

MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT ("MOA") is entered into this 31st, day of March, 2021, by and between the Indiana Department of Administration ("IDOA") and the Great Lakes Women's Business Council ("Great Lakes WBC"), a non-profit 501c3, organization located at 8606 Allisonville Road, Suite 138 A, Indianapolis, IN 46250. This MOA has no fiscal impact upon the State of Indiana.

WITNESSETH:

WHEREAS, Great Lakes WBC, certifies women-owned businesses ("WBE") under the auspices of its internal by-laws, policies, and procedures, those of its members which qualify under the same; and

WHEREAS, with the exception of certain minor requirements, the qualifications for WBE certification prescribed in its internal by-laws, policies, and procedures are no less stringent than the qualifications for WBE certification prescribed in 25 IAC 5; and

WHEREAS, IDOA's acceptance of Great Lakes WBC's WBE certification as evidence of WBE eligibility will increase the efficiency of IDOA's WBE certification process;

NOW, THEREFORE, the parties agree as follows:

1. Upon receipt of a written request by IDOA and consent from the WBE firm, Great Lakes WBC will provide documented evidence of current WBE certification, including proof of ownership by a qualified female and status as a United States citizen if such information is contained in the WBE certification file, for purposes of establishing WBE eligibility in accordance with 25 IAC 5. The following provisions govern IDOA's acceptance of Great Lakes WBC's WBE certification as evidence of WBE eligibility:
 - a. IDOA may certify an applicant firm as a WBE firm if that firm:
 - i. Is a currently certified by Great Lakes WBC as a WBE, ii. Is at least 51% owned by a United States citizen who is a female, iii. Is headquartered in Indiana, iv. And has documented evidence of a Great Lakes WBC site visit conducted within three (3) years of the date of the application to DOA.
 - b. Applicant firms that desire to use Great Lakes WBC WBE certification as evidence of WBE eligibility must provide IDOA with written consent permitting Great Lakes WBC to share all information in its WBE file, confidential or otherwise. A copy of the written consent form is attached hereto and incorporated herein as Exhibit 1.
 - c. Upon IDOA's receipt of the applicant consent form, Great Lakes WBC's Indiana Certification Program Manager will forward both a "Verification of WBE

Certification" form (attached hereto and incorporated herein as Exhibit 2), a copy of the applicant firm's latest onsite report, and verification of US Citizenship to IDOA.


2. IDOA and Great Lakes WBC will implement the following procedures to facilitate the WBE certification process.
 - a. IDOA will edit or supplement its WBE certification materials to allow an applicant firm to disclose whether it is currently certified by Great Lakes WBC as a WBE, and if so, instruct the applicant firm to complete a consent form authorizing the Great Lakes WBC to share the contents of its WBE certification file, excluding financial documents, with IDOA for the purpose of determining WBE eligibility. However, IDOA reserves the right to request the full content of the applicant file, excluding financial documents, if deemed necessary to make a final determination of the eligibility of the applicant.
 - b. In processing WBE applications, IDOA will forward a request for confirmation of WBE certification status and a copy of a completed consent form to the Indiana Certification Program Manager at Great Lakes WBC. IDOA's request for confirmation and the applicant consent form may be sent either via hard copy U.S. mail or electronically as the parties agree.
 - c. Great Lakes WBC will respond to IDOA's request for confirmation of WBE certification status within five (5) business days of receiving the request and applicant consent. Within that time period, Great Lakes WBC will provide IDOA with a verification of WBE certification and a copy of the latest onsite report. If Great Lakes WBC is unable to comply with the 5-day response time, Great Lakes WBC will notify IDOA of the delay as soon as is practicable.
 - d. Great Lakes WBC will verify U.S. citizenship and female status of certified WBE owner(s) as part of the response when documentation is included as part of the certification file.
3. Great Lakes WBC agrees to notify IDOA in writing within thirty (30) calendar days after it makes a change to any of its certification requirements; IDOA retains the right to terminate this agreement immediately upon the determination that the revised Great Lakes WBC certification standards do not align with the requirements of IC 4-13-16.5 and/or 25 IAC 5.
4. Great Lakes WBC agrees to notify IDOA within sixty (60) calendar days after it makes a change to the certification status of a Great Lakes WBC certified WBE firm that is also an IDOA certified WBE.

5. Great Lakes WBC agrees to notify IDOA within a reasonable period of time should a Great Lakes WBC certified WBE firm that is also an IDOA certified WBE firm become the subject of any third-party complaint investigation and/or substantiated complaint.
6. Should IDOA receive a third-party complaint, concerning a firm certified as WBE, IDOA agrees to forward the complaint to Great Lakes WBC within a reasonable period of time. Great Lakes WBC agrees to investigate any substantiated complaint as determined in its sole discretion, and notify IDOA of the results of the investigation.
7. IDOA retains its right to make all final determinations concerning the WBE eligibility of all applicant firms, regardless of Great Lakes WBC WBE certification status.
8. IDOA and Great Lakes WBC may discuss opportunities to partner together on business development training programs to enhance the MWBE members of both organizations. These programs can include events, webinars, as well as invites to present at events hosted by IDOA or Great Lakes WBC.
9. Great Lakes WBC may promote its duties and services set forth in this MOA. However IDOA shall retain the final approval of Great Lakes WBC's promotion methods and materials (the "Promotional Information") if materials mention the Division of Supplier Diversity, the Indiana MBE/WBE program, or the IDOA. Great Lakes WBC shall provide the relevant Promotional Information, in a timely manner to IDOA or its designee. If the Promotional Information is approved by IDOA, the IDOA or its designee shall send an electronic communication to Great Lakes WBC that the Promotional Information is acceptable. Great Lakes WBC expressly agrees not to use the IDOA logo without written permission of IDOA.
10. To the extent practicable, each party shall use reasonable efforts to notify the other party in advance of that party issuing any public communications, including press releases, website, social media, or otherwise responding to media inquiries or initiate media publicity (collectively "Public Releases") regarding the subject matter of this MOA. Should a party object to the Public Releases, the Parties agree to work together to resolve and revise the Public Releases. In no event shall either party be required to notify the other party prior to making a disclosure in relation to this MOA as required by law.
11. Additionally, if and when the MOA expires, Great Lakes WBC should promptly remove any mention of the MOA and partnership with IDOA from their website and written materials as may then be in use.
12. No alteration, modification, or amendment to this MOA is permitted, except by written agreement signed by the parties.

13. The term of this MOA is one (1) year. It will commence April 1, 2021 and shall remain in full force and effect until March 31, 2022. This MOA may be renewed under the same terms and conditions subject to the approval of the Executive Director of the Great Lakes WBC, the Commissioner of the Department of Administration, and the Director of the State Budget Agency. The term of the renewed MOA shall not extend beyond a given twoyear budget period as required by State Budget Agency Financial Management Circular No. 2009-2.

14. This MOA may be terminated by either party for any reason upon thirty (30) days written notice. Such notice shall be delivered by hand or by certified mail.

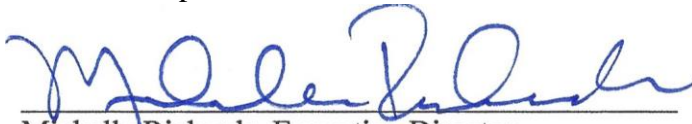
The parties hereby acknowledge the foregoing as the terms and conditions of their understanding.



Lesley Crane, Commissioner
Indiana Department of Administration

4/6/2021

Date



Michelle Richards, Executive Director
Great Lakes Women's Business Council

4/1/2021

Date

Date

Approved:


_____ (For)

Zachery Jackson, Director
Indiana State Budget Agency

4/12/2021

Date