

# STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP# 20-1311

Region: Region 2

**DUE DATE:** July 15, 2020

**TOTAL BID AMOUNT:** \$423,624.67

<input checked="" type="checkbox"/> <b>MBE Firm</b> <input type="checkbox"/> <b>WBE Firm</b>			
<b>Company Name:</b> HIELO Services LLC / Latin Media	<b>Contact Person:</b> Maria Guillen		
<b>Address:</b> 3011 Crabapple Lane, Hobart, IN 46342	<b>E-mail:</b> mguil46544@aol.com		
<b>Sub-Contract Amount:</b> \$16,944.99	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Telephone Number:</b> (219) 973-1952</td> <td style="width: 50%;"><b>Fax Number:</b> N/A</td> </tr> </table>	<b>Telephone Number:</b> (219) 973-1952	<b>Fax Number:</b> N/A
<b>Telephone Number:</b> (219) 973-1952	<b>Fax Number:</b> N/A		
<b>Sub-Contract Percentage of Total Bid:</b> 4%	<b>Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u></b> HIELO will provide in-person Spanish interpretation services. This is a Valuable Scope Contribution of the contract, as this is one of the required services under the contract.		
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b> December 1, 2020 – November 30, 2022			

<input checked="" type="checkbox"/> <b>MBE Firm</b> <input type="checkbox"/> <b>WBE Firm</b>			
<b>Company Name:</b> Intrinz Inc.	<b>Contact Person:</b> Patricia Gurnell		
<b>Address:</b> 12175 Visionary Way, Suite #430, Fishers, IN 46038	<b>E-mail:</b> patricia.musariri@intrinzincorp.com		
<b>Sub-Contract Amount:</b> \$16,944.99	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Telephone Number:</b> (317) 288-2267</td> <td style="width: 50%;"><b>Fax Number:</b> N/A</td> </tr> </table>	<b>Telephone Number:</b> (317) 288-2267	<b>Fax Number:</b> N/A
<b>Telephone Number:</b> (317) 288-2267	<b>Fax Number:</b> N/A		
<b>Sub-Contract Percentage of Total Bid:</b> 4%	<b>Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u></b> HIELO will provide in-person spoken language interpretation services. This is a Valuable Scope Contribution of the contract, as this is one of the required services under the contract.		
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b> December 1, 2020 – November 30, 2022			

Language Training Center, Inc.

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Respondent Firm

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5750 Castle Creek Parkway North Drive, Suite 150

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Address

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Indianapolis, IN 46250

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City/State/Zip Code

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Martin George

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Representative

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7/15/2020

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Date

317-578-1661

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Telephone Number

---

317-578-1673

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Fax Number

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[mgeorge@LTCLS.com](mailto:mgeorge@LTCLS.com)

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Email Address

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*Martin George*

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Authorizing Signature

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Martin George, CEO/President

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Printed Name and Title

☒ Please check if additional forms are attached.  
 Page 1 of 7

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



Hielo Services LLC  
3011 Crabapple Lane  
Hobart, IN 46342

July 9, 2020

Martin George, CEO & President  
Language Training Center, Inc.  
5750 Castle Creek Pkwy N Dr #150  
Indianapolis, IN 46250

Dear Mr. George:

This letter serves as confirmation of the intent of HIELO Services LLC to serve as a subcontractor to Language Training Center, Inc. (LTC) on Request for Proposal (RFP) #20-1311, issued by the State of Indiana, Department of Administration on behalf of all state agencies.

If LTC is the successful vendor for the state contract, HIELO Services LLC will provide Spanish interpretation services in **Region 2**. HIELO Services LLC has experience providing these services as required in the RFP.

We understand that these services represent 4% of the total cost in LTC's total bid amount for **Region 2**. We understand that this percentage is only based on the initial term of the contract, and if the services are needed beyond the initial term, we will conduct separate negotiations with LTC. The anticipated period that HIELO Services LLC will perform work is December 1, 2020 – November 30, 2022.

HIELO Services LLC is a Minority Business Enterprise (MBE); our certification is attached separately.

We look forward to the opportunity to serve the State of Indiana and LTC Language Solutions on this project.

Sincerely,

Maria Guillen  
Owner  
HIELO Services LLC

Acknowledged,

Martin George  
CEO & President  
Language Training Center, Inc.



# 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

April 25, 2019

Ms. Maria Guillen  
Hielo Services, LLC  
3011 Crabapple Lane  
Hobart, IN 46342

Subject: Application for M/WBE Certification

Dear Ms. Guillen:

***Congratulations!*** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that Hielo Services, LLC, is hereby certified as a Minority and Women's Business Enterprise (M/WBE).

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

### UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
80141501	Marketing analysis
80141505	Marketing plans
82101900	Media placement and fulfillment
82111804	Written translation services
82112055	In person Spanish interpretation service

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 certification and it is valid through **April 30, 2022**. 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](http://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.

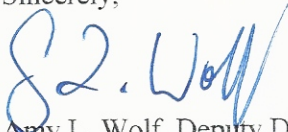
We encourage you to visit IDOA's procurement website, [www.in.gov/idoa/2464.htm](http://www.in.gov/idoa/2464.htm), and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors may use this information 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 [www.in.gov/idoa/mwbe/2743.htm](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 L. Wolf, Deputy Director of Certification, at (317) 232-3061 or [awolf@idoa.in.gov](mailto:awolf@idoa.in.gov) if you have any questions or concerns about your letter.

Sincerely,

A handwritten signature in blue ink, appearing to read "A.L. Wolf", is written over the typed name.

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

ALW:cl



Intrinz Inc.  
12175 Visionary Way, #430  
Fishers, IN 46038

July 13, 2020

Martin George, CEO & President  
Language Training Center, Inc.  
5750 Castle Creek Pkwy N Dr #150  
Indianapolis, IN 46250

Dear Mr. George:

This letter serves as confirmation of the intent of Intrinz Inc. to serve as a subcontractor to Language Training Center, Inc. (LTC) on Request for Proposal (RFP) #20-1311, issued by the State of Indiana, Department of Administration on behalf of all state agencies.

If LTC is the successful vendor for the state contract, Intrinz Inc. will provide In-person Spoken Language Interpretation services in **Region 2**. Intrinz Inc. has experience providing these services as required in the RFP.

We understand that these services represent 4% of the total cost in LTC's total bid amount for **Region 2**. We understand that this percentage is only based on the initial term of the contract, and if the services are needed beyond the initial term, we will conduct separate negotiations with LTC. The anticipated period that Intrinz Inc. will perform work is December 1, 2020 – November 30, 2022.

Intrinz Inc. is a Minority Business Enterprise (MBE); our certification is attached separately.

We look forward to the opportunity to serve the State of Indiana and LTC Language Solutions on this project.

Sincerely,

A handwritten signature in dark ink, appearing to read "Patricia Musariri".

Patricia Musariri  
President  
Intrinz Inc.

Acknowledged,

A handwritten signature in dark ink, appearing to read "Martin George".

Martin George  
CEO & President  
Language Training Center, Inc.



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

April 4, 2019

Ms. Patricia Musariri Gurnell  
IntrinZ, Inc.  
12175 Visionary Way, #430  
Fishers, IN 46037

Subject: Application for M/WBE Certification

Dear Ms. Musariri Gurnell:

*Congratulations!* The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **IntrinZ, Inc.** is hereby certified as a Minority and Women's Business Enterprise (M/WBE).

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

UNSPSC CODE(S)	
Code	Description
80101500	Business and corporate management consultation services
80101502	Corporate mergers consultation services
80101511	Human resources consulting service
80101600	Project management
80101603	Economic or financial evaluation of projects
80101706	Professional procurement services
80151600	International trade services
82110000	Writing and translations
82111804	Written translation services
82112000	In person language interpretation services
84111700	Corporate finance
84111701	Treasury services
84111800	Taxation issues and preparation
84111802	Tax advisory services
93171600	International trade
93171603	Global trade policies or procedures

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 April 30, 2022. Please note that IDOA continues to reserve the right to conduct a site visit or phone interview at any time to certified companies.

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We encourage you to visit IDOA's procurement website, [www.in.gov/idoa/2464.htm](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 [www.in.gov/idoa/mwbe/2743.htm](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 L. Wolf, Deputy Director of Certification, at (317) 232-3061 or [awolf@idoa.in.gov](mailto: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