

**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, Cell D25. 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 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#: 25-9577 Charter School Incubator

TOTAL BID AMOUNT: \$1,200,000

<input checked="" type="checkbox"/> MBE Firm	<input type="checkbox"/> WBE Firm		
Company Name: Bondry Management Consultants LLC		Contact Person: Oscar Gutierrez	
Address:  600 E Carmel Dr Suite 263 Carmel, IN 46032		E-mail: oscar@bondryconsulting.com	
Sub-Contract Amount: \$50,000		Telephone Number: ( 317 ) 537-9555	Fax Number: (   )
Sub-Contract Percentage of Total Bid: 4.1%		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract.</u>  Bondry will provide professional development around the basics of school finance, how leaders should think about debt management, and provide retainer services. Whether building new buildings or renovating existing spaces, Fellows will need to think beyond the basics of school budgeting and accounting in order to ensure the long term success of their school. Bondry will help make this happen.	
Provide approximate dates when Sub-Contractor will perform on this project:  The PD sessions are slated for winter of 2025 and winter of 2026. The retainer services will be used as needed throughout the two year contract.			

<input type="checkbox"/> MBE Firm	<input checked="" type="checkbox"/> WBE Firm		
Company Name: Briljent, LLC		Contact Person: Kathy Carrier	
Address:  7615 W. Jefferson Boulevard Fort Wayne, IN 46804		E-mail: KGast@briljent.com	
Sub-Contract Amount: \$80,000		Telephone Number: (260) 434-0990	Fax Number: (   )
Sub-Contract Percentage of Total Bid: 6.6%		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract.</u>  Briljent specializes in project management and administration as well as program evaluation and analysis. Briljent has a stable of learning specialists and program design leaders who can not only assist with programmatic decisions but also evaluate the effectiveness of that programming and progress towards our goals.	
Provide approximate dates when Sub-Contractor will perform on this project:  Both the project administration and program evaluation will be ongoing throughout the duration of the contract.			


<input checked="" type="checkbox"/> MBE Firm	<input type="checkbox"/> WBE Firm		
Company Name: Carolene Mays Inspiring Leadership, LLC		Contact Person: Carolene Mays	
Address:  8594 E 116th St, Unit #145 Fishers, IN 46038		E-mail: Carolene@MaysInspiringLeadership.com	
Sub-Contract Amount: \$10,000		Telephone Number: ( 317 ) 441-3139	Fax Number: (   )
Sub-Contract Percentage of Total Bid: .83%		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract.</u>  Carolene Mays specializes in getting leaders to learn the soft skills of leadership. Leadership presence, community engagement, managing meetings, fielding public conflict, networking across a new space, etc. While much of our programming will assist Fellows in learning the technical skills needed to run effective schools, Carolene's professional development and coaching speaks to the adaptive side of the work.	
Provide approximate dates when Sub-Contractor will perform on this project:  Fall of 2025 and Fall of 2026.			

<input type="checkbox"/> MBE Firm	<input checked="" type="checkbox"/> WBE Firm		
Company Name: Valor Partners LLC		Contact Person: Justine Webb	
Address:  1028 E Colfax Ave South Bend IN 46617		E-mail: jwebb@valorpartnersllc.com	
Sub-Contract Amount: \$30,000		Telephone Number: (574) 241-1699	Fax Number: (   )
Sub-Contract Percentage of Total Bid: 2.5%		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract.</u>  Valor will provide Fellows with training around the basics of budgeting and the principles of accounting. Most charter schools are closed because of financial, not academic reasons, which is why we prioritize this training for all leaders. In addition to the professional development sessions provided, Valor will create a resource workbook for Fellows to consult once their schools are up and running.	
Provide approximate dates when Sub-Contractor will perform on this project:  Spring of 2026 and Spring of 2027.			

MBE Firm <b>X</b> WBE Firm		
<b>Company Name:</b> Virtuoso Education Consulting, LLC	<b>Contact Person:</b> Renae Azziz	
<b>Address:</b>  9450 E Raymond St Indianapolis IN 46239	<b>E-mail:</b> Razziz@virtuosoed.com	
<b>Sub-Contract Amount:</b> \$30,000	<b>Telephone Number:</b> (317) 386-6060	<b>Fax Number:</b> (    )
<b>Sub-Contract Percentage of Total Bid:</b> 2.5%	<b>Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract.</u></b>  Ensuring every student is successful is a core part of our mission, and one of the beliefs that launched the first charter schools in our country. Effective leaders understand themselves, their community, and the specific needs their students bring to school each day. Virtuoso will train Fellows on equitable cultural and instructional practices, as well as equitable hiring and talent management practices.	
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b>  Fall 2025, Winter 2025, and Spring 2026.		

<b>X</b> MBE Firm      WBE Firm		
<b>Company Name:</b> Viable Education Solutions DBA Yellow Hat Consulting (YHC)	<b>Contact Person:</b> Kimberly N. Ransom	
<b>Address:</b> PO Box 681351 Indianapolis, IN 46268	<b>E-mail:</b> kimberly@yellowhatconsulting.com	
<b>Sub-Contract Amount:</b> \$42,000	<b>Telephone Number:</b> (317)514-7194	<b>Fax Number:</b> (    )
<b>Sub-Contract Percentage of Total Bid:</b> 3.5%	<b>Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract.</u></b> YHC will provide 3 Professional Development Sessions, 20 hours of consultative services, and create professional learning content and resources for fellows. In order to start strong schools, leaders need to have a superior grasp of standards-based instruction, establish data systems that drive towards mastery of those standards, and be able to discern relative strengths and challenges of various curriculum.	
<b>Fall of 2025, Spring of 2026, and Fall of 2026.</b>		

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Respondent Firm The Mind Trust	Telephone Number <a href="tel:(317)822-8102">(317) 822-8102</a>
Address 1630 N Meridian St	Fax Number
City/State/Zip Code Indianapolis, IN 46202	Email Address bbrown@themindtrust.org
Representative  Brandon Brown	Authorizing Signature  
Date 09.06.24	Printed Name and Title Brandon Brown - CEO

☒ Please check if additional forms are attached.

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

**To: Indiana Department of Education**

**CC: The Mind Trust**

**Re: Acknowledgment of Services for The Mind Trust's Charter School Incubator**

Dear Indiana Department of Education,

This letter serves as formal acknowledgment of the scope of services, cost of services, and the approximate timeline of services that Bondry Consulting will provide to The Mind Trust in support of the Charter School Incubator initiative.

The products and services described below will be utilized by The Mind Trust, the Respondent to the Request for Proposal (RFP) and will not be used directly by the State of Indiana.

We have agreed upon a cost of \$50,000 for the services, with an allocation of \$25,000 per year, representing 4.1% of the overall contract.

#### Scope of Work

##### 1. Professional Development

Bondry Consulting will deliver two comprehensive professional development sessions focusing on school finance and strategic financial management:

- **School Finance Fundamentals:**  
This all-day session (9:00 AM – 4:30 PM) will cover the foundational aspects of school finance, including:
  - Overview of school funding sources
  - Understanding per-pupil funding
  - Financial terminology basics
  - Budgeting fundamentals
- **Strategic Financial Management and Leadership:**  
This all-day session (9:00 AM – 4:30 PM) will focus on advanced financial leadership topics, including:
  - Capital budgeting
  - Debt management
  - Revenue generation and fundraising strategies
  - Capacity building in financial leadership

Additionally, Bondry Consulting will offer a three-month consulting retainer at \$5,000 per month to provide ongoing support to Fellows as they open new school campuses.

*Note: These professional development sessions will take place during the fall of 2025 and fall of 2026, for a total of four sessions across the two-year contract period.*

## 2. Tactical Support

To complement the professional development, Bondry Consulting will provide additional tactical services, including:

- **Pre-Session Alignment Meetings:**  
Two one-hour meetings before each session to align on messaging and ensure the content meets the specific needs of each cohort.
- **Post-Contract Debrief:**  
A debrief session at the end of the contract to assess the strengths of the engagement and suggest potential improvements for future iterations.
- **Access to Educational Materials:**  
All presentation slide decks and participant documents will be made available to Fellows for future reference, enabling ongoing learning and application of the material.

## Deliverables

Fellows attending these professional development sessions will acquire:

- A clear understanding of revenue streams and how they align with a school's fiscal calendar.
- Proficiency in financial terminology and the ability to use general budgetary language accurately.
- Knowledge of key financial instruments commonly used for school funding, including an understanding of the tradeoffs associated with debt financing.

We are excited about this partnership and the opportunity to support The Mind Trust's Charter School Incubator. If you have any questions or need additional information, please feel free to contact us directly.

We look forward to contributing to the success of this initiative.

Sincerely,



Oscar Gutierrez

President, Bondry Consulting





# 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

October 25, 2021

Mr. Oscar Gutierrez  
**Bondry Management Consultants LLC**  
35 E Main St  
Suite 200  
Carmel, IN 46032

Subject: Application for MBE Certification

Dear Mr. Gutierrez,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Bondry Management Consultants LLC** is hereby certified as a Minority Business Enterprise (MBE).

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

### UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
80100000	Management advisory services
80101500	Business and corporate management consultation services
80101504	Strategic planning consultation services
80101508	Business intelligence consulting services
80101600	Project management
81121505	Economic Development Consultancy
84000000	Financial and Insurance Services
84100000	Development finance
84111500	Accounting services
93151600	Public finance
93151601	Program budgeting services
93151602	Government budgeting services
93151603	Budget or public investment management
93151605	Government finance services
82140000	Graphic design
82100000	Advertising
80170000	Public relations and professional communications services
80171802	Media relations and advisory services
82111804	Written translation services

Referencing: **Bondry Management Consultants LLC**

80141601	Sales promotion services
60105409	Brand marketing or advertising instructional materials
80171603	Publicity and Marketing Advisory Service
80111700	Personnel recruitment
80141600	Sales and business promotion activities
80171600	Publicity and Marketing Support Services
80000000	Management and Business Professionals and Administrative Services
80161601	Property management services

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 **October 31, 2024**. 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 [https://www.in.gov/idoa/wbt/DSDCert\\_ACE/index.html](https://www.in.gov/idoa/wbt/DSDCert_ACE/index.html). 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 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, [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 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

AV



August 29, 2024

Dear Indiana Department of Education,

Briljent, LLC is pleased to provide this letter of commitment to participate as a subcontracting partner with The Mind Trust in its response to the State of Indiana's Request for Proposal (RFP) # 25-79577 for Charter School Incubator. This letter serves as an acknowledgement of the scope of services, cost of services, and approximate timeline of services that Briljent will provide The Mind Trust in service of the Charter School Incubator.

The products and services described below will be used directly by the Respondent of the RFP, The Mind Trust, and not used directly by the State.

Briljent understands that there is no commitment for work by The Mind Trust unless the RFP activity results in a contract award with the State of Indiana. Should The Mind Trust sign a contract with the State of Indiana, the Briljent team will provide the services outlined below. The agreed upon cost for the below services is \$80,000 (\$40,000/year), or 6.6% of the overall contract. It is anticipated that we will begin providing our services upon contract execution.

**Scope of Work:**

- **Program Evaluation and Analysis**
  - Briljent will tailor interview questions to map to individual stakeholders' areas of interest and expertise (e.g., a training facilitator may be asked questions about their specific experience with this particular training audience, a recent training participant might be asked their opinion about how training was constructed, etc.). All meetings will begin with check-ins so that the Briljent team can convey the meeting expectations and consider the unique diversity of participants. These check-ins will also ensure participants can contribute comfortably. The interviews will touch on the following topics: Key business objectives for the curriculum; Required skills; Culture and environment; Top-performing characteristics and behaviors; Performance metrics
  - The Briljent team will compile the analysis results into a final report that will provide the overall direction of the training program. Recommendations in this report may include, but not be limited to, the following: Course-specific training modality recommendations based on audience learning style preferences; Implementation, communication, and rollout recommendations; Training frequency and duration recommendations • Knowledge check recommendations
- **Project Administration:**
  - Administrative Support services include event planning and coordination, note-taking services, travel logistics, and other clerical and administrative services. • Plan, organize, coordinate, and oversee administrative activities • Research and compile background material for meetings • Develop schedules and plan logistics
  - 313 hours (156.5/year) of total support.
    - Project administration hours above include one hourlong, weekly meeting with the Senior Director of Leadership and Manager of Leadership.

Briljent LLC, a certified Women's Business Enterprise (WBE), is registered to do business with the State of Indiana under Bidder Registration # 000002628 and remains in good standing. This letter provides Briljent, LLC's commitment to abide by all state procurement regulations. Briljent, LLC is headquartered in Fort Wayne, Indiana.

We appreciate and value the potential opportunity to work with you and the state of Indiana on this important initiative!

Regards,



Kathy Carrier  
CEO  
Briljent, LLC  
7615 W. Jefferson Blvd.  
Fort Wayne, IN 46804



## 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

June 21, 2023

Ms. Kathy Carrier  
**Briljent, LLC.**  
7615 West Jefferson Boulevard  
Fort Wayne, IN 46804

Subject: Application for WBE Certification

Dear Ms. Carrier,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Briljent, 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>
80000000	Management and Business Professionals and Administrative Services
80101504	Strategic planning consultation services
80101507	Information technology consultation services
80101600	Project management
80110000	Human resources services
80111600	Temporary personnel services
80141500	Market research
80141505	Marketing plans
80141510	Market research telephone surveys
80141602	Public relation services
80141607	Events management
80141800	Mailing services
81111704	Database design
81112000	Data services
81160000	Information technology service
82111500	Technical writing
82111804	Written translation services
82141502	Art design or graphics
86000000	Education and Training Services
86111500	Distance learning services

Referencing: **Briljent, 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 **June 30, 2026**. 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 that 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. You must 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, Deputy Commissioner  
Indiana Department of Administration  
Division of Supplier Diversity

KR/jm



*Carolene Mays Inspiring Leadership, llc*

September 9, 2024

Dear Indiana Department of Education,

This letter serves as an acknowledgement of the scope of services, cost of services, and approximate timeline of services that Carolene Mays Inspiring Leadership, LLC (CMIL) will provide to The Mind Trust in service of the Charter School Incubator.

The products and services described below will be used directly by the Respondent of the RFP, The Mind Trust, and not used directly by the State.

The agreed upon cost of the service described below is \$10,000 (\$5,000/year) or .83% of the overall contract.

**Scope of Work:**

- Professional Development
  - o Seven (7) hours of professional development covering the following topics:
    - Perseverance
    - Leadership Presence
    - Managing Meetings
    - Professional Networking
    - Community Service
  - o Note: These hours would take place during the Fall of 2025 and the Fall of 2026.
- Tactical
  - o Prior to each session – Meet with the Senior Director of School and Leadership Development to get updates on the cohort and align on the cohort needs.
  - o One debrief session at the end of the contract to discuss strengths and possible shifts.
  - o And expectation that all slide decks and participant documents will be shared with the Fellow so they may access at a later date.

Carolene Mays Inspiring Leadership, LLC is a certified Women and Minority Business Enterprise. Please find a copy of the certification by the Indiana Department of Administration.

Thank you for considering CMIL for this important work.

Sincerely,

*Carolene Mays*

Carolene Mays

317-441-3139 Mobile

[Carolene@MaysInspiringLeadership.com](mailto:Carolene@MaysInspiringLeadership.com)







# 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

December 1, 2022

Ms. Carolene Mays-Medley  
***Carolene Mays Inspiring Leadership, LLC***  
8594 E. 116<sup>th</sup> St., Uni 145  
Fishers, IN 46036

Subject: Application for M/WBE Certification

Dear Ms. Mays-Medley,

***Congratulations!*** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Carolene Mays Inspiring Leadership, 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 (M/WBE) participation:

UNSPSC CODE(S)	
<i>Code</i>	<i>Description</i>
80101706	Professional procurement services
86000000	Education and Training Services
86132101	Training and Facilitation service

This certification is valid through **December 31, 2025**.

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.

Reference: Carolene Mays Inspiring Leadership, LLC

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



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1028 East Colfax Avenue | South Bend, Indiana 46617 | 574.241.1699 | [www.valorpartnersllc.com](http://www.valorpartnersllc.com)

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August 29, 2024

The Mind Trust  
c/o Mr. Luke Lennon  
1630 N. Meridian Street, Suite 450  
Indianapolis, IN 46202

RE: Proposal for Services | Charter School Incubator

Dear Mr. Lennon,

This letter serves as an acknowledgement of the scope of services, cost of services, and approximate timeline of services that Valor Partners, LLC will provide The Mind Trust in service of the Charter School Incubator.

The products and services described below will be used directly by the Respondent of the RFP, The Mind Trust, and not used directly by the State.

The agreed upon cost for the below services is \$30,000 (\$15,000/year), or 2.5% of the overall contract.

**Scope of Work:**

- Professional Development:
  - An all-day (9AM-4:30PM) professional development session centered on line-item budgeting, zero-based budgeting, basics of fund accounting and accounting principles in compliance with GAAP.
  - An all-day (9AM-4:30PM) professional development session centered on the daily, weekly, monthly, and quarterly approaches to collecting and analyzing student achievement data and the data dashboards that support those structures.
  - Concluding each session will be a group Q&A. Instructors will stay onsite following each session to answer individual questions as needed.

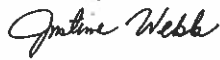
*Note: these sessions would take place during the fall of 2025 and fall of 2026 for a total of four sessions over the two-year contract.*

- Resource Creation:
  - In concert with The Mind Trust, Valor will create a proprietary school budgeting and accounting resource book for leaders to consult during their first years of school operation.

- Tactical:
  - A minimum of two, one-hour meetings before each session to align on messaging and meet the specific needs of each cohort. Additional meetings with The Mind Trust will be provided upon request, especially as the development sessions approach.
  - One debrief session at the end of the contract to discuss strengths and possible shifts.
  - An expectation that all slide decks and participant documents will be shared with Fellows so they can access at a later date. A SharePoint database will be created with resources such as preformatted Excel spreadsheets to aid the Fellows in maintaining financial records.
- Deliverables:
  - Fellows should leave sessions with the following:
    - An understanding of how to prioritize expenditures, create a detailed budget, and monitor cash flow.
    - The ability to read income statements, balance sheets, and cash flow statements.
    - An understanding of how to plan for the long term, specifically how to think about capital expenditures and debt management.

We appreciate the opportunity to provide The Mind Trust with our proposal and look forward to hearing back from you with our next steps.

Sincerely,



Justine Webb  
CEO | Partner  
Valor Partners, LLC



Angelina Jones  
CFO | Partner  
Valor Partners, LLC





# 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

January 28, 2022

Ms. Justine Webb  
**Valor Partners LLC**  
1028 E Colfax Ave  
South Bend, IN 46617

Subject: Application for WBE Certification

Dear Ms. Webb,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Valor Partners 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 (WBE) participation:

### UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
43231600	Finance accounting and enterprise resource planning ERP software
80000000	Management and Business Professionals and Administrative Services
80101501	New business startup consultation services
80160000	Business administration services
84111500	Accounting services
84111502	Financial accounting
84111504	Bookkeeping services
84141505	Payroll accounting services
84141503	Minority owned business programs

This certification is valid through **January 31, 2025**.

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 [https://www.in.gov/idoa/mwbe/files/ACE\\_Form1.pdf](https://www.in.gov/idoa/mwbe/files/ACE_Form1.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 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.

Reference: Valor Partners LLC

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

KR/CB



August 30, 2024

RE: Commitment Letter, RFP 25-79577 Charter School Incubator

This letter serves as confirmation of the intent of Virtuoso Education Consulting, LLC to support The Mind Trust on Request For Proposal (RFP 25-79577) issued by the Indiana Department of Administration on behalf of the Indiana Department of Education. Virtuoso Education Consulting, LLC is a certified Indiana Minority and Woman Business Enterprise (M/WBE) formed in the State of Indiana as a Limited Liability Company (LLC). This letter serves as an acknowledgement of the scope of services, cost of services, and approximate timeline of services that Virtuoso Consulting will provide The Mind Trust in service of the Charter School Incubator.

The products and services described below will be used directly by the Respondent of the RFP, The Mind Trust, and not used directly by the State. The agreed upon cost for the below services is \$30,000 (\$15,000/year), or 2.5% of the overall contract.

**Scope of Work:**

● **Professional Development:**

- An all-day (9AM-4:30PM) professional development session centered on creating an equitable school environment for students, families, and staff.
- An all-day (9AM-4:30PM) professional development session centered on equitable hiring and talent management practices.
- An all-day (9AM-4:30PM) professional development session centered on building a personal cultural skill set as a leader.
- Note: these sessions would take place during the fall of 2025 and fall of 2026 for a total of six sessions over the two-year contract.

● **Tactical:**

- Two, one-hour meetings before each session to align on messaging and meet the specific needs of each cohort.
- One debrief session at the end of the contract to discuss strengths and possible shifts.
- An expectation that all slide decks and participant documents will be shared with Fellows so they can access at a later date.

● **Deliverables:**

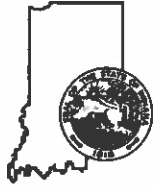
- Fellows should leave these two sessions with the following:
  - An understanding of how to respond to the specific needs of your student population.
  - Best practices for training new staff in how to create an equitable learning environment for students and families.
  - Feedback on the proposed hiring practices of the school, from the initial posting of a job to the final interview.

Sincerely,

Dr. Renae Azziz  
CEO, Virtuoso Education Consulting LLC







# 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

May 26, 2022

Ms. Renae Azziz  
*Virtuoso Education Consulting, LLC*  
9450 E Raymond St  
Indianapolis, IN 46239

Subject: Application for M/WBE Certification

Dear Ms. Azziz,

***Congratulations!*** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Virtuoso Education Consulting, 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>
43211606	Multimedia kits
60101700	Teacher resource materials
60105202	Study skills instructional materials
60105421	Understanding or dealing with cultural diversity instructional materials
80101504	Strategic planning consultation services
80101600	Project management
80111600	Temporary personnel services
80111700	Personnel recruitment
80161500	Management support services
81112000	Data services
86101710	Teacher training services
86111501	Distance learning guidance services
86111502	Distance teaching services
86111505	Distance learning assessment services
86141501	Educational advisory services
93141709	Cultural policy services

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 **May 31, 2025**. Please note that IDOA continues to reserve the right to conduct a site visit or phone interview at any time to certified companies.

Referencing Virtuoso Education Consulting, LLC

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 [https://www.in.gov/idoa/wbt/DSDCert\\_ACE/index.html](https://www.in.gov/idoa/wbt/DSDCert_ACE/index.html). 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 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, [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 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

KR/CB



## SUBCONTRACTOR COMMITMENT FORM

RFP: 25-79577

Project Title: Charter School Incubator

Prime Contractor: The Mind Trust (TMT)

Dear Indiana Department of Education,

This letter serves as an acknowledgment of the scope of services, cost of services, and approximate timeline of services that Yellow Hat Consulting will provide The Mind Trust in service of the Charter School Incubator.

The products and services described below will be used directly by the Respondent of the RFP, The Mind Trust, and not used directly by the State.

The agreed upon cost for the below services is \$42,000 (\$21,000/year), or 3.5% of the overall contract.

Scope of Work:

Professional Development:

- An all-day (9AM-4:30PM) professional development session centered on the adoption and implementation of High Quality Instructional Materials and the formative and summative assessments that align to them.
- An all-day (9AM-4:30PM) professional development session centered on the daily, weekly, monthly, and quarterly approaches to collecting and analyzing student achievement data and the data dashboards that support those structures.
- An all-day (9AM-4:30PM) professional development session centered on the new Indiana standards and checkpoint assessments.
- 20 hours of consulting to be used as follow-up support for Fellows at \$300/hour.
- Note: these sessions would take place during the fall of 2025 and fall of 2026 for a total of six sessions over the two-year contract. The hours will be dispersed throughout the year as needed.

Tactical:

- Two, one-hour meetings before each session to align on messaging and meet the specific needs of each cohort.
- One debrief session at the end of the contract to discuss strengths and possible shifts.
- An expectation that all slide decks and participant documents will be shared with Fellows so they can access at a later date.

Deliverables:

- Fellows should leave these three sessions with the following:
  - A clear guide for how to approach curriculum selection.
  - A change management system for curriculum implementation.
  - A draft assessment calendar for the year.
  - Data analysis protocols and procedures established for Y1 of new schools.
  - An understanding of how to align HQIM with the new Indiana State Standards and ILEARN checkpoints.

Signature: Contractor

Signature: M/WBE Subcontractor

Kimberly Ransom

Print Name

Print Name

Lead Consultant

8/1/24

Title

Date

Title

Date





# 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 30, 2024

Ms. Kimberly Ransom  
*Viable Education Solutions, LLC d/b/a Yellow Hat Consulting*  
4964 Potomac Square Way, Unit 9  
Indianapolis, IN 46268

Subject: Application for M/WBE Certification

Dear Ms. Ransom,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Viable Education Solutions, LLC d/b/a Yellow Hat Consulting** 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>
86132200	Educational support services
86141501	Educational advisory services

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, 2027**. 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 year. Instructions on how to receive and complete this form can be located at <https://www.in.gov/idoa/mwbe/minority-and-womens-business-enterprises/certify-your-business/>. Please remember that 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. You must review and update your profile regularly, because state purchasing agents and prime contractors may use this information to contact you for business opportunities.

Referencing: Viable Education Solutions LLC d/b/a Yellow Hat Consulting

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,

*Peter Sobun*

Peter Sobun, Director of Certification  
Indiana Department of Administration  
Division of Supplier Diversity

PS/aw