

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

Indiana Code 4-13-16.5 and 25 IAC 5 governs the Division of Supplier Diversity program as it relates to the certification, oversight, and responsibilities around the certified Indiana Minority and/or Women Business Enterprises (MWBE). As stated in Section 1.20, a commitment expectation for this solicitation. The MWBE Subcontractor Commitment form is **Attachment A**. If opting to propose a commitment, the MWBE Subcontractor Commitment Form is to be submitted as a part of the Respondent's proposal. The entity must be on the State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe/>. **The State will not follow up with the Respondent if the subcontracting opportunities are not submitted.**

If participation is proposed through the use of Subcontractors, the Respondent must provide the scope of work of the products and/or services to be provided by the Subcontractor(s). This must include explanation of whether the products and/or services are to be utilized directly by the Respondent and/or directly by the State, a description of the process through which the products/services will be received and applied to the benefit of the award, the deliverable requirements as agreed upon between the Contractor and Subcontractor, the certified UNSPSC that applies to the award, and the cost of supplies being utilized by the Respondent for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in "\$479,116.67" should match the amount entered in the **Attachment D**, Bid Cost Template, Summary tab.

Failure to meet these goals will not affect the evaluation of your Proposal. The Department will verify certification information included on the MWBE 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 IVOSB (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 **“\$479,116.67”** 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#: 24-77468

TOTAL BID AMOUNT: \$479,116.67

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
Company Name: Certified Fraud & Forensic Investigations	Contact Person: Jennifer Hathaway		
Address: 10115 Indian Lake Blvd. North, STE #88 Indianapolis, IN 46236	E-mail: Jennifer@CFFIcop.com		
Sub-Contract Amount: \$52,702.83	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Telephone Number: (317) 313-7948</td> <td style="width: 50%;">Fax Number: ()</td> </tr> </table>	Telephone Number: (317) 313-7948	Fax Number: ()
Telephone Number: (317) 313-7948	Fax Number: ()		
Sub-Contract Percentage of Total Bid: 10.99%	<p><u>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract.</u> <u>Include the applicable UNSPSC that applies to this commitment.</u></p> <ol style="list-style-type: none"> 1. Scope of Work for Certified Fraud & Forensic Investigations <ol style="list-style-type: none"> a. Database Analysis (81111806): CFFI database analysis will play a pivotal role in the Joint Risk Assessment (JRA) and Hazard Vulnerability Analysis (HVA) projects. Their responsibilities will include analyzing, interpreting, and managing complex datasets to support informed decision-making. This service will be leveraged directly by our team to enhance data accuracy and efficiency in the JRA and HVA processes. b. Training Resources/Guides/Webinars (86000000): CFFI will be responsible for creating and delivering training resources such as guides and webinars. These resources are essential for disseminating knowledge and skills to stakeholders, ensuring participants are equipped to conduct JRAs and HVAs proficiently. The training materials will be utilized by both our team and directly by the State to facilitate effective training sessions. c. Staffing Services (80101508): CFFI will be involved in the talent acquisition of subject matter experts in the emergency preparedness field. They will focus on recruiting, training (with Syra Health), and managing personnel who can adapt to the evolving requirements of the JRA and HVA assessments. This ensures continuous quality and efficiency in project execution. 2. Process of Utilization: Syra Health will integrate the services of CFFI into our project management framework. The database analysis team will provide insights and data management solutions, while the training team will develop and disseminate educational materials. The talent acquisition services will ensure a consistent supply of qualified personnel in emergency and public health preparedness. 		

3. Deliverables:

Deliverables will include comprehensive data analysis reports, a suite of training materials (guides and webinars), and talent acquisition, including questionnaires and SME profiles. These will be periodically reviewed to ensure alignment with project goals and state requirements.

4. UNSPSC Certification:

CFFI is certified under the United Nations Standard Products and Services Code (UNSPSC) relevant to their service categories. This assures that their services adhere to industry standards and best practices.

5. Timeline of Engagement

Certified Fraud & Forensic Investigations shall be engaged between 3/1/24 – 4/15/25.

6. Cost of Services

The cost of Certified Fraud & Forensic Investigations database analysis, training resources, webinars, and talent acquisition of public health and preparedness subject matter experts are included in the Sub-contracting percentage of Total.

Provide approximate dates when Sub-Contractor will perform on this project:

3/1/24 – 4/15/25

☒ **MBE Firm** ☐ **WBE Firm**

Company Name:

Metamor Systems

Address:

11495 N. Pennsylvania St., Suite 140
Indianapolis, IN 46032

Sub-Contract

Amount: \$38,329.33

Sub-Contract Percentage of

Total Bid: 7.99%

Contact Person:

Bala Krishnamurthy

E-mail:

krishna@metamorsys.com

Telephone Number:

(317) 567-3905

Fax Number:

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Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:

1. Scope of Work for Metamor Systems

- a. **IT Consulting (80101507):** IT consulting will be instrumental in offering expert advice and guidance in the implementation of the Joint Risk Assessment (JRA) and Hazard Vulnerability Analysis (HVA). Metamor Systems will analyze current IT systems (as needed), suggesting improvements, and implementing strategies to optimize the data analysis process. The Syra Health team will utilize Metamor Systems' consultancy service directly to enhance our capability in handling complex data sets.
- b. **IT Services (81160000):** IT services from Metamor Systems will focus on the maintenance, upgrade, and troubleshooting of IT systems relevant to the JRA and

HVA processes. Metamor Systems’ services will include software development, database management, and technical support. These services will be used both by Syra Health Corp. and IDOA, ensuring that all IT-related aspects of the project run smoothly and efficiently.

2. Process of Utilization:

The products and services from these Metamor Systems will be integrated into Syra Health’s operational framework.

4. UNSPSC Certification:

Metamor Systems is certified under the United Nations Standard Products and Services Code (UNSPSC) relevant to their service categories (listed above).

5. Timeline of Engagement

Metamor Systems shall be engaged between 3/1/24 – 4/15/25.

6. Cost of Services

The cost of Metamor Systems for IT consulting and services, content and module development, and data visualization are included in the Sub-contracting percentage of Total.

7. Additional Contributions:

a. **Database Analysis Expertise:** Matamor Systems developer’s expertise in database analysis is crucial for ensuring accuracy and efficiency in data handling, which is foundational for making informed decisions in JRA and HVA.

b. **Training Resources Creation:** Metamor Systems shall be responsible for the development of training resources such as guides and webinars. This will equip stakeholders with the necessary skills and knowledge during the JRA and HVA processes.

C. **Data Visualization/Charts/Diagrams:** As the team collects data from publicly available resources, IDOA, IDOH, and through stakeholder surveys, the Metamor Systems team has the ability to create simple and complex 2-D visuals for easy distribution of data and presentation of data narratives, and findings.

D. **Dashboard:** Metamor Systems is well-versed in the creation of interactive dashboards for enhanced learning and visualization.

E. **Developer Services:** The project team strives to create engaging sessions for all stakeholders and participants. Metamor Systems shall be responsible for developing training resources and content learning modules that will encourage and allow for the maximum amount of

participation.

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Provide approximate dates when Sub-Contractor will perform on this project:
3/1/24 – 4/15/25

Syra Health Corp.
Respondent Firm
1119 Keystone Way Ste 201
Address
Carmel, IN 46032
City/State/Zip Code

Deepika Vuppalanchi
Representative
1/10/2024
Date

463-345-8950
Telephone Number
888-614-5409
Fax Number
deepikav@syrahealth.com
Email Address

Authorizing Signature
Deepika Vuppalanchi, CEO
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.