

**Letter of Intent for Request for Proposal 24-75743 - 7/26/2023****Title:****Vaccination, Immunization, Scheduling, Inventory, Testing, and Claims (VISIT) System**

Subcontract Amount - \$792,246 for 6.55% of the total bid amount

PMPHASE Consulting Firm is a small, minority-owned project management business that is owned and operated by its CEO India M. Brown. Our project management team works to create strategies to successfully initiate, plan, design, and execute any organizational changes and strategies.

We work with organizations to implement, replace, or decommission IT software applications. We create strategic project management plans to support our projects from start to finish while focusing on risk management both known and assumed.

Our expertise in software applications includes but is not limited to, learning management systems (LMS), data management systems, electronic medical record systems (EMR, EHR), and revenue cycle management applications

PMPHASE project management consulting firm has successfully led some of the largest and most complex projects in the healthcare space. Our experience integrating Information Technology (IT – software and hardware) into the healthcare field spans over 35 years of expertise. In addition to IT experience, our project managers and coordinators also have expertise in the clinical space in understanding the needs of a person's general healthy well-being.

Our mission is to assess, address and resolve any challenges that may be complicating or causing challenges for an organization. We offer an innovative mindset to enhance engagement by sharing ideas, and strategies from other industries to modernize or improve organizational performance.

Our client list demonstrates our wide range of project management capabilities, including serving as the primary implementation service provider for some of the largest and most complex implementations in the healthcare provider marketplace. Additionally, PMPHASE has gained traction in the legal and publishing industry. In the table below, we provided a high-level overview of our participation, and role with each client.

	Primary Partner	Strategic IT Planning/Vendor Selection	Business Case/TCO Development	Implementation Planning	Governance Model Creation	Project Management/PMO	Design Facilitation/Build	Process Redesign	Clinical Content Strategy/Design	Testing Strategy/Execution	Interfaces/Data Conversion	Organizational Change Readiness	End User Training	Clinician Engagement/Adoption	User Devices/Strategy	Deployment Strategy
Appalachian Regional Health	•					•	•					•				•
Bingham Greenbaum And Doll	•			•		•	•	•		•	•	•	•	•		•
OHIO DEPARTMENT OF REHABILITATION AND CORRECTIONS	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Myers And Stauffer	•	•	•	•	•	•	•	•		•		•				
Kids Play – Rec Therapy	•		•	•		•	•	•					•			•
Community Health – Pennsylvania/Lancaster	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Roswell Park Cancer Center	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Texas Oncology/Hematology	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
St. Vincent Health/Ascension Health	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Dignity Health	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Indiana University Health	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Optum Health	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Enhanced Dna Publishing	•	•	•	•		•	•		•		•		•		•	•
Robert Wood Johnson Healthcare	•	•	•	•	•	•	•	•	•	•		•	•	•		•

Name	Role	Experience/Degree	Responsibilities
India Brown, MBA	Program Manager	CEO of PMPHASE and holds the following certifications, <i>EDWOSB, IDOA, M/WBE, WBENC</i> Resume attached	Manage all project components/resources
Danielle Kizer	Project Coordinator	MBA – Masters Business Admin 20 years PM experience 20 years training and development 20 years application design	Work with design team to perform needs assessments and user stories.
A'mariah Brown	Training Coordinator	Psychology Degree Registered Behavior Technician (RBT) 10 years crisis prevention training 7 application and web design 7 years training and development	Work with training team to schedule trainings, assess and create training evaluations.

As a growing minority owned project management consulting firm, we stand apart from the rest in our ability to help solve complex problems, from strategy to implementation and beyond. PMPHASE consulting practice is fastest-growing and expanding its expertise and most diverse practice, spanning all facets of health care, from for-profit and not-for-profit providers, academic organizations, and medical group practices to health plans, life sciences companies, and government agencies. PMPHASE's implementation approach leverages project management institute (PMI) leading practices and our vast experience helping our clients realize the value of project management, marketing, and community collaboration. Our implementation approach focuses on designing to optimize benefits of the team, engage vendors and community supporters as well as leadership. Changes that impact any community will generate significant media attention, we believe we have a responsibility for providing project management expertise to keep all vendors and consultants as well as keep leadership and staff on-track and apprised of the engagement and project strategies. We will maintain project tools to manage the components that allow us to keep the engagement schedules on time and on budget. As your project partner, we will work with you to structure each phase of the project around these key areas.

1. Managing timeline, budget, scope, and risk effectively requires structured **governance and project management** tools. Closely managing the day-to-day activities of the project will help the overall implementation timeline to remain on track and drive high quality and consistent outcomes. It is critical that we have clearly defined decision rights and the ability to track and report accurate, real-time insight into the health of the project to all levels of leadership.
2. Organize, oversee, and convene shared committees, technical groups, and focus groups, across all planning processes. Maintain a centralized, shareable repository of meeting participants, dates, notes, meeting agendas and meeting minutes. We will assist in the scheduling and implementation of engagement activities.
3. Maintaining focus on **risk mitigation**, with an emphasis on collaboration risk, to ensure system controls, and operational controls, occur through every phase of the project, **from visioning and design activities all the way through post live support**. We believe that early identification and interventions, particularly around areas of design change and mapping are vital to protecting the projects' integrity and purpose.



# 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

March 21, 2023

Ms. India Brown

***Brown Design and Workflow Creations, LLC., d/b/a/ PMPHASE***

5359 Old Barn Drive.

Indianapolis, IN 46268

Subject: Application for M/WBE Certification

Dear Ms. Brown:

***Congratulations!*** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that ***Brown Design and Workflow Creations, LLC., d/b/a/ PMPHASE*** 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 (M/WBE) participation:

### UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
80101508	Business intelligence consulting services
84111506	Billing services
80111512	IT project management

This certification is valid through **March 31, 2026**.

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 the ACE form annually will result in the revocation of your certification. Changes include, but are not limited to, changes in location, contact information, ownership, or control.

We encourage you to visit, IDOA's procurement website, <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 <http://www.in.gov/idoa/mwbe/2743.htm> to verify your certification status. 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,

*Kesha Rich*

Kesha Rich, Deputy Commissioner  
Indiana Department of Administration  
Division of Supplier Diversity

KR/jm

**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, Cost Summary. 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 IVOBS (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#: 24-75743

**TOTAL BID AMOUNT:** \$11,824,565.17

(Claiming WBE for this RFP)			
<b>X MBE Firm</b> <b>X WBE Firm</b> <b>Company Name:</b> Brown Design & Workflow Creations, LLC DBA PMPHASE <b>Address:</b> 9640 Commerce Drive, Carmel, IN 46032 <b>Sub-Contract Amount:</b> 792,246 <b>Sub-Contract Percentage of Total Bid:</b> 6.55%	<b>Contact Person:</b> India Brown <b>E-mail:</b> <a href="mailto:indiabrown@pmpphase.com">indiabrown@pmpphase.com</a> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Telephone Number:</b> (317) 847-4953</td> <td style="width: 50%;"><b>Fax Number:</b> ( )</td> </tr> </table> <b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b> We provide project management services in IT Software applications. We work with vendors and organizations to implement, replace or decommission IT Software applications.	<b>Telephone Number:</b> (317) 847-4953	<b>Fax Number:</b> ( )
<b>Telephone Number:</b> (317) 847-4953	<b>Fax Number:</b> ( )		
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b>			

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
<b>Company Name:</b> <b>Address:</b> <b>Sub-Contract Amount:</b> <b>Sub-Contract Percentage of Total Bid:</b>	<b>Contact Person:</b> <b>E-mail:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Telephone Number:</b> ( )</td> <td style="width: 50%;"><b>Fax Number:</b> ( )</td> </tr> </table> <b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b>	<b>Telephone Number:</b> ( )	<b>Fax Number:</b> ( )
<b>Telephone Number:</b> ( )	<b>Fax Number:</b> ( )		
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b>			

Brown Design & Workflow Creations, LLC DBA  
PMPHASE

Respondent Firm  
9640 Commerce Drive

Address  
Carmel, IN 46032

City/State/Zip Code  
India Brown, MBA

Representative  
07/26/23

Date

317-847-4953

Telephone Number

Fax Number  
[indiabrown@pmpphase.com](mailto:indiabrown@pmpphase.com)

Email Address  
*India M. Brown, MBA*

Authorizing Signature  
India Brown, MBA

Printed Name and Title

☐ Please check if additional forms are attached.  
Page \_\_\_\_\_ of \_\_\_\_\_

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