptable

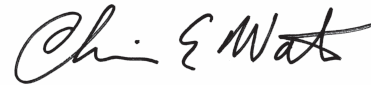
Escholwood Corporation/dba Terry's Transcripts further certifies that Terry Wood, as signatory to this letter, is authorized to make such commitments on behalf of the company.

As an Indiana business, Escholwood Corporation/dba Terry's Transcripts has supported important projects for the State of Indiana, numerous commercial sector enterprises, and other school and nonprofit organizations. With over 25 years of CART experience, we look forward to bringing our unique qualifications and capabilities to this contract and working with LUNA and the State of Indiana through the successful completion of this project.

Best Regards,



Terry Wood, CRC
President



Chris Waters
CEO
LUNA Language Services
July 1, 2020

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LAFAYETTE, IN 47905

terrys.transcripts@gmail.com

765-426-3679

June 29, 2020

Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal 20-1311, In Person CAS Interpretation Services Northwest Region

Dear Mr. Waters:

Escholwood Corporation/dba Terry's Transcripts is pleased to commit to providing subcontracting services as part of your submission to the State of Indiana for the above referenced Request for Proposal (RFP 20-1311). Terry Wood has read and understands the RFP and will comply with all of its requirements. This letter fulfills the RFP specifications identified in Attachment A1, Indiana Women's Business Enterprises Subcontractor Commitment Form.

Escholwood Corporation/dba Terry's Transcripts is a certified Indiana Women's Business Enterprise, bidder registration number 0000025186, and will support LUNA by providing CART services, and other assistance as may be required equivalent to eight (8%) percent of the value of the contract or \$311 in total dollars per contract year.

We look forward to assisting LUNA in this engagement. It is anticipated we will provide our services beginning December 1, 2020.

Escholwood Corporation/dba Terry's Transcripts understands that there is no commitment for work from LUNA, unless this RFP results in a contract with the State of Indiana for this specific opportunity, nor will future work be prohibited between our companies if the contract is not obtained. If the contract is won, Escholwood Corporation/dba Terry's Transcripts is prepared to enter into an agreement with LUNA to provide the requested services.

Escholwood Corporation/dba Terry's Transcripts meets the following criteria listed in Attachment A1 to the RFP:

- 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 IVOSB (see section 1.22)
- A Prime Contractor who is an MBE or WBE must meet subcontractor goals by using

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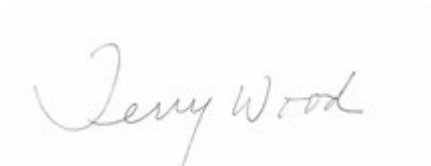
other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement.

- 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 directory at <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract
- National Diversity Plans are generally not acceptable

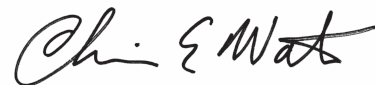
Escholwood Corporation/dba Terry's Transcripts further certifies that Terry Wood, as signatory to this letter, is authorized to make such commitments on behalf of the company.

As an Indiana business, Escholwood Corporation/dba Terry's Transcripts has supported important projects for the State of Indiana, numerous commercial sector enterprises, and other school and nonprofit organizations. With over 25 years of CART experience, we look forward to bringing our unique qualifications and capabilities to this contract and working with LUNA and the State of Indiana through the successful completion of this project.

Best Regards,



Terry Wood, CRC
President



Chris Waters
CEO
LUNA Language Services
July 1, 2020

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terrys.transcripts@gmail.com

765-426-3679

June 29, 2020

Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal 20-1311, In Person CAS Interpretation Services Southeast Region

Dear Mr. Waters:

Escholwood Corporation/dba Terry's Transcripts is pleased to commit to providing subcontracting services as part of your submission to the State of Indiana for the above referenced Request for Proposal (RFP 20-1311). Terry Wood has read and understands the RFP and will comply with all of its requirements. This letter fulfills the RFP specifications identified in Attachment A1, Indiana Women's Business Enterprises Subcontractor Commitment Form.

Escholwood Corporation/dba Terry's Transcripts is a certified Indiana Women's Business Enterprise, bidder registration number 0000025186, and will support LUNA by providing CART services, and other assistance as may be required equivalent to eight (8%) percent of the value of the contract or \$772 in total dollars per contract year.

We look forward to assisting LUNA in this engagement. It is anticipated we will provide our services beginning December 1, 2020.

Escholwood Corporation/dba Terry's Transcripts understands that there is no commitment for work from LUNA, unless this RFP results in a contract with the State of Indiana for this specific opportunity, nor will future work be prohibited between our companies if the contract is not obtained. If the contract is won, Escholwood Corporation/dba Terry's Transcripts is prepared to enter into an agreement with LUNA to provide the requested services.

Escholwood Corporation/dba Terry's Transcripts meets the following criteria listed in Attachment A1 to the RFP:

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other listed certified firms. Certified Prime Contractors cannot 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 directory at <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract
- National Diversity Plans are generally not acceptable

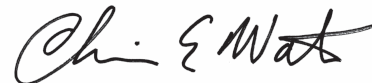
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Best Regards,



Terry Wood, CRC
President



Chris Waters
CEO
LUNA Language Services
July 1, 2020

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terrys.transcripts@gmail.com

765-426-3679

June 29, 2020

Mr. Chris Waters
CEO
LUNA Language Services
8935 N. Meridian Suite 250
Indianapolis, IN 46260

RE: State of Indiana Request for Proposal 20-1311, In Person CAS Interpretation Services Southwest Region

Dear Mr. Waters:

Escholwood Corporation/dba Terry's Transcripts is pleased to commit to providing subcontracting services as part of your submission to the State of Indiana for the above referenced Request for Proposal (RFP 20-1311). Terry Wood has read and understands the RFP and will comply with all of its requirements. This letter fulfills the RFP specifications identified in Attachment A1, Indiana Women's Business Enterprises Subcontractor Commitment Form.

Escholwood Corporation/dba Terry's Transcripts is a certified Indiana Women's Business Enterprise, bidder registration number 0000025186, and will support LUNA by providing CART services, and other assistance as may be required equivalent to eight (8%) percent of the value of the contract or \$153 in total dollars per contract year.

We look forward to assisting LUNA in this engagement. It is anticipated we will provide our services beginning December 1, 2020.

Escholwood Corporation/dba Terry's Transcripts understands that there is no commitment for work from LUNA, unless this RFP results in a contract with the State of Indiana for this specific opportunity, nor will future work be prohibited between our companies if the contract is not obtained. If the contract is won, Escholwood Corporation/dba Terry's Transcripts is prepared to enter into an agreement with LUNA to provide the requested services.

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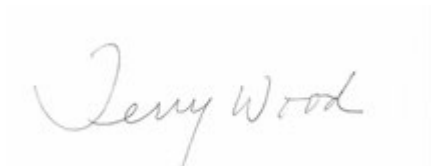
other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement.

- 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 directory at <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract
- National Diversity Plans are generally not acceptable

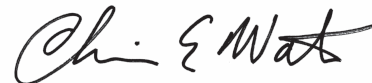
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As an Indiana business, Escholwood Corporation/dba Terry's Transcripts has supported important projects for the State of Indiana, numerous commercial sector enterprises, and other school and nonprofit organizations. With over 25 years of CART experience, we look forward to bringing our unique qualifications and capabilities to this contract and working with LUNA and the State of Indiana through the successful completion of this project.

Best Regards,



Terry Wood, CRC
President



Chris Waters
CEO
LUNA Language Services
July 1, 2020



STATE OF INDIANA

Eric J. Holcomb, Governor

DEPARTMENT OF ADMINISTRATION Division of Supplier Diversity

Indiana Government Center South
402 West Washington Street, Room W478
Indianapolis, IN 46204
(317) 232 - 3061

6/20/2017

Terry Wood
Escholwood Corporation, dba Terry's Transcripts
2432 S. 900 East
Lafayette, IN 47905

Subject: Application for WBE certification

Dear Ms. Wood:

Congratulations! The Indiana Department of Administration, Minority and Women's Business Enterprises Division is pleased to inform you that Escholwood Corporation, dba Terry's Transcripts, is hereby certified as a WBE.

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards WBE participation:

UNSPSC CODE(S)

| <i>Code</i> | <i>Description</i> |
|-------------|--------------------|
| 90121702 | Interpreters |

On September 13, 2010, the Governor's Commission on Minority and Women's Business Enterprises approved the department's effort to streamline its recertification process. Instead of conducting an onsite visit to each company seeking recertification, the department now has the discretion to waive the visit after a thorough review of the company's file and recertification documents. We have approved your recertification and it is valid through **6/30/2020**. Please note that IDOA continues to reserve the right to conduct a site visit or phone interview at any time to certified companies.

Although your certification is valid for a three-year period, you are required to submit an annual ***Affidavit of Continued Eligibility (ACE)*** form, located at http://www.in.gov/idoa/files/ACE_Form.pdf. Please remember you must notify us immediately if any changes occur. Failure to notify us of changes or to provide an ACE form annually will result in revocation of your certification. Changes include, but are not limited to, changes in location, contact information, ownership and control.

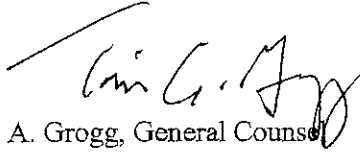
We encourage you to visit IDOA's procurement website, <http://www.in.gov/idoa/2463.htm>, and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors may use this information to contact you for business opportunities. For questions regarding your registration profile, you may contact our office at 317-232-3061.

RE: Escholwood Corporation, dba Terry's Transcripts

While this letter serves as notification of certification, it does not serve to prove continued eligibility.
Please visit <http://www.in.gov/idoa/minority/Certifications.xls> to verify certification status

We ask that you please contact our office at (317) 232-3061, if you have any questions or concerns about your letter.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim A. Grogg". The signature is fluid and cursive, with a long horizontal stroke at the beginning.

Tim A. Grogg, General Counsel
Indiana Department of Administration

TG/IS