

	<p style="text-align: center;"><i>ELOQUENCE</i> <i>Language Services LLC</i> Smart Translation. Smart Choice. 3555 Inverness Blvd. Carmel, IN 46032-9381 U.S.A. Tel 317-446-0951 · E-fax: 559-751-2878 eloquencelanguage@gmail.com www.eloquencelanguage.com</p> <p style="text-align: center;"><i>A State of Indiana Certified Woman-Owned Business Enterprise (WBE)</i></p>	
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December 22, 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 Eloquence Language Services LLC 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). Eloquence Language Services LLC is a certified Women's Business Enterprise (WBE) incorporated in the State of Indiana. Eloquence Language Services LLC meets the **Women's Business Enterprise (WBE) requirements** set forth in the RFP, and all required documentation has been provided to Indiana Institute on Disability and Community for its submission.

If the Indiana Institute on Disability and Community is a successful vendor, Eloquence Language Services LLC will support the delivery of accessible in-person and virtual meetings through the provision of ASL interpreters, in addition to providing Spanish and Burmese language translations of materials (and additional languages) intended to support accessible professional development. These activities provide a valuable scope contribution to the contract as the Indiana Institute on Disability and Community does not have ASL and foreign language interpreters/translators on staff. Such services will help to ensure that we are providing accessible professional development activities. Year 1 (\$23,972) covers services for ASL

interpretation for 2 in-person conference days in Bloomington and 2 National Webinar Series one-hour webinars. Years 2-4 (\$26,200) covers services for ASL interpretation for 2 in-person conference days in Bloomington, 2 National Webinar Series one-hour webinars, 4 ICC meetings and 3 topical trainings (virtual and/or in-person) as well as Spanish translation of ICC meeting minutes and relevant materials.

Eloquence Language Services LLC acknowledges that these **services represent 6.00%** of the total cost outlined in the proposal submitted by the Indiana Institute on Disability and Community. Depending on final negotiated contract price, it is expected that Eloquence Language Services LLC will receive an **estimated \$102,572 under this subcontract (Year 1= \$23,972; Years 2-4= \$26,200), July 1, 2024, through June 30, 2028.**

We authorize the Indiana Institute on Disability and Community to include **Eloquence Language Services LLC 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 black ink, appearing to read "Tara L. Guelman". The signature is fluid and cursive, with the first name "Tara" being more prominent.

President, CEO
Eloquence Language Services LLC