***Respondent Name:***

|  |
| --- |
| ***SafeMetrics*** |

***Respondent’s Internal Response Manager’s Name:***

This person will be the dedicated contact to receive State correspondence specific

to this solicitation.

|  |
| --- |
| ***Christy J. Jennings*** |

***Respondent’s Internal Response Manager’s Email Address:***

|  |
| --- |
| ***christy.jennings@safemetrics.net*** |

1. **Mandatory Submissions and Requirements**: Disagreement with these items may result in the response being disqualified.

|  |  |
| --- | --- |
| Attachment J: Attestation Form | Have completed in its entirety and submitted |
| Section 1.10 Pricing | Have read and meet this requirement |
| Section 3.2 Executive Summary | Have completed, signed, and submitted |
| Section 3.2 Attachment A: Minority and Women Business Enterprise form, IDOA provided certification letter and Subcontractor’s signed letter on company letterhead. | Have completed, signed, and submitted  or  Opting not to submit |
| Section 3.2 Attachment A1: Indiana Veteran Owned Small Business form IDOA provided certification letter and Subcontractor’s signed letter on company letterhead. | Have completed, signed, and submitted  or  Opting not to submit |
| Section 3.2 Attachment C: Indiana Economic Impact | Have read, completed, and submitted |
| Section 3.2 Attachment D: Cost Proposal (Excel Workbook) | Have completed and submitted |
| Section 3.2 Attachment E: Business Proposal | Have completed and submitted |
| Section 3.2 Attachment F: Technical Proposal | Have completed and submitted |
| Attachment K: Artificial Intelligence | Have completed and submitted |
| Attachment L: Infrastructure Form | Have completed and submitted |

1. **Confirm mutual understanding and submission.**

|  |  |
| --- | --- |
| 1.15 and 2.1 Confidential Information:  The complete list of Confidential and Redacted files is specified in section 4.0 of this attachment. | Have read, and submitted  or  Have read, and does not apply to response |
| 2.2.1 Ability and Desire to Supply the Required Products or Services | Have read, and agree |
| 2.3.6 Contract Terms/Clauses | Confirm Respondent’s Legal Representation has read and accepts Sample Contract language.  or  Confirm Respondent’s Legal Representation has read, and submitted alternative language per Attachment E. |
| 2.6.3. Subcontractors  (Additional subcontractors/those not submitted in Attachment A/Attachment A1) | Have read, agree, listed subcontractors in 5.0 of this attachment and submitted documents  or  Have read, and does not apply to response |

1. **Claim clarification**

|  |  |
| --- | --- |
| 2.6.2 Buy Indiana Initiative/Indiana Company | YES claiming (points only awarded if certification is finalized per Buy Indiana registry\* at time of Sourcing Event Submission Date)  \*Validated by Respondent within Buy IN Designation List at <https://www.in.gov/idoa/procurement/supplier-resource-center/programs-and-preferences/buy-indiana/>  or  NO, not claiming |

1. **Confidential / Redacted File: confirm submission if applicable**

More rows may be inserted if necessary

Responses must include the following required information:

* List all documents or sections of documents, for which statutory exemption to APRA;
* Specify which statutory exception of APRA applies for each document or section of the document.
* Provide a description explaining how the statutory exception to the APRA applies for each document or section of the document; and
* Provide a separate redacted or confidential, whichever is applicable, version of the document. File name should use the following format:
* (insert RFP #) \_ (insert Att letter) \_CONFIDENTIAL
* (insert RFP #) \_ (insert Att letter) \_REDACTED
* More rows may be inserted if necessary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Filename** | **Document Section** | **Document**  **Page #** | **Statutory exception reference** | **Rationale for application of the statute** | **Submitted** |
| None |  |  |  |  |  |
|  |  |  |  |  |  |
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1. **Subcontractors per RFP 2.6.3** (additional subcontractors/those not submitted in Attachment A/Attachment A1)

More rows may be inserted if necessary

|  |  |  |
| --- | --- | --- |
| **Subcontractor Name** | **Function to be performed** | **Document Submitted** |
| Home of Training | Management of the system, hosting services, and content creation services for the online training modules. | Executed contract  or  Letter of Agreement |
|  |  | Executed contract  or  Letter of Agreement |
|  |  | Executed contract  or  Letter of Agreement |
|  |  | Executed contract  or  Letter of Agreement |
|  |  | Executed contract  or  Letter of Agreement |
|  |  | Executed contract  or  Letter of Agreement |
|  |  | Executed contract  or  Letter of Agreement |

1. **Respondent additional attachments (OPTIONAL)**

More rows may be inserted if necessary

|  |  |
| --- | --- |
| **Filename** | **RFP Attachment Reference** |
| SafeDigIndiana Dashboard | Provides an initial view of the screens for the LMS. |
| Attachment F – Exhibit A | Sample Intros with SafeDigIndiana logo |
| Attachment F – Exhibit A | Sample Video Learning |
| Equal Opportunity & Commitment to Diversity - EE Handbook | Statement on Equal Opportunity & Commitment to Diversity |
| Organizational Chart | Organizational Chart |
| Shepherd Insurance LLC Certificate of Existence | Certificate of Existence |
| 2023 Shepherd P&L, 2024 Shepherd P&L | Parent company financial statements for the two (2) most recently completed fiscal years |
| 2023 SafeMetrics P&L, 2024 SafeMetrics P&L | Respondents company financial statements for the two (2) most recently completed fiscal years |
| 2.3.4 Shepherd\_SafeMetrics\_RFP 8.19.25 | Personal responsibility for thoroughness and correctness of financial information |
| Confirmation of Authority - Christy Jennings | Proof of legal authorization to enter into a contract |
| Letter of Agreement RFP 200-25-83492 - SafeMetrics | Letter of intent between Primary and Subcontractor |
| Exhibit 1 to Cost Proposal | Exhibit for Att\_E\_-\_Business\_Proposal |
| Exhibit 2 o Cost Proposal | Exhibit for Att\_E\_-\_Business\_Proposal |