

January 4, 2024

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 Virtuoso Consulting 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). Virtuoso Consulting meets the **Minority Owned Business (MBE) requirements** set forth in the RFP, and all required documentation has been provided Indiana Institute on Disability and Community for its submission.

If the Indiana Institute on Disability and Community is a successful vendor, Virtuoso Consulting will deliver one webinar per year during the grant as part of the National Webinar Series (or as part of the topical training series, if State leadership prefers). Virtuoso will also consult with State leadership and the ECC on how to incorporate equity and culturally responsive principles into professional development opportunities over the course of the grant and review materials upon request.

Virtuoso Consulting acknowledges that these **services represent 5%** of the total cost outlined in the proposal submitted by the Indiana Institute on Disability and Community. Dependent on final negotiated contract price, it is expected that Virtuoso Consulting will receive an **estimated \$80,000 under this subcontract, \$20,000 each year.**

We authorize the Indiana Institute on Disability and Community to include **Virtuoso Consulting as a MBE 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,



Dr. Renae Azziz
CEO, Virtuoso Education Consulting LLC