



August 25, 2020

**Subject: State of Indiana RFP 20-966**

Thank you for the opportunity to partner with Social Legends in its response to Engaging Solutions, LLC is pleased to participate in the response to this RFP as a potential subcontractor. This letter is our commitment to abide by all State procurement regulations if an award is made to Social Legends, including all mandatory contract clauses as outlined in the RFP.

Engaging Solutions was formed in the State of Indiana as a limited liability company. Founded in 2005, it is registered with the Indiana Secretary of State and Indiana Department of Administration (IDOA). In addition, the company is listed in IDOA's Directory of Certified Firms as a Minority Business Enterprise (MBE). If an award is issued, Engaging Solutions will be an MBE subcontractor to Social Legends.

In regard to the RFP's Scope of Work, Engaging Solutions will serve as

As required by Section 2.3.9 of the RFP, Engaging Solutions states that it is willing to carry out its responsibilities as a subcontractor if Social Legends is awarded a contract for this project. It is expected that Engaging Solutions will perform work (See enclosed Scope of Work) on this project from the date of contract execution in December 1, 2020 through October 1, 2021. The anticipated value of the services provided to Social Legends is \$24,000.00 (11% of the total amount).

We appreciate and value the potential opportunity to work with Social Legends on this important initiative.

Best Regards,

Debra M. Simmons Wilson  
Managing Principal

## PROPOSED SCOPE OF WORK

### Engaging Solutions: Scope of Work: \$24,000

- Conduct stakeholder engagement to assess existing strengths, gaps, and opportunities of DEI strategies within afterschool in Indiana
  - Conduct Interviews with key stakeholders
  - Conduct surveys of key stakeholders
  - Conduct focus groups of key stakeholders
  - Analyze data and develop report of opportunities, challenges, and recommendations
  - Deliverable:
    - Provide Social Legends with a Comprehensive Stakeholder Engagement Report
    - Provide Social Legends with Interview Notes
    - Provide Social Legends with Survey Data
    - Provide Social Legends with Focus Group Notes
- Research and identify recommended best practices for DEI in afterschool service provision
  - Deliverable:
    - Provide Social Legends with reference guide of all citations reviewed
    - Provide Social Legends with recommendations on best practices for DEI in afterschool service provision
- Support Advisory Board meeting facilitation and collaborative strategy development to define the vision for DEI in afterschool
  - Deliverable:
    - Participate in Advisory Board Planning Discussions
    - Prepare Documentation/Materials to Support Advisory Board Convening (agenda, PowerPoint, handouts, etc.)
    - Provide Facilitation Support for Advisory Board
- Document all input compiled during Advisory Board Convening and create a report highlighting key findings and recommending best practices.
  - Deliverable
    - Provide Social Legends with a report highlighting convening input collected regarding best practices for DEI in afterschool service provision
- Support Grantee Work Group Convening to review best practices, collect input, and identify tools/resources required for implementation. Compile recommendations and requested tools/resources list.
  - Deliverable
    - Provide Social Legends with a report highlighting grantee input collected regarding best practices for DEI in afterschool service provision
    - Provide Social Legends with a list of recommended tools/resources to build to support DEI best practice implementation
- Coordinate and facilitate Kick-Off Event to Present/Review Best Practices with Grantees
  - Deliverable
    - Participate in Kick-Off Event Planning Discussions
    - Prepare Documentation/Materials to Support the Kick-Off Event (agenda, PowerPoint, handouts, etc)
    - Provide Facilitation Support for Kick-Off Event
- Develop evaluation strategy, process, and tools to measure impact of DEI Best Practices
  - Deliverable
    - Facilitate Evaluation Strategy Discussions
    - Provide Social Legends with a process to evaluate the impact of the utilization of the DEI Best Practices
    - Provide Social Legends with tools to support the evaluation of the utilization of the DEI Best Practices