

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

In accordance with 25 IAC 5-5 of RFP 21-2059, 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 four year total amount in the completed cost proposal (Attachment G).

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 1.21-1.22)
- 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/ WBE SUBCONTRACTOR COMMITMENT FORM

RFP 21-2059; Enrollment Broker

DUE DATE: September 4, 2020 by 3:00 PM EST

TOTAL BID AMOUNT: \$8,442,881.84 {enter four (4) year total from the completed Cost Proposal (Attachment G)}

<input checked="" type="checkbox"/> MBE Firm	<input type="checkbox"/> WBE Firm		
Company Name: The Panther Group, Inc.		Contact Person: James Donovan	
Address: 5 Mill and Main Place, Suite 430 Maynard, MA 01754		E-mail: jdonovan@thepanthergrp.com	
Sub-Contract Amount: \$695,878		Telephone Number: (781) 373-6020	Fax Number: (781) 672-2570
Sub-Contract Percentage of Total Bid: 8.2%		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> The Panther Group will provide staffing support services to Maximus throughout the course of the Indiana EB Project, including identifying, screening, and recruiting qualified staff to fill critical positions on the Maximus team.	
Provide approximate dates when Sub-Contractor will perform on this project: January 1, 2022 – end of contract			

<input type="checkbox"/> MBE Firm	<input checked="" type="checkbox"/> WBE Firm		
Company Name: V. Elizabeth Talent Acquisition Solution		Contact Person: Veronica Banks	
Address: 532 Van Buren Street Gary, IN 46402		E-mail: veronica.banks@velizabeth.com	
Sub-Contract Amount: \$936,041		Telephone Number: (219) 276-7091	Fax Number: (877) 353-0062
Sub-Contract Percentage of Total Bid: 11.1 %		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> V. Elizabeth Talent Acquisition will provide staffing support services to Maximus throughout the course of the Indiana EB Project, including identifying, screening, and recruiting qualified staff to fill critical positions on the Maximus team.	
Provide approximate dates when Sub-Contractor will perform on this project: January 1, 2022 – end of contract			

Maximus Health Services, Inc.
 Respondent Firm
 1891 Metro Center Drive
 Address
 Reston, VA 20190
 City/State/Zip Code
 Dyan H. Blomberg
 Representative
 9.3.2020
 Date

(703) 251-8500
 Telephone Number
 (703) 251-8240
 Fax Number
 MAXIMUSHealthProposals@maximus.com
 E-mail Address
 Dyan H. Blomberg
 Authorizing Signature
 Dyan H. Blomberg, Senior Contracts Director and Legal Counsel
 Printed Name and Title

☒ Please check if additional forms are attached.Page 2 of 3

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

STATE OF INDIANA/ WBE SUBCONTRACTOR COMMITMENT FORM

RFP 21-2059; Enrollment Broker

DUE DATE: September 4, 2020 by 3:00 PM EST

TOTAL BID AMOUNT: \$8,442,881.84 {enter four (4) year total from the completed Cost Proposal (Attachment G)}

<input type="checkbox"/> MBE Firm	<input checked="" type="checkbox"/> WBE Firm		
Company Name: Your Image Works, Inc.		Contact Person: Zach Lawson	
Address: 3307 W. 96th St. Suite A Indianapolis, IN 46268		E-mail: zach@yiworks.com	
Sub-Contract Amount: \$105,441		Telephone Number: (317) 396-2647	Fax Number: (317) 396-2652
Sub-Contract Percentage of Total Bid: 1.2%		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> Your Image Works provides print and fulfillment services ensuring potential members receive brochures that address how to enroll, how to choose an MCE, how to use the helpline, and how to obtain services.	
Provide approximate dates when Sub-Contractor will perform on this project: January 1, 2022 – end of contract			

<input type="checkbox"/> MBE Firm	<input type="checkbox"/> WBE Firm		
Company Name:		Contact Person:	
Address:		E-mail:	
Sub-Contract Amount:		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:			

Maximus Health Services, Inc.

Respondent Firm

1891 Metro Center Drive

Address

Reston, VA 20190

City/State/Zip Code

Dyan H. Blomberg

Representative

9.3.2020

Date

(703) 251-8500

Telephone Number

(703) 251-8240

Fax Number

MAXIMUSHealthProposals@maximus.com

E-mail Address

Dyan H. Blomberg

Authorizing Signature

Dyan H. Blomberg, Senior Contracts Director and Legal Counsel

Printed Name and Title

☒ Please check if additional forms are attached.

Page 3 of 3

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



September 1, 2020

Regarding: RFP #21-2059

To Whom it May Concern,

This letter is in reference to Request for Proposal (RFP) #21-2059 issued by the Indiana Department of Administration on behalf of the Office of Medicaid Policy and Planning, entitled "Enrollment Broker RFP".

Should Maximus be named a winning bidder in connection with this RFP, The Panther Group, Inc. agrees to act as a Minority Business Enterprise (MBE), and will provide recruiting and staffing services in the approximate subcontract amount of \$695,878, which is 8.2 percent of the total bid amount to be executed by dates agreed upon between Maximus and The Panther Group, Inc. that ensure the accomplishment of work agreed upon between Maximus and the Indiana Office of Medicaid Policy and Planning. The approximate dates that The Panther Group, Inc. will perform work on this project will be from January 1, 2022 until the end of the contract.

The Panther Group, Inc. is a MBE and registered with the Indiana Department of Administration. Our Tax Identification Number is 81-4042047. We have been in business for 25 years serving the recruiting and staffing needs of state and national organizations.

We look forward to working with Maximus and the State of Indiana on this important endeavor.

Sincerely,

The Panther Group, Inc.

Timothy J. Puglielli

President & Managing Partner

tpuglielli@thepanthergroup.com

781.373.6020

Signature:



Maximus, Health Services Inc.

Dyan Blomberg

Senior Contacts Director, and Legal Counsel

DyanHBlomberg@maximus.com

512-791-7637

Signature:

DocuSigned by:

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Experts in Human Capital

5 Mill & Main Place, Suite 430 • Maynard, MA 01754 • 781-373-6020 • ThePantherGrp.com



532 Van Buren Street
Gary, IN 46402
800-288-3576

September 3, 2020

Regarding: RFP #21-2059

To Whom it May Concern,

This letter is in reference to Request for Proposal (RFP) #21-2059 issued by the Indiana Department of Administration on behalf of the Office of Medicaid Policy and Planning, entitled "Enrollment Broker RFP".

Should Maximus be named a winning bidder in connection with this RFP, V. Elizabeth Talent Acquisition Solution agrees to act as a Women's Business Enterprise (WBE), and will provide recruiting and staffing services in the approximate subcontract amount of \$936,041, which is 11.1 percent of the total bid amount to be executed by dates agreed upon between Maximus and V. Elizabeth Talent Acquisition Solution that ensure the accomplishment of work agreed upon between Maximus and the Indiana Office of Medicaid Policy and Planning. The approximate dates that V. Elizabeth Talent Acquisition Solution will perform work on this project will be from January 1, 2022 until the end of the contract.

V. Elizabeth Talent Acquisition Solution is a minority woman-owned business (MBE/WBE) and registered with the Indiana Department of Administration. Our Tax Identification Number is 83-3102252. We have been in business for three years serving contract to hire and direct hire needs of state and national organizations.

We look forward to working with Maximus and the State of Indiana on this important endeavor.

Sincerely,

V. Elizabeth Talent Acquisition Solution

Veronica E. Banks

Founder & Talent Acquisition Consultant

Veronica.banks@velizabeth.com

(219) 276-7091

Signature: *Veronica Banks*

Maximus Health Services, Inc.

Dyan Blomberg

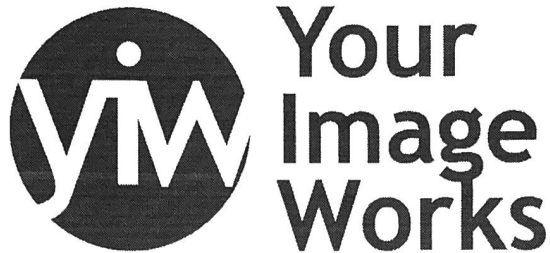
Senior Contacts Director, and Legal Counsel

DyanHBlomberg@maximus.com

(512) 791-7637

Signature:

DocuSigned by:
Dyan H. Blomberg
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September 1, 2020

Regarding: RFP #21-2059

To Whom it May Concern,

This letter is in reference to Request for Proposal (RFP) #21-2059 issued by the Indiana Department of Administration on behalf of the Office of Medicaid Policy and Planning, entitled "Enrollment Broker RFP".

Should Maximus be named a winning bidder in connection with this RFP, Your Image Works, Inc. agrees to act as a Women's Business Enterprise (WBE), and will provide printing and fulfillment services in the approximate subcontract amount of \$105,441, which is 1.2 percent of the total bid amount to be executed by dates agreed upon between Maximus and Your Image Works, Inc. that ensure the accomplishment of work agreed upon between Maximus and the Indiana Office of Medicaid Policy and Planning. The approximate dates that Your Image Works, Inc. will perform work on this project will be from January 1, 2022 until the end of the contract.

Your Image Works, Inc. is a WBE and registered with the Indiana Department of Administration. Our Tax Identification Number is 35-2050331. We have been in business for 22 years serving the printing and fulfillment needs of state and national organizations.

We look forward to working with Maximus and the State of Indiana on this important endeavor.

Sincerely,

Your Image Works, Inc.

Mary Shaw & Zach Lawson

Owner, President/ Sales

mary@yiworks.com; zach@yiworks.com

(317) 396-2647

Signature:

Maximus Health Services, Inc.

Dyan Blomberg

Senior Director, Contracts

DyanHBlomberg@maximus.com

(512) 791-7637

Signature:

DocuSigned by:

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3307 W. 96th Street, Suite A
Indianapolis, IN 46268
317-396-2647 (W) 317-396-2652 (F)
www.yiworks.com
Contact: Mary@yiworks.com



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

June 25, 2020

Mr. Keith Cogdell
The Panther Group, Inc.
5 Mill and Main Place, Suite 430
Maynard, MA 01754

Subject: Application for MBE Certification

Dear Mr. Cogdell,

Congratulations! The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that The Panther Group, Inc., is hereby certified as a Minority Business Enterprise (MBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Minority Business Enterprise participation:

UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
80111600	Temporary personnel services
80111700	Personnel recruitment

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 **June 30, 2023**. 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 Ralph W. Adams Jr, Deputy Commissioner of Certifications, at (317)234-2820 or RaAdams@idoa.IN.gov if you have any questions or concerns about your letter.

Sincerely,

Ralph W. Adams Jr.

(Approved Electronic Signature COVID-19)

Ralph W. Adams Jr, Deputy Commissioner of Certifications
Indiana Department of Administration
Division of Supplier Diversity

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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

August 14, 2020

Ms. Veronica Banks
V. Elizabeth Talent Acquisition Solution
532 Van Buren Street
Gary, IN 46402

Subject: Application for M/WBE Certification **(re-issued Covid-19)**

Dear Ms. Banks,

Congratulations! The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **V. Elizabeth Talent Acquisition Solution** 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 (M/WBE) participation:

UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
80111700	Personnel recruitment
80110000	Human Resource development
80111701	Staff recruiting services
80111707	Permanent technical staffing needs
80111715	Permanent professional staff
80111716	Permanent information technology staffing needs
80111620	Temporary human resources services

This certification is valid through **February 28, 2023**.

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 the ACE form annually will result in revocation of your certification. Changes include, but are not limited to, changes in location, contact information, ownership or control.

We encourage you to visit IDOA's procurement website, <http://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 <http://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 Ralph Adams at (317) 234-2820 or email RaAdams@idoa.IN.gov if you have any questions or concerns about your letter.

Sincerely,

Ralph W. Adams Jr.

Ralph W. Adams Jr.
Deputy Director of Certifications
Indiana Department of Administration
Division of Supplier Diversity

RWA/cb



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

January 11, 2018

Mary Shaw
Your Image Works, Inc.
3307A W. 96th St
Indianapolis, IN 46268

Subject: Application for WBE Certification

Dear Ms. Shaw,

Congratulations! The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Your Image Works, Inc.** is hereby certified as a Women's Business Enterprise (WBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Women's Business Enterprise participation:

UNSPSC CODE(S)

Code	Description
80141605	Promotional merchandising service
55101515	Promotional material or annual reports
82121505	Promotional or advertising printing
93141811	Promotional services

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 **January 31, 2021**. Please note that IDOA continues to reserve the right to conduct a site visit or phone interview at any time to certified companies.

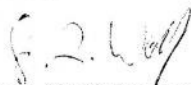
Although your certification is valid for a three-year period, you are required to submit an annual **Affidavit of Continued Eligibility (ACE)** form, located at www.in.gov/idoa/mwbe/files/ACE_Form.pdf. Please remember you must notify us immediately if any changes occur. Failure to notify us of changes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

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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 dark ink, appearing to read "A.L. Wolf", is written above the typed name.

Amy L. Wolf, Deputy Director of Certification
Indiana Department of Administration
Division of Supplier Diversity

ALW:yj