STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT

FORM RFP#: 23-73695 FOR CLUSTER [*D*]

TOTAL BID AMOUNT: 1,884,296.00

☐ **MBE Firm** ☒ **WBE Firm**		
Company Name: Eagan and Associates, INC		**Contact Person:** Niccole Eagan
Address: 10 N. 600 W. Valparaiso, IN 46385		**E-mail:** eaganinc@sbcglobal.net
		Telephone Number: (219)545-8574 / **Fax Number:** ( )
Sub-Contract Amount: $28,800		**Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u>**
Sub-Contract Percentage of Total Bid: 1.5%		Accounting Services – Payroll, Expenses, Budgeting, Record Keeping.
Provide approximate dates when Sub-Contractor will perform on this project: July 1, 2023-June 30, 2024 (Renewable annually)		

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

1st Kids, Inc	(219)662-7790
Respondent Firm	Telephone Number
11045 Broadway Suite F	(219)662-7510
Address	Fax Number
Crown Point, IN 46307	cmann@1st-kids.org
City/State/Zip Code	Email Address
Clara M. Mann	Clara M. Mann
Representative	Authorizing Signature
12/6/2022	Clara M. Mann, Executive Director
Date	Printed Name and Title

❒ Please check if additional forms are attached.

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

Eagan & Associates, Inc.

Certified Public Accountants

December 7, 2022

Ms. Clara Mann
1st Kids, Inc.
11045 Broadway, Suite F
Crown Point, IN 46307

Dear Mrs. Mann

This letter is to acknowledge the acceptance to contract with 1st Kids, Inc. for the period of July 1, 2023 through June 30, 2024 and to clarify the nature and extent of the services we will provide.

We will provide the following:

- Complete all activities related to the processing of payroll
- Post all incoming and outgoing expenses as approved by the Executive Director
- Prepare reports for the Council as needed
- Work with the Executive Director to prepare the annual budget
- Attend and participate in meetings related to the annual audit
- Maintain accurate records of all fiscal information
- Keep the Executive Director aware of fiscal status and any potential problems
- Maintain Confidentiality
- Perform other fiscal duties as assigned by the Executive Director

The fee for these services will be $28,800 for the SPOE/LPCC grant for the fiscal period that includes Region D.

Thank you for the opportunity to be of service to you. Please contact us if you have any questions or if we can be of any further assistance to you.

Sincerely,

Nicole M. Eagan
Certified Public Accountant

I have read the above terms and understand and agree to be bound by them

Accepted by: Clara M. Mann

Title: Executive Director

Date: December 7, 2022

10 N 600 W Valparaiso, IN 46385 phone: (219)545-8574
e-mail: eaganinc@sbcglobal.net

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 29, 2022

Ms. Nicole Eagan
Eagan & Associates PC
10 N 600 W
Valparaiso, IN 46385

Subject: Application for WBE Certification

Dear Ms. Eagan,

Congratulations! The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Eagan & Associates PC** 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***
84111500	Accounting services
84111504	Bookkeeping services
84111505	Payroll accounting services
84111800	Taxation issues and preparation

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, 2025**. Please note that IDOA continues to reserve the right to conduct a site visit or phone interview at any time with certified companies.

Although your certification is valid for three years, 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 the 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.

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 your 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,

Kesha Rich

Kesha Rich, Deputy Commissioner
Indiana Department of Administration
Division of Supplier Diversity