

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

In accordance with 25 IAC 5-5 of RFP 22-68345, 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 D).

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 MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP 22-68345; Central and Regional Change Center Eligibility Operations

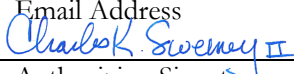
DUE DATE: 11/29/2021

TOTAL BID AMOUNT: \$425,896,208 Total Base Term Costs

<input checked="" type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name: The Panther Group, Inc.	Contact Person: Timothy Puglielli, President & Managing Partner		
Address: 5 Mill & Main Place, Suite 430 Maynard, MA 01754	E-mail: tpuglielli@thepanthergroup.com		
Sub-Contract Amount: \$39,470,939 for Base value	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Telephone Number: (781) 373-6020</td> <td style="width: 50%;">Fax Number: (781) 672-2570</td> </tr> </table>	Telephone Number: (781) 373-6020	Fax Number: (781) 672-2570
Telephone Number: (781) 373-6020	Fax Number: (781) 672-2570		
Sub-Contract Percentage of Total Bid: 9.3% of Base value	Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract: <small>The Panther Group is a minority business enterprise (MBE) providing 25 years of recruitment and workforce solution services. The Panther Group will provide staffing support services to Maximus throughout the course of the Central and Regional Change Center Eligibility Operations contract, including identifying, screening and recruiting qualified staff to fill positions on the Maximus team.</small>		
Provide approximate dates when Sub-Contractor will perform on this project: April 1, 2022 – December 31, 2027 with two (2) optional one (1) year renewals.			

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
Company Name: Guidsoft, Inc., dba Knowledge Services	Contact Person: Bill Evans, Senior Vice President		
Address: 5875 Castle Creek Parkway Suite 400 Indianapolis, IN 46250	E-mail: bille@knowledgeservices.com		
Sub-Contract Amount: \$87,846,381 for Base value	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Telephone Number: (317) 806-6137</td> <td style="width: 50%;">Fax Number: (866) 514-0083</td> </tr> </table>	Telephone Number: (317) 806-6137	Fax Number: (866) 514-0083
Telephone Number: (317) 806-6137	Fax Number: (866) 514-0083		
Sub-Contract Percentage of Total Bid: 20.6% of Base value	Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract: <small>Knowledge Services is a women business enterprise (WBE) and is the largest government MSP provider in the nation. Knowledge Services will provide staffing support services to Maximus throughout the course of the Central and Regional Change Center Eligibility Operations contract, including identifying, screening and recruiting qualified staff to fill positions on the Maximus team.</small>		
Provide approximate dates when Sub-Contractor will perform on this project: April 1, 2022 – December 31, 2027 with two (2) optional one (1) year renewals.			

Maximus US Services, Inc.
 Respondent Firm
 1891 Metro Center Drive
 Address
 Reston, VA 20190
 City/State/Zip Code
 Charles K. Sweeney
 Representative
 11/29/2021
 Date

703-251-8500
 Telephone Number
 703-251-8240
 Fax Number
 maximushealthproposals@maximus.com
 Email Address

 Authorizing Signature
 Charlie K. Sweeney - Vice President and Counsel
 Printed Name and Title

☒ Please check if additional forms are attached.
 Page 2 of 10

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



November 29, 2021

Mark Hempel, Director of Account Management

MHempel@idoa.in.gov

Indiana Department of Administration

Procurement Division

402 W. Washington St., Room W468

Indianapolis, Indiana 46204

RE: State of Indiana Central and Regional Change Center Eligibility Operations, Request for Proposal 22-68345

Dear Mr. Hempel;

This letter confirms that The Panther Group agrees with our participation in the above referenced proposal and is willing to carry out the responsibilities as outlined in the proposal submitted by the Respondent, Maximus US Services, Inc. (Maximus). This proposal is being developed to provide Central and Regional Change Center Eligibility Operations services for the Family & Social Services Administration. Our subcontractor amount under this project is \$39,470,939 for the base contract term, which is 9.3% of the base proposed contract amount. The Panther Group is a minority business enterprise (MBE) providing 25 years of recruitment and workforce solution services. The Panther Group will provide staffing support services to Maximus throughout the course of the Central and Regional Change Center Eligibility Operations contract, including identifying, screening and recruiting qualified staff to fill positions on the Maximus team. The anticipated period is four years from the start of the contract. This letter serves as the subcontractor's Letter of Commitment.

Official signatures of the firms involved:

Maximus US Services, Inc.

The Panther Group

Charles K. Sweeney

NAME

Vice President of Contracts, Legal Counsel

TITLE

Timothy Puglielli

NAME

President

TITLE

Letter of Agreement Between Maximus US Services, Inc. and The Panther Group

September 15, 2021

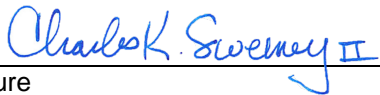
Tim Puglielli
The Panther Group
5 Mill & Main Ste. 430
Maynard, MA 01754

Dear Mr. Puglielli,

Maximus US Services, Inc. (Maximus), as Prime Contractor, hereby states its intent to enter a contractual agreement with The Panther Group, as Subcontractor. This contractual agreement is contingent upon Maximus being the successful bidder on RFP #22-68345 for Indiana Department of Administration – Central and Regional Change Center Eligibility Operations. Said contract will be in compliance with State of Indiana Statutes and will be subject to the provisions thereof.

Scope of Subcontract:	Staffing Subcontractor
Term of Contract:	Four years from the date of contract execution
Prime Contractor:	Maximus US Services, Inc.

I intend to subcontract with The Panther Group on the referenced project for the provision of staffing, contingent upon of the award of the contract to Maximus.



Signature

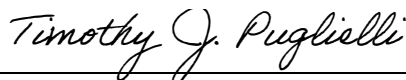
9/15/2021

Date

Charles K. Sweeney, Vice President of Contracts - Legal Counsel
Name and Title

Subcontractor: The Panther Group

I intend to work on the above referenced project and perform the indicated scope of work. My signature indicates with willingness of my firm to carry out these responsibilities.



Signature

9/9/2021

Date

Timothy J. Puglielli, President & Managing Partner

Name and Title



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

RWA/cl



November 29, 2021

Mark Hempel, Director of Account Management

MHempel@idoa.in.gov

Indiana Department of Administration

Procurement Division

402 W. Washington St., Room W468

Indianapolis, Indiana 46204

RE: State of Indiana Central and Regional Change Center Eligibility Operations, Request for Proposal 22-68345

Dear Mr.Hempel;

This letter confirms that Guidesoft, Inc. dba Knowledge Services agrees with our participation in the above referenced proposal and is willing to carry out the responsibilities as outlined in the proposal submitted by the Respondent, Maximus US Services, Inc. (Maximus). This proposal is being developed to provide Central and Regional Change Center Eligibility Operations services for the Family & Social Services Administration. Our subcontractor amount under this project is \$87,846,381 for the base contract term, which is 20.6% of the base proposed contract amount.

Knowledge Services is a women business enterprise (WBE) and is the largest government MSP provider in the nation. Knowledge Services will provide staffing support services to Maximus throughout the course of the Central and Regional Change Center Eligibility Operations contract, including identifying, screening and recruiting qualified staff to fill positions on the Maximus team. The anticipated period is four years from the start of the contract. This letter serves as the subcontractor's Letter of Commitment.

Official signatures of the firms involved:

Maximus US Services, Inc.

GuideSoft, Inc. dba Knowledge Services

Charles K. Sweeney

Katie Belange

NAME

NAME

Vice President, Contracts, Legal Counsel

Corporate Counsel

TITLE

TITLE



Letter of Agreement Between Maximus US Services, Inc. and Knowledge Services

September 15, 2021

Bill Evans
Knowledge Services
9800 Crosspoint Boulevard
Indianapolis, IN 46256

Dear Mr. Evans,

Maximus US Services, Inc. (Maximus), as Prime Contractor, hereby states its intent to enter a contractual agreement with GuideSoft, Inc. dba Knowledge Services, as Subcontractor. This contractual agreement is contingent upon Maximus being the successful bidder on RFP #22-68345 for Indiana Department of Administration – Central and Regional Change Center Eligibility Operations. Said contract will be in compliance with State of Indiana Statutes and will be subject to the provisions thereof.

Scope of Subcontract:	Staffing Subcontractor
Term of Contract:	Four years from the date of contract execution
Prime Contractor:	Maximus US Services, Inc.

I intend to subcontract with Knowledge Services on the referenced project for the provision of staffing, contingent upon of the award of the contract to Maximus.



Signature

9/15/2021

Date

Charles K. Sweeney - Vice President of Contracts - Legal Counsel
Name and Title

Subcontractor: GuideSoft, Inc. dba Knowledge Services

I intend to work on the above referenced project and perform the indicated scope of work. My signature indicates with willingness of my firm to carry out these responsibilities.



Signature

9/2/2021

Date

Katie Belange, Corporate Counsel

Name and Title



STATE OF INDIANA

Eric J. Holcomb, Governor

DEPARTMENT OF ADMINISTRATION Division of Supplier Diversity

Indiana Government Center South
402 West Washington Street, Room W462
Indianapolis, IN 46204
(317) 232 - 3061

November 18, 2021

Ms. Julianna Bielawski
Guidesoft, Inc dba Knowledge Services
8275 Allison Pointe Trail, Ste 120
Indianapolis, IN 46250

Subject: Application for WBE Certification

Dear Ms. Bielawski,

Congratulations! The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Guidesoft, Inc dba Knowledge Services** 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)

<i>Code</i>	<i>Description</i>
71151007	Computer based simulation training program services
80111604	Temporary technician staffing needs
80111701	Staff recruiting services
80111707	Permanent technical staffing needs
80111716	Permanent information technology staffing needs
86000000	Education and Training Services
80111624	Temporary Travel Staffing
80111716	Permanent information technology staffing needs
80111606	Temporary medical staffing needs
80111607	Temporary legal staffing needs
80111605	Temporary financial staffing needs
80111707	Permanent technical staffing needs

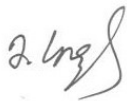
On September 13, 2010, the Governor's Commission on Supplier Diversity approved the department's effort to streamline its recertification process. Instead of conducting an onsite visit to each company seeking recertification, the department now has the discretion to waive the visit after a thorough review of the company's file and recertification documents. We have approved your recertification and it is valid through **November 30, 2024**. 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 https://www.in.gov/idoa/wbt/DSDCert_ACE/index.html. 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, 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.

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit <https://www.in.gov/idoa/mwbe/2743.htm> to verify certification status. Please contact our office at (317) 232-3061 or mwbe@idoa.in.gov if you have any other questions or concerns about your letter.

Sincerely,



Maia Saprashvili, Deputy Commissioner
Division of Supplier Diversity
Indiana Department of Administration

CB/MS