

**ATTACHMENT A**  
**MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR**  
**COMMITMENT FORM**

In accordance with 25 IAC 5-5, the respondent is expected to submit with its proposal a Minority & Women's Business Enterprises RFP Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) listed in the Minority and Women's Business Enterprises Division (MWBED) directory of certified firms located at <http://www.in.gov/idoa/2352.htm>.

If participation is met through use of vendors who supply products and/or services directly to the Respondent, the Respondent must provide a description of products and/or services provided that are directly related to this proposal and the cost of direct supplies for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in "**TOTAL BID AMOUNT**" should match the amount entered in the Attachment D, Cost Proposal Template.

Failure to meet these goals will affect the evaluation of your Proposal. The Department reserves the right to verify all information included on the MWBE Subcontractor Commitment Form.

**Prime Contractors must ensure that the proposed subcontractors meet the following criteria:**

- 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 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

**MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR LETTER OF**  
**COMMITMENT (MWBE)**

A signed letter(s), on company letterhead, from the MBE and/or WBE must accompany the MWBE Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the MBE and/or WBE of its subcontract amount, a description of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract. The MBE and/or WBE subcontractor amount and subcontractor percentage is only based on the initial term of the contract, unless the products and/or services are needed beyond the initial term. Any products and/or services desired after the initial term will require separate negotiations between the prime contractor and subcontractor. The State may deny evaluation points if the letter(s) is not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount, subcontract amount as a percentage of the "**TOTAL BID AMOUNT**" and the anticipated period that the Subcontractor will perform work for this solicitation.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the regulatory processes involving the State's M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Minority and Women's Business Enterprises Division at (317) 232-3061 or <http://www.in.gov/idoa/2352.htm>.

# STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP#: 20-966

DUE DATE: August 31, 2020

TOTAL BID AMOUNT: \$221,100.00

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
Company Name: Optimist Business Solutions, LLC	Contact Person: Joy E. Mason		
Address: 9783 E. 116 <sup>th</sup> Street, PMB 2018 Fishers, IN 46037	E-mail: jmason@optimistindy.com		
Sub-Contract Amount: \$20,250.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Telephone Number: ( 317 ) 572-8778</td> <td style="width: 50%;">Telephone Number: ( 317 ) 572-8778</td> </tr> </table>	Telephone Number: ( 317 ) 572-8778	Telephone Number: ( 317 ) 572-8778
Telephone Number: ( 317 ) 572-8778	Telephone Number: ( 317 ) 572-8778		
Sub-Contract Percentage of Total Bid: 9%	<b>Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u></b> The services that will be provided by Optimist Business Solutions are important to the overall development and direct benefit for the people served by the 21 <sup>st</sup> Century Community Learning Centers. Optimist Business Solutions LLC will provide the following scope of work as outlined in the Letter of Commitment and signed retainer agreement: <ul style="list-style-type: none"> <li>○ Design framework for Grantee Readiness Program that includes a series of 4 sessions to prepare potential grantees and increases their capacity to apply for a grant and implement a successful afterschool program.</li> <li>○ Coordinate and support the delivery of 4 training sessions</li> <li>○ Design process to analyze grantee readiness program impact and effectiveness, conduct analysis, and produce outcomes report</li> <li>○ Review RFP and scoring rubric – identify potential areas of improvement and provide input on updates to finalize both the RFP and rubric</li> <li>○ Plan and coordinate grant reviewer training (agenda, location, materials, invitations, logistics and follow-up)</li> <li>○ Develop grant reviewer score collection strategy and manage process</li> <li>○ Support reviewers and respond to any and all questions throughout grant review process</li> <li>○ Aggregate reviewer scores and support outlier score review process</li> </ul>		
Provide approximate dates when Sub-Contractor will perform on this project: December December 1, 2020 to October 1, 2021			


<input checked="" type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name: Engaging Solutions, LLC	Contact Person: Debbie Wilson		
Address: 3965 N Meridian Street, Suite 1B Indianapolis, Indiana 46208	E-mail: Debbie@engagingsolutions.net		
Sub-Contract Amount: \$24,000.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Telephone Number: ( 317 ) 283-8300</td> <td style="width: 50%;">Fax Number: ( 317 ) 283-8301</td> </tr> </table>	Telephone Number: ( 317 ) 283-8300	Fax Number: ( 317 ) 283-8301
Telephone Number: ( 317 ) 283-8300	Fax Number: ( 317 ) 283-8301		
Sub-Contract Percentage of Total Bid: 11%	<b>Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u></b> The services that will be provided by Engaging Solutions LLC are important to the overall development and direct benefit for the people served by the 21 <sup>st</sup> Century		

Community Learning Centers. Engaging Solutions LLC will provide the following scope of work as outlined in the Letter of Commitment and signed retainer agreement:

- Conduct stakeholder engagement to assess existing strengths, gaps, and opportunities of DEI strategies within afterschool in Indiana
- Research and identify recommended 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
- Document all input compiled during Advisory Board Convening and create a report highlighting key findings and recommending best practices.
- 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.
- Coordinate and facilitate Kick-Off Event to Present/Review Best Practices with Grantees
- Develop evaluation strategy, process, and tools to measure impact of DEI Best Practices

**Provide approximate dates when Sub-Contractor will perform on this project:**  
**December 1, 2020 – October 1, 2021**

Social Legends  
 Respondent Firm  
 601 W Fry Road  
 Address  
 Gosport, IN 47433  
 City/State/Zip Code  
 Kelly Frank  
 Representative  
 August 28, 2020  
 Date

317-435-2529  
 Telephone Number  
 N/A  
 Fax Number  
 kelly@sociallegends.com  
 Email Address  
  
 Authorizing Signature  
 Kelly Frank, President & Owner  
 Printed Name and Title

X Please check if additional forms are attached.  
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**FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.**

August 25, 2020

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

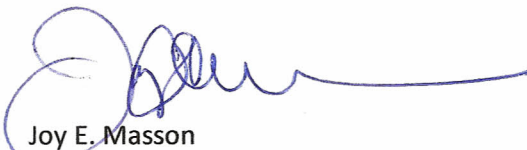
Optimist Business Solutions, LLC is pleased to participate in the response to this RFP as a potential subcontractor. This letter is our commitment to abide by all State procurement regulations if an award is made to Social Legends LLC, including all mandatory contract clauses as outlined in the RFP.

Optimist Business Solutions was formed in the State of Indiana as a limited liability company. Founded in January 28, 2018, Optimist Business Solutions, LLC is registered with the Indiana Secretary of State and Indiana Department of Administration (IDOA). In addition, Optimist Business Solutions, LLC is listed in IDOA's Directory of Certified Firms as a Women's Business Enterprise (WBE). If an award is issued, Optimist Business Solutions, LLC will be a WBE subcontractor to Social Legends.

As required by Section 2.3.9 of the RFP, Optimist Business Solutions, LLC 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 Optimist Business Solutions, LLC will perform work (See enclosed Scope of Work) on this project from the date of contract execution which is anticipated to be December 1, 2020 through October 1, 2021. The anticipated value of the services provided to Social Legends is \$20,250.00 (9% of the total amount).

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

Best Regards,



Joy E. Masson

President, Sr. Business Strategist

Enclosure: Subcontractor Scope of Work

Subcontractor: Optimist Business Solutions:  
Scope of Work Value: \$20,250.00 (9%)  
Scope of Work Description: Grantee Readiness Program and Grant RFP

- Grantee Readiness Program
  - Design framework for Grantee Readiness Program that includes a series of 4 sessions to prepare potential grantees and increases their capacity to apply for a grant and implement a successful afterschool program.
    - Deliverable:
      - Participate in Grantee Readiness Program Planning Discussions
      - Provide Social Legends with an outline for 4 training sessions including but not limited to: content, outcomes, timeline, presenters, and tools/resources.
  - Coordinate and support the delivery of 4 training sessions
    - Deliverable:
      - Provide Social Legends with materials to support 4 training sessions including, but not limited to:
        - Agenda
        - Facilitator bio/s
        - PowerPoint
        - Tools/Resources/Handouts/Templates (as applicable based on topic)
      - Provide logistical support to facilitators scheduled to deliver training session content
      - Provide Social Legends with an outcome and participant satisfaction report for each session.
  - Design process to analyze grantee readiness program impact and effectiveness, conduct analysis, and produce outcomes report
    - Deliverable
      - Participate in Evaluation Strategy Discussions
      - Provide Social Legends with a process to evaluate the impact of the grantee readiness program
      - Provide Social Legends with tools to support the evaluation process
      - Conduct grantee readiness program evaluation
      - Provide Social Legends with an outcome and participant satisfaction report for the full program
- Grant RFP
  - Review RFP and scoring rubric – identify potential areas of improvement and provide input on updates to finalize both the RFP and rubric



- Deliverable
  - Provide Social Legends with recommended improvements for the RFP
  - Provide Social Legends with recommended improvements for the RFP scoring rubric
- Plan and coordinate grant reviewer training (agenda, location, materials, invitations, logistics and follow-up)
  - Deliverable:
    - Provide Social Legends with materials to support the grant reviewer training session including, but not limited to:
      - Agenda
      - PowerPoint
      - Tools/Resources/Handouts/Templates (as applicable based on topic)
    - Provide facilitation support (as needed) for the reviewing training session.
- Develop grant reviewer score collection strategy and manage process
  - Deliverable:
    - Design and manage the RFP score submission process
    - Provide Social Legends with an outline of the score management process
- Support reviewers and respond to any and all questions throughout grant review process
  - Deliverable:
    - Provide direct reviewer technical assistance
- Aggregate reviewer scores and support outlier score review process
  - Deliverable:
    - Provide Social Legends with documentation outlining all reviewer scores
    - Provide Social Legends with an aggregate scoring report
    - Support reviewer discussions analyzing outlier scores



August 25, 2020

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

Thank you for the opportunity to partner with Social Legends in its response to RFP 20-966. 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.

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