

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

In accordance with IC 4-13-16.5 and 25 IAC 5, it has been determined that there is a reasonable expectation of Minority and/or Women Business Enterprise subcontracting opportunities on a contract awarded under this RFP. The MWBE Subcontractor Commitment form is **Attachment A**. The MWBE Subcontractor Commitment Form is to be submitted as a part of the Respondent's proposal. In order for the subcontractor commitment to result in evaluation points for the Respondent, the entity must be on the State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>.

**For this RFP, MWBE subcontractor commitments shall be limited to the Contractor's (Reseller) Scope of Work operational responsibilities and limited consulting services. The software purchases through the contract are not included in the subcontractor commitment plans.**

If participation is met through use of respondents 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 percentage entered in "Sub-Contract Percentage of Total Bid" should reflect the annual percentage subcontractor participation commitment that shall remain in effect for the life of the contract. The percentage participation commitment will be validated and audited throughout the life of the contract to ensure compliance with the commitment. The subcontractor commitment shall apply to the life of the contract including any time after the initial term.

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

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

- Must be on the State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>, **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 (see 25 IAC 5-6-2(d))
- **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 services only in the industry area for which it is certified.
- 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(s) and/or WBE(s) 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 percentage, 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 percentage is based on the initial term of the contract for scoring purposes only. The subcontractor commitment shall apply to the life of the contract including any time after the initial term.

The State may deny evaluation points if the letter(s) is/are not attached, not on company letterhead, not signed and/or does not reference and match the subcontract percentage 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 the rules and requirements of the State's M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Division of Supplier Diversity at (317) 232-3061 or the Supplier Diversity website at <https://www.in.gov/idoa/mwbe>.

## STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP#: 22-68786; IT Software Value-Added Reseller and Related Services

DUE DATE:

TOTAL BID AMOUNT: N/A

<input type="checkbox"/> MBE Firm	<input checked="" type="checkbox"/> WBE Firm		
Company Name: Lucidia IT, LLC		Contact Person: Janet Stiller	
Address: 8275 Allison Pointe Trail, Suite 150 Indianapolis, IN 46250		E-mail: Jstiller@lucidiait.com	
		Telephone Number: ( 317 ) 605-3775	Fax Number: ( )
Sub-Contract Percentage of Total Bid: 8%		Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract: Provides IT services for software services	
Provide approximate dates when Sub-Contractor will perform on this project:			

<input type="checkbox"/> MBE Firm	<input type="checkbox"/> WBE Firm		
Company Name:		Contact Person:	
Address:		E-mail:	
		Telephone Number: ( )	Fax Number: ( )
Sub-Contract Percentage of Total Bid:		Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:	
Provide approximate dates when Sub-Contractor will perform on this project:			

Respondent Firm

Telephone Number

Address

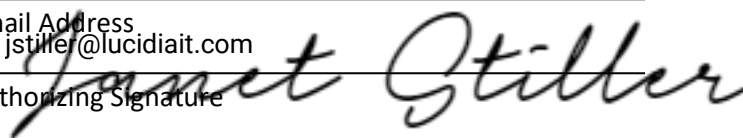
Fax Number

City/State/Zip Code

Email Address  
jstiller@lucidiait.com

Representative

Authorizing Signature



07 Dec 2021

Janet Stiller

CEO

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Date

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Printed Name and Title

Please check if additional forms are attached. x

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



February 1, 2022

Subject: Letter of Commitment for State of Indiana RFP 22-68786, IT Software Value-Added Reseller and Related Services

Dear Mark Hempel,

Lucidia IT is pleased to participate in the IT Software Value-Added Reseller and Related Services RFP response. Lucidia IT, LLC is pleased to offer our commitment as an Indiana WBE / Women Business Enterprise

Lucidia IT, LLC is listed in both the Federal Center for WBE / Women Business Enterprises registry and the IDOA Directory of Certified Firms (IDOA Bidder number: 0000046765). As part of the contract, we will:

- Provide services only for those which we are certified to perform as listed in the state directory.
- Perform these services throughout the duration of the contract.
- Receive 11% of the total bid award.

Please contact me directly if you have any questions regarding Lucidia IT, LLC participation on this opportunity. We greatly look forward to working with the State of Indiana on this exciting project.

Very respectfully,

A handwritten signature in cursive script that reads "Janet Stiller".

Janet Stiller  
President  
[jstiller@lucidiait.com](mailto:jstiller@lucidiait.com)  
317-605-3775

Lucidia IT, LLC  
8275 Allison Point Trail, Suite 150  
Indianapolis, IN 46250