

**ATTACHMENT A1**  
**INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR**  
**COMMITMENT FORM<sup>1</sup>**

In accordance with IC 5-22-14 and 25 IAC 9, it has been determined that there is a reasonable expectation of Indiana Veteran Owned Small Business subcontracting opportunities under this solicitation. The IVOSB Subcontractor Commitment Form is to be submitted alongside the Respondent's proposal. The entity must be on the State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>.

If participation is proposed through the use of Subcontractors, the Respondent must provide the scope of work of the products and/or services to be provided by the Subcontractor(s). This must include explanation of whether the products and/or services are to be utilized directly by the Respondent and/or directly by the State, a description of the process through which the products/services will be received and applied to the benefit of the award, the deliverable requirements as agreed upon between the Contractor and Subcontractor, the certified UNSPSC that applies to the award, and the cost of supplies being utilized by the Respondent for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in **"TOTAL BID AMOUNT"** should match the amount entered in the **Attachment D**, Bid Cost Template.

If the Respondent to the solicitation is an IVOSB certified entity, the Respondent may indicate this on Attachment F, Attestation Form.

The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these subcontracting opportunities will not impact the evaluation of your Proposal. The Department will verify certification information included on the IVOSB Subcontractor Commitment Form.

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

- Must be listed on Federal Center for Veterans Business Enterprise VETBIZ at <https://veterans.certify.sba.gov/> under INDIANA, or listed at 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 veteran business Certification Letter provided by either IDOA or Federal Govt. VETBIZ at <https://veterans.certify.sba.gov/>, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see [Section 2.3.8](#) - Department of Administration, Procurement Division).
- A Prime Contractor who is an IVOSB **can** count their own workforce or companies to meet this requirement, (see IAC 25-9-4-1 (c))
- **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 as listed in the VETBIZ federal registry, at <https://veterans.certify.sba.gov/> under INDIANA or at State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>. Must be used to provide the goods or services specific to the contract.

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<sup>1</sup> The Indiana Veteran Business Program is governed by IC 5-22-14 and 25 IAC 9.

## INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the IVOSB(s) must accompany the IVOSB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSB 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. For scoring purposes only, the IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract. However, 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 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 rules and requirements of the State's IVOSB Program. Questions involving the regulations governing the IVOSB Subcontractor Commitment Form should be directed to: Division of Supplier Diversity at [indianaveteranspreference@idoa.in.gov](mailto:indianaveteranspreference@idoa.in.gov), (317) 232-3061 or the Supplier Diversity website at <https://www.in.gov/idoa/mwbe>.

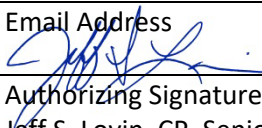
# STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 24-76258

TOTAL BID AMOUNT: \$9,191,271.20

<b>Company Name:</b> Vespa Group LLC	<b>Contact Person:</b> Tony Vespa	
<b>Address:</b> 201 N. Illinois Street South Tower, 16 <sup>th</sup> Floor Indianapolis, IN 46204	<b>E-mail:</b> <a href="mailto:vespa@vespa-group.com">vespa@vespa-group.com</a>	
<b>Sub-Contract Amount:</b> \$120,000	<b>Telephone Number:</b> (410 ) 533.6247	<b>Fax Number:</b> ( )
<b>Sub-Contract Percentage of Total Bid:</b> 1.5-percent	<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract.</b> <b>Include the applicable certified UNSPSC that applies to this commitment.</b> IVOBE (Bidder ID # 0000035074) UNSPSC #s: 81110000, 43230000, 81160000, 81000000 Computer and Information Technology related services. Technology services could include, but depending upon any optional services exercised may not be limited to, QA/QC of orthoimagery and/or aerial lidar and related type services.	
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b> 01 April 2025 – 31 December 2027 (on a cyclical basis)		

Woolpert, Inc.  
 Respondent Firm  
 333 North Alabama Street, Suite 200  
 Address  
 Indianapolis, Indianapolis, IN 46204  
 City/State/Zip Code  
 Brian Stevens, CP, GISP  
 Representative  
 February 9, 2024  
 Date

614.827.6155  
 Telephone Number  
 937.461.0743  
 Fax Number  
[brian.stevens@woolpert.com](mailto:brian.stevens@woolpert.com)  
 Email Address  
  
 Authorizing Signature  
 Jeff S. Lovin, CP, Senior Vice President  
 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.**



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Mr. Brian Stevens, CP, GISP  
Geospatial Program Manager  
Woolpert, Inc.  
333 N Alabama Street  
Indianapolis, Indiana 46204

**RE: Letter of Commitment to Perform as a Subcontractor | RFP: 24-76258  
State of Indiana | Indiana Orthoimagery and Elevation Program**

Dear Mr. Stevens,

Vespa Group LLC is pleased to confirm our participation on the Woolpert team as a subcontractor to provide computer and Information Technology related services in support of the above-referenced program. Technology services could include, but depending upon any optional services exercised may not be limited to, QA/QC of orthoimagery and/or aerial lidar and related type services.

Incorporated in the state of Indiana with an office in Indianapolis, the Vespa Group is certified as an Indiana Veteran Owned Small Business (IVOSB), bidder ID #0000035074.

Vespa Group understands that the initial term of this contract is phased over a four-year period (*approximately one-third of the state to be flown annually within the first three years with the fourth year used for optional purchases and project finalization*), and that our participation will be required during 2025-2027. Further, we agree to abide by the terms defined in the RFP, including the mandatory contract terms, and the commitments made in the proposal.

Vespa Group LLC's fee for the above-stated services is \$120,000.

If the Woolpert team is selected, we are prepared to commit the necessary personnel, equipment and related resources in support of this Indiana program.

We have carefully reviewed and understand the State of Indiana's Orthoimagery and Elevation Program RFP and associated attachments. We will comply with all applicable contract requirements and project specifications. Further, we will maintain any applicable permits, licenses and/or certifications required to perform work associated with RFP #24-76258.

Very respectfully,

Anthony J. Vespa  
Founder / Principal  
410-533-6247  
vespa@vespa-group.com

201 N Illinois Street  
South Tower, Suite 1600  
Indianapolis, IN 46204



# 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

March 31, 2022

Mr. Anthony Vespa  
**Vespa Group LLC**  
201 N. Illinois St., South Tower Suite 1600  
Indianapolis, IN 46204

Subject: Indiana Veteran Owned Small Business Enterprise Certification

Dear Mr. Vespa,

Congratulations! The Indiana Department of Administration Division of Supplier Diversity ("Division") is pleased to inform you that **Vespa Group LLC** is hereby certified as an Indiana Veteran Owned Small Business Enterprise ("IVOSB").

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted as IVOSB participation:

### UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
43230000	Software
80000000	Management and Business Professionals and Administrative Services
80111600	Temporary personnel services
80111701	Staff recruiting services
81000000	Engineering and Research and Technology Based Services
81110000	Computer services
81160000	Information technology service
85000000	Healthcare Services
86000000	Education and Training Services
92000000	National Defense and Public Order and Security and Safety Services

**Vespa Group LLC** certification is valid from **March 31, 2022**, through **March 31, 2024**. Annually, the company must complete the Affidavit of Continued Eligibility Form and submit it to the Division. The company must complete the recertification process every two years. The Division recommends that you start this process at least 90 days prior to the expiration of the company's certification to avoid any lapse in your certification. More information regarding this process, along with additional information about the IVOSB program and available opportunities, can be found at: <https://www.in.gov/idoa/2863.htm>.

Referencing: Vespa Group LLC

Please contact our office at (317) 232-3061 or [indianaveteranspreference@idoa.in.gov](mailto:indianaveteranspreference@idoa.in.gov) if you should have any questions or concerns.

Sincerely,

*Kesha Rich*

Kesha Rich, Director of Certification  
Indiana Department of Administration  
Division of Supplier Diversity