

STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP# 20-1311

Region: Statewide

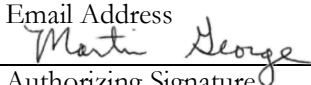
DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$474,030.41

<input checked="" type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name: HIELO Services LLC / Latin Media	Contact Person: Maria Guillen		
Address: 3011 Crabapple Lane, Hobart, IN 46342	E-mail: mguil46544@aol.com		
Sub-Contract Amount: \$37,922.43	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Telephone Number: (219) 973-1952</td> <td style="width: 50%;">Fax Number: N/A</td> </tr> </table>	Telephone Number: (219) 973-1952	Fax Number: N/A
Telephone Number: (219) 973-1952	Fax Number: N/A		
Sub-Contract Percentage of Total Bid: 8%	Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> HIELO will provide written translation services. This is a Valuable Scope Contribution of the contract, as this is one of the required services under the contract.		
Provide approximate dates when Sub-Contractor will perform on this project: December 1, 2020 – November 30, 2022			

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

Language Training Center, Inc.
 Respondent Firm
 5750 Castle Creek Parkway North Drive, Suite 150
 Address
 Indianapolis, IN 46250
 City/State/Zip Code
 Martin George
 Representative
 7/15/2020
 Date

317-578-1661
 Telephone Number
 317-578-1673
 Fax Number
mgeorge@LTCLS.com
 Email Address

 Authorizing Signature
 Martin George, CEO/President
 Printed Name and Title

☒ Please check if additional forms are attached.

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



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 written translation services **statewide**. HIELO Services LLC has experience providing these services as required in the RFP.

We understand that these services represent 8% of the total cost in LTC's total bid amount for **statewide services**. 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.

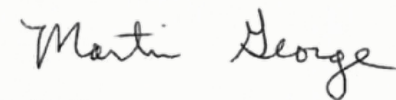
We look forward to the opportunity to serve the State of Indiana and LTC Language Solutions on this project.

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.

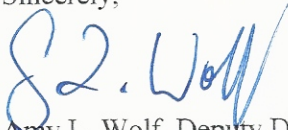
Although your certification is valid for a three-year period, you are required to submit an annual *Affidavit of Continued Eligibility (ACE)* form, located at www.in.gov/idoa/mwbe/files/ACE_Form.pdf. Please remember you must notify us immediately if any changes occur. Failure to notify us of changes 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.

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, Deputy Director of Certification, at (317) 232-3061 or 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