



December 27, 2023

Dr. Katherine Herron
Indiana Institute on Disability and Community
Indiana University
2810 East Discovery Parkway
Bloomington, IN 47408-9020
(812) 855-6471

RE: RFP# 24-78007: Component 1: Professional Development

Dear Dr. Herron:

This letter serves as confirmation of the intent of Transform Consulting Group to support the Indiana Institute on Disability and Community on Request for Proposal (RFP #24-78007) issued by the Indiana Department of Administration on behalf of the Family Social Services Administration (FSSA), Division of Disability and Rehabilitative Services (DDRS) and Bureau of Child Development Services (BCDS). Transform Consulting Group is a certified Women's Business Enterprise (WBE) incorporated in the State of Indiana. Transform Consulting Group meets the **Women's Business Enterprise (WBE) requirements** set forth in the RFP, and all required documentation has been provided by Indiana Institute on Disability and Community for its submission.

If the Indiana Institute on Disability and Community is a successful vendor, Transform Consulting Services will provide staff support to the Interagency Coordinating Council (ICC). This will encompass the following: Arrange monthly conference calls/web-based meetings of the ICC Executive Committee and provide necessary support for this Committee to carry out necessary business in between the quarterly meetings of the full council, and to plan upcoming quarterly meetings (including accessing resources, preparing materials, and taking minutes). Up to three weeks prior to a quarterly ICC meeting, communicate with all members to solicit agenda items and attendance, distribute past minutes, and disseminate any materials for members to review prior to the meeting. Up to one week prior to each quarterly ICC meeting, submit all printing requests. In addition, communicate with individual members to confirm attendance. At each quarterly meeting, provide logistical support (room and room arrangement, materials, name tents) and recording of the meeting minutes. All meetings will be hybrid. In addition, provide other support as determined by the First Steps Coordinator and/or the ICC Chair. Within one week of the ICC meeting, prepare draft minutes to be sent to all members. In addition, draft and past minutes will be posted to the First Steps website to enable easy

144 South Wabash Street
Wabash, IN 46992
Offices in Indiana and Michigan

317-324-4070

transformconsultinggroup.com

access to meeting agenda and minutes for program stakeholders throughout the state.

These activities provide a valuable scope contribution to the contract to help staff and facilitate the ICC. Such services will help to ensure that we are providing a well-organized and high-functioning ICC. Years 1-4 (\$20,000 each year) covers services for all the activities described above.

Transform Consulting Group acknowledges that these **services represent 5%** of the total cost outlined in the proposal submitted by the Indiana Institute on Disability and Community. Depending on the final negotiated contract price, it is expected that Transform Consulting Group will receive an **estimated \$80,000 under this subcontract (Years 1-4 (\$20,000) from July 1, 2024, through June 30, 2028.**

We authorize the Indiana Institute on Disability and Community to include **Transform Consulting Group as a WBE subcontractor** in its response to RFP# 24-78007 and look forward to the opportunity to work on this project. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Amanda Lopez".

Amanda Lopez, President
Transform Consulting Group