

**ATTACHMENT A**  
**MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR**  
**COMMITMENT FORM**

In accordance with IC 4-13-16.5 and 25 IAC 5, it has been determined that there is a reasonable expectation of Minority and/or Women Business Enterprise subcontracting opportunities on a contract awarded under this RFP. The MWBE Subcontractor Commitment form is **Attachment A**. The MWBE Subcontractor Commitment Form is to be submitted as a part of the Respondent's proposal. In order for the subcontractor commitment to result in evaluation points for the Respondent, the entity must be on the State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>.

If participation is met through use of respondents who supply products and/or services directly to the Respondent, the Respondent must provide a description of products and/or services provided that are directly related to this proposal and the cost of direct supplies 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**, Cost Proposal Template Summary Tab Cell C12. The MBE and/or WBE subcontractor amount and subcontractor percentage is based on the initial term of the contract for scoring purposes only. The subcontractor commitment shall apply to the life of the contract including any time after the initial term.

Failure to meet these goals will affect the evaluation of your Proposal. The Department reserves the right to verify all information included on the MBE/WBE Subcontractor Commitment Form.

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

- Must be on the 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 M/WBE Certification Letter provided by IDOA, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE, or IIVOSB (see section 1.22)
- A Prime Contractor who is an MBE or WBE must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement (see 25 IAC 5-6-2(d))
- **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.
- Must be used to provide the goods or services specific to the contract.
- National Diversity Plans are generally not acceptable

**MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR LETTER OF COMMITMENT (MWBE)**

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

**STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM**

RFP#: 22-71736

**TOTAL BID AMOUNT:** \$734,935.00

<input checked="" type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm		
<b>Company Name:</b> Engaging Solutions, LLC		<b>Contact Person:</b> Tammy Butler, Chief Executive Officer
<b>Address:</b> 3965 N Meridian Street Indianapolis, IN 46208		<b>E-mail:</b> tammy@engagingsolutions.net
<b>Sub-Contract Amount:</b> \$44,460.00		<b>Telephone Number:</b> (317) 283-8300
<b>Sub-Contract Percentage of Total Bid:</b> 6.05%		<b>Fax Number:</b> (317) 283-8301
		<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b> Engaging Solutions will assist with stakeholder engagement to gather insights and experiences from populations served by each of the CMHCs. Specifically, Engaging Solutions will co-design and administer stakeholder surveys and facilitate focus groups across the state. Engaging Solutions' deep understanding of Indiana's behavioral health system and their expertise in stakeholder engagement will ensure the authentic voice of impacted populations and key stakeholders are reflected in the assessment.
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b> February 2023-December 2023		

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm		
<b>Company Name:</b> netlogx LLC		<b>Contact Person:</b> Nick Petrone, Outreach Coordinator
<b>Address:</b> 429 E. Vermont Street Suite 208 Indianapolis, IN 46202		<b>E-mail:</b> npetrone@netlogx.com
<b>Sub-Contract Amount:</b> \$37,035.00		<b>Telephone Number:</b> (317) 536-6046
<b>Sub-Contract Percentage of Total Bid:</b> 5.04%		<b>Fax Number:</b> ( ) N/A
		<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b> netlogx will provide project management and logistics support for the duration of the project. Given the statewide scope of the project and engagement with 24 CMHCs, the State, and the Indiana Council, effective project management is critical. netlogx' Indiana presence, their understanding of the Indiana landscape, and their deep experience and PM skill will be of significant value.
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b> September 2022-December 2024, the entire duration of the project.		

Health Management Associates, Inc.  
Respondent Firm  
120 N Washington Square, Suite 705  
Address  
Lansing, MI 48933  
City/State/Zip Code  
Kelly Johnson, Chief Administrative Officer  
Representative  
July 11, 2022  
Date

(517) 482-9236  
Telephone Number  
(517) 482-0920  
Fax Number  
proposals@healthmanagement.com  
Email Address  
  
Authorizing Signature  
Kelly Johnson, Chief Administrative Officer  
Printed Name and Title

Please check if additional forms are attached.

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



## ENGAGING SOLUTIONS

### MINORITY BUSINESS ENTERPRISE (MBE) SUBCONTRACTOR LETTER OF COMMITMENT

July 7, 2022

Kelly Johnson  
Chief Administrative Officer  
Health Management Associates  
120 N Washington Square #705  
Lansing, MI 48933

**Subject: Indiana Department of Mental Health Administration Request for Proposal 22-71736, Assessment of Federal Culturally Linguistically Appropriate Services (CLAS) Standards in Indiana's Community Mental Health Center (CMHC) Workforce and Service Provision**

Dear Ms. Johnson:

Engaging Solutions, a minority-owned business enterprise that is certified with the Indiana Department of Administration (IDOA), acknowledges that we agree to submit a letter of commitment as a subcontractor to Health Management Associates (HMA) for Request for Proposal 22-71736 Assessment of Federal Culturally Linguistically Appropriate Services (CLAS) Standards in Indiana's Community Mental Health Center (CMHC) Workforce and Service Provision. The anticipated amount that Engaging Solutions will receive is **\$44,460** for completing the work specified below. Services are anticipated to be performed from February 2023 through December 2023. Engaging Solutions will be responsible for the following tasks as part of the project:

- Assisting stakeholder engagement with gathering insights and experiences from populations served by each of the CMHCs.
- Co-designing and administering stakeholder surveys and facilitating focus groups across the state.

Please contact me directly if you have any questions regarding Engaging Solutions' participation. We look forward to supporting HMA and the Division of Mental Health and Addiction in this important work!

Best regards,

Tammy Butler Robinson  
Chief Executive Officer  
Email: [tammy@engagingsolutions.net](mailto:tammy@engagingsolutions.net)



# STATE OF INDIANA

Eric J. Holcomb, Governor

DEPARTMENT OF ADMINISTRATION  
Division of Supplier Diversity

Indiana Government Center South  
402 West Washington Street, Room W469  
Indianapolis, IN 46204  
(317) 232 - 3061

July 30, 2020

Ms. Debra Simmons Wilson  
Engaging Solutions, LLC  
3965 N. Meridian, St., Ste 1B  
Indianapolis, IN 46208

Subject: Application for M/WBE Certification

Dear Ms. Simmons Wilson,

***Congratulations!*** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Engaging Solutions, LLC** is hereby certified as a Minority and Women's Business Enterprise (M/WBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Minority or Women's Business Enterprise participation:

### UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
43231501	Helpdesk or call center software
80101504	Strategic planning consultation services
80101600	Project management
80101606	Project monitoring and evaluation
80111604	Temporary technician staffing needs
80111616	Temporary customer service personnel
80111707	Permanent technical staffing needs
80161502	Meeting planning services
81161708	Telephone support service
83111507	Call centre bureau service
84110000	Accounting and auditing
84111500	Accounting services
84111602	Quarterly reviews
84111703	Budget preparation or review services
85101600	Healthcare provider support persons
86132200	Education support services
92101503	Community outreach programs
93142101	Regional development planning services
93151606	Government accounting services

On September 13, 2010, the Governor's Commission on Minority and Women's Business Enterprises 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 **July 31, 2023**. Please note that IDOA continues to reserve the right to conduct a site visit or phone interview at any time to certified companies.

Although your certification is valid for a three-year period, you are required to submit an annual *Affidavit of Continued Eligibility (ACE)* form, located at [www.in.gov/idoa/mwbe/files/ACE\\_Form.pdf](http://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 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](http://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. For questions regarding your registration profile, you may contact our office at 317-232-3061.

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit [www.in.gov/idoa/mwbe/2743.htm](http://www.in.gov/idoa/mwbe/2743.htm) to verify certification status. Please contact our office at (317) 232-3061 if you have any other questions.

We ask that you please contact our office at (317) 232-3061 or [mwbe@idoa.in.gov](mailto:mwbe@idoa.in.gov) if you have any questions or concerns about your letter.

Sincerely,

COVID-19  
Ralph W. Adams, Jr.  
Ralph W. Adams, Jr., Deputy Director of Certifications  
Indiana Department of Administration  
Division of Supplier Diversity

RWA/vc



July 7, 2022

Kelly Johnson  
Chief Administrative Officer  
Health Management Associates  
120 N Washington Square #705  
Lansing, MI 48933

**SUBJECT:**

Indiana Department of Mental Health Administration  
Request for Proposal 22-71736  
Assessment of Federal Culturally Linguistically Appropriate Services (CLAS) Standards in Indiana's Community  
Mental Health Center (CMHC) Workforce and Service Provision

Dear Ms. Johnson:

netlogx LLC is pleased to submit this letter of commitment to Health Management Associates (HMA) in response to the above-referenced RFP for the Indiana Department of Administration on behalf of The Family and Social Services Administration, Division of Mental Health and Addiction.

If HMA is selected for this work, netlogx is committed to supporting this project. netlogx will provide project management and logistics support for the duration of the project. Given the statewide scope of the project and engagement with 24 CMHCs, the State, and the Indiana Council, effective project management is critical. netlogx' Indiana presence, their understanding of the Indiana landscape, and their deep experience and PM skill will be of significant value. It is anticipated that netlogx will receive \$37,035 for doing this work. The netlogx team anticipates doing this work from execution of the contract, anticipated in September 2022, through the entire project schedule, estimated to end on or around December 31, 2024.

Nick Petrone will service as the primary contact should the state have any additional questions.

Nick Petrone, Outreach Consultant  
Work phone: 317-536-6046, Ext. 201  
Mobile: 317-313-6528  
Email: npetrone@netlogx.com  
429 E. Vermont Street, Suite 208  
Indianapolis, IN 46202

netlogx looks forward to supporting HMA and the Division of Mental Health and Addiction in this important work.

Sincerely,

A handwritten signature in blue ink that reads "Audrey Taylor".

Audrey Taylor  
Chief Executive Officer  
netlogx



# 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

April 1, 2022

Mrs. Audrey Taylor  
**netlogx LLC**  
429 E. Vermont St., Ste. 208  
Indianapolis, IN 46202

Subject: Application for WBE Certification

Dear Mrs. Taylor,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **netlogx LLC** 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)

<i>Code</i>	<i>Description</i>
80101500	Business and corporate management consultation services
80101507	Information technology consultation services
80101511	Human resources consulting service
80101513	Process and procedures management consultation service
80101600	Project management
80111504	Labor training or development
80111608	Temporary information technology software developers
80111609	Temporary information technology systems or database administrators
80111610	Temporary information technology networking specialists
81110000	Computer services
86101800	In service training and manpower development
86132100	Training planning, facilitation and delivery services
86132101	Training and Facilitation service
86132201	Training Workshop Service

Referencing: netlogx LLC

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 **April 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](http://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](http://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](mailto:mwbe@idoa.in.gov) if you have any other questions or concerns about your letter.

Sincerely,

*Kesha Rich*

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