



June 4, 2024

TRANSMITTAL LETTER

Teresa Deaton-Reese, CPPO
Indiana Department of Administration Procurement Division
402 West Washington Street, Room W468
Indianapolis, IN 46204

In reference to: Best and Final Offer (BAFO) Request for Proposal (RFP) 25-79135

Subject: State of Indiana, Indiana Department of Administration, on Behalf of Family and Social Services Administration, Division of Mental Health and Addiction, Solicitation for Evaluation Services

Dear Teresa Deaton-Reese:

Pacific Institute for Research and Evaluation (PIRE) is pleased to submit our Best and Final Offer proposal in response to the above-referenced solicitation for Evaluation Services. We have included the following requested materials: Cost Proposal, updated Women and Minority Business Enterprise Subcontractor Commitment Form, updated Indiana Veteran Owned Small Business Subcontractor Commitment Form, and accompanying Letters of Commitment.

Thank you for the opportunity to respond to this request. We are happy to answer any questions as well as supply any other additional information.

Sincerely,

Al Stein-Seroussi, PhD
Senior Program Evaluator
PIRE Chapel Hill Center
stein@pire.org
919.265.2616

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 "TOTAL BID AMOUNT" should match the amount entered in the **Attachment D**, Bid Cost Template.

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 **“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#: 25-79135

TOTAL BID AMOUNT: \$420,000

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
Company Name: Research & Evaluation Resources, LLC		Contact Person: Mary Jo Rattermann, PhD	
Address: 9247 North Meridian Street, Suite 325 Indianapolis, IN 46260		E-mail: mrattermann@evalresources.com	
Sub-Contract Amount: \$50,400		Telephone Number: (317) 361-6772	Fax Number: ()
Sub-Contract Percentage of Total Bid: 12%		Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract. Include the applicable UNSPSC that applies to this commitment. Research & Evaluation Resources (UNSPSC 80101606; 86132214) will conduct the required fidelity-focused site visits with the grantees, contribute to the development of all fidelity monitoring protocols, coordinate and conduct site visits (virtually and in-person, if warranted), generate site-specific fidelity summaries, and provide evaluation-related TA, as needed, during the visits.	
Provide approximate dates when Sub-Contractor will perform on this project: Inception of project through Year 2, with additional years possible if option years are exercised by the State of Indiana.			

<input checked="" type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name: GreyPrint Consulting, LLC		Contact Person: Sharmaine Pechac, PhD, SHRM-SCP	
Address: 1567 W Meeting House Lane Bloomington, IN 47403		E-mail: spechac@greyprint.org	
Sub-Contract Amount: \$37,800		Telephone Number: (330) 388-9870	Fax Number: ()
Sub-Contract Percentage of Total Bid: 9%		Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract: GreyPrint (UNSPSC 86132214) will conduct the required fidelity-focused site visits with the grantees, contribute to the development of all fidelity monitoring protocols, coordinate and conduct site visits (virtually and in-person, if warranted), generate site-specific fidelity summaries, and provide evaluation-related TA, as needed, during the visits.	
Provide approximate dates when Sub-Contractor will perform on this project: Inception of project through Year 2, with additional years possible if option years are exercised by the State of Indiana.			

Page _____ of _____

Pacific Institute for Research and Evaluation
Respondent Firm
4061 Powder Mill Road, Suite 350
Address
Beltsville, MD 20705-3113
City/State/Zip Code
Inge Siggelkow
Representative
06/04/2024
Date

301-755-2700
Telephone Number
301-755-2799
Fax Number
isiggelkow@pire.org
Email Address
Inge Siggelkow
Authorizing Signature
Inge Siggelkow, Director of Contracts and Grants
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.

ATTACHMENT A1
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR
COMMITMENT FORM¹

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. The IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract for scoring purposes only. However, the subcontractor commitment shall apply to the life of the contract including any time after the initial term. 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 the Respondent to the solicitation is an IVOSB certified entity, the letter confirming same should be submitted with their response. Therefore, the Respondent has the responsibility to alert IDOA of their certification. The IVOSB Respondent will receive the total points for the IVOSB evaluation criteria per section 3.2.7. Additional ISVOB subcontractors must be included if the IVOSB Respondent is seeking the additional bonus point.

The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these goals may impact the evaluation of your Proposal. The Department will verify all information included on the IVOSB Subcontractor Commitment Form.

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

- Must be listed on Federal Center for Veterans Business Enterprise VETBIZ at <https://www.vetbiz/va/gov/vip/> under INDIANA, or listed at 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 veteran business Certification Letter provided by either IDOA or Federal Govt. VETBIZ at <https://www.vetbiz/va/gov/vip/>, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see [Section 2.3.8](#) - [Department of Administration, Procurement Division](#)).
- A Prime Contractor who is an IVOSB **can** count their own workforce or companies to meet this requirement, (see IAC 25-9-4-1 (c))
- **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 as listed in the VETBIZ federal registry, at <https://www.vetbiz/va/gov/vip/> under INDIANA or at State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>. Must be used to provide the goods or services specific to the contract.

INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the IVOSB(s) must accompany the IVOSB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSB of its subcontract amount, a description

¹ The Indiana Veteran Business Program is governed by IC 5-22-14 and 25 IAC 9.

of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract. For scoring purposes only, the IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract. However, 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 by the rules and requirements of the State’s IVOSB Program. Questions involving the regulations governing the IVOSB Subcontractor Commitment Form should be directed to: Division of Supplier Diversity at indianaveteranspreference@idoa.in.gov, (317) 232-3061 or the Supplier Diversity website at <https://www.in.gov/idoa/mwbe>.

STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 25-79135

TOTAL BID AMOUNT: \$420,000

Company Name: Indy Data Partners, Inc.	Contact Person: Angie Gleim		
Address: 5649 Lee Road, Suite 1 Indianapolis, IN 46216	E-mail: Angie.Gleim@indydatapartners.com		
Sub-Contract Amount: \$16,800	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Telephone Number: (317) 713-4040</td> <td style="width: 50%;">Fax Number: (317) 824-0394</td> </tr> </table>	Telephone Number: (317) 713-4040	Fax Number: (317) 824-0394
Telephone Number: (317) 713-4040	Fax Number: (317) 824-0394		
Sub-Contract Percentage of Total Bid: 4%	Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract: Indy Data Partners will provide consultation on the development and implementation of data reporting systems and dashboards that can be used by DMHA and subrecipients to monitor project progress.		
Provide approximate dates when Sub-Contractor will perform on this project: Inception of project through Year 2 with additional years possible if options are exercised by State of Indiana.			

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

Pacific Institute for Research and Evaluation

Respondent Firm

4061 Powder Mill Road, Suite 350

Address

Beltsville, MD 20705-3113

City/State/Zip Code

Inge Siggelkow

Representative

06/04/2024

Date

301-755-2700

Telephone Number

301-755-2799

Fax Number

isiggelkow@pire.org

Email Address

Inge Siggelkow

Authorizing Signature

Inge Siggelkow, Director of Contracts and Grants

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.

Deliverable/Vendor Requirement	Cost Per Deliverable Year 1	Cost Per Deliverable Year 2
Evaluation Plan	\$ 8,352.00	\$ 3,712.00
Core Evaluation Measures	\$ 17,856.00	\$ 5,216.00
Evaluation Consultation	\$ 12,642.00	\$ 12,642.00
Evaluation Assistance for Prevention Providers	\$ 28,656.00	\$ 45,936.00
Fidelity Focused Evaluation Site Visits	\$ 54,917.00	\$ 54,917.00
Annual Sub-Recipient Evaluation Reports	\$ 43,189.00	\$ 43,042.00
Annual Statewide Evaluation Report & Executive Summary	\$ 44,388.00	\$ 44,535.00
Total	\$ 210,000.00	\$ 210,000.00

TOTAL FOR 2 YEAR CONTRACT	\$ 420,000.00
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RESEARCH & EVALUATION RESOURCES, LLC

June 4, 2024

Ms. Inge Siggelkow
Director Contracts and Grants
Pacific Institute for Research and Evaluation
4061 Powder Mill Road, Suite 250
Beltsville, MD 20705-3113

Dear Ms. Siggelkow,

This letter serves as acknowledgement that Research & Evaluation Resources, LLC has agreed to serve as a subcontractor to Pacific Institute for Research and Evaluation for the following work to be performed as part of the Evaluation Services Contract (RFP 000000686):

- Contributing to the development of fidelity monitoring protocols;
- Conducting fidelity site visits with 10 – 12 grantees, twice per year;
- Entering fidelity data into an electronic database; and
- Providing evaluation-related TA, as needed, when on site.

This work entails a minimum commitment of at least \$50,400 which is 12.0% of the total bid amount of \$420,000 for two years. The work will begin when a contract is executed between PIRE and Research & Evaluation Resources.

Research & Evaluation Resources is a certified Indiana Women-Owned Business Enterprise (Bidder ID = 000003318).

Sincerely,



Mary Jo Rattermann, Ph.D.
Owner



June 4, 2024

Ms. Inge Siggelkow
Director Contracts and Grants
Pacific Institute for Research and Evaluation
4061 Powder Mill Road, Suite 250
Beltsville, MD 20705-3113

Dear Ms. Siggelkow,

This letter serves as acknowledgement that GreyPrint Consulting, LLC has agreed to serve as a subcontractor to Pacific Institute for Research and Evaluation for the following work to be performed as part of the Evaluation Services Contract (RFP 25-79135):

- Contributing to the development of fidelity monitoring protocols;
- Co-conducting annual fidelity-focused site visits with 37 grantees;
- Entering fidelity data into an electronic database; and
- Providing evaluation-related TA, as needed, when on site.

This work entails a minimum commitment of at least \$37,800 which is 9.0% of the total bid amount of \$420,000 for two years. The work will begin when a contract is executed between PIRE and GreyPrint.

GreyPrint Consulting is a certified Indiana Minority-Owned Business Enterprise (Bidder ID = 0000060053).

Sincerely,

A handwritten signature in black ink, appearing to read 'Sharmaine Pechac', with a stylized, flowing script.

Sharmaine Pechac, PhD, SHRM - SCP
Owner



5649 Lee Road, Suite 1
Indianapolis, IN 46216
317-713-4040 Phone
317-824-0394 Fax

June 4, 2024

Ms. Inge Siggelkow
Director Contracts and Grants
Pacific Institute for Research and Evaluation
4061 Powder Mill Road, Suite 250
Beltsville, MD 20705-3113

Dear Ms. Siggelkow,

This letter serves as acknowledgement that Indy Data Partners, Inc. has agreed to serve as a subcontractor to Pacific Institute for Research and Evaluation for the following work to be performed as part of the Evaluation Services Contract (RFP 25-79135):

- Database and web development consultation

This work entails a minimum commitment of at least \$16,800 which is 4.0% of the total bid amount of \$420,000 for two years. The work will begin when a contract is executed between PIRE and Indy Data Partners.

Indy Data Partners is a certified Indiana Veteran-Owned Business Enterprise (Bidder ID = 0000034906). Additionally, we are registered with the Secretary of State of Indiana under Control # 2014032400592, Creation Date 03/21/2014 "Perpetual."

Sincerely,

A handwritten signature in blue ink, appearing to read 'Angela D.', with a stylized flourish at the end.

Angela Gleim
Vice President