

STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP# 20-1311

Region: Region 3

DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$423,624.67

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
Company Name: Escholwood Corp / Terry's Transcripts	Contact Person: Terry Wood		
Address: 120 Elm Street, P.O. Box 181, Mulberry, IN 46058	E-mail: terrys.transcripts@gmail.com		
Sub-Contract Amount: \$33,889.97	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Telephone Number: (765) 426-3679</td> <td style="width: 50%;">Fax Number: N/A</td> </tr> </table>	Telephone Number: (765) 426-3679	Fax Number: N/A
Telephone Number: (765) 426-3679	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> Terry's Transcripts will provide Communication Access Realtime Translation (CART) services. This is a Valuable Scope Contribution of the contract, as CART 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> <tr> <td style="text-align: center;">()</td> <td style="text-align: center;">()</td> </tr> </table>	Telephone Number:	Fax Number:	()	()
Telephone Number:	Fax Number:				
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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

Martin George

Authorizing Signature

Martin George, CEO/President

Printed Name and Title

☒ Please check if additional forms are attached.
 Page 1 of 4

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

TERRY'S TRANSCRIPTS

2432 S. 900 E.

LAFAYETTE, IN 47905

terrystranscripts@gmail.com

765-426-3679

Escholwood Corp / Terry's Transcripts
120 Elm Street, P.O. Box 181
Mulberry, IN 46058

July 8, 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 Escholwood Corp (Terry's Transcripts) 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.

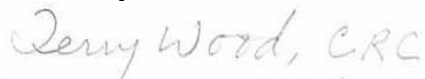
If LTC is the successful vendor for the state contract, Terry's Transcripts will provide Communication Access Realtime Translation (CART) services in **Region 3**. Terry's Transcripts has experience providing these services as required in the RFP.

We understand that these services represent 8% of the total cost in LTC's total bid amount for **Region 3**. 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 Terry's Transcripts will perform work is December 1, 2020 – November 30, 2022.

Terry's Transcripts is a Women's Business Enterprise (WBE); our certification is attached separately.

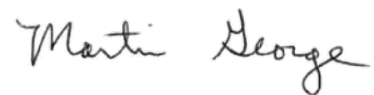
We look forward to the opportunity to serve the State of Indiana and LTC Language Solutions on this project.

Sincerely,



Terry Wood, CCP
President
Escholwood Corp

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 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.

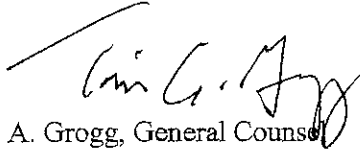
We encourage you to visit IDOA's procurement website, <http://www.in.gov/idoa/2463.htm>, and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors may use this information to contact you for 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