

**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 **[Insert tab name and cell identity if helpful]**.

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#: 24-76258**

**TOTAL BID AMOUNT: \$8,997,021.20**

<input checked="" type="checkbox"/> <b>MBE Firm</b> <input type="checkbox"/> <b>WBE Firm</b>	
<b>Company Name:</b> VS Engineering, Inc.	<b>Contact Person:</b> Matt Healy, PS
<b>Address:</b> 4275 N. High School Road Indianapolis, IN 46254	<b>E-mail:</b> <a href="mailto:mhealy@vsengineering.com">mhealy@vsengineering.com</a>
<b>Sub-Contract Amount:</b> \$678,375.40	<b>Telephone Number:</b> (317) 293.3542 <b>Fax Number:</b> ( )
<b>Sub-Contract Percentage of Total Bid:</b> 7.54-percent	<b>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.</b> MBE (Bidder ID #0000001707) UNSPSC #: 81000000, 81151604 Production and Quality Assurance/Quality Control tasks for acquired aerial lidar data.
Provide approximate dates when Sub-Contractor will perform on this project: 01 April 2025 – 31 December 2027	

Woolpert, Inc.  
 Respondent Firm  
 333 North Alabama Street, Suite 200  
 Address  
 Indianapolis, Indianapolis, IN 46204  
 City/State/Zip Code  
 Brian Stevens, CP, GISP  
 Representative  
 March 27, 2024  
 Date

614.827.6155  
 Telephone Number  
 937.461.0743  
 Fax Number  
[brian.stevens@woolpert.com](mailto:brian.stevens@woolpert.com)  
 Email Address  
  
 Authorizing Signature  
 Jeff S. Lovin, CP, Senior Vice President  
 Printed Name and Title

Please check if additional forms are attached.  
 Page 1 of 4

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

Mr. Brian Stevens, CP, GISP  
Geospatial Program Manager  
Woolpert, Inc.  
333 N Alabama Street  
Indianapolis, Indiana 46204

**RE: Letter of Commitment to Perform as a Subcontractor | RFP: 24-76258  
State of Indiana | Indiana Orthoimagery and Elevation Program**

Dear Mr. Stevens,

VS Engineering, Inc. is pleased to confirm our participation on the Woolpert team as a subcontractor to provide Production and Quality Assurance/Quality Control for acquired aerial imagery and lidar data.

Incorporated in the state of Indiana with an office in Indianapolis, VS Engineering is certified as an Indiana Minority Business Enterprise (MBE), bidder ID #0000001707.

VS Engineering understands that the initial term of this contract is phased over a four-year period (*approximately one-third of the state to be flown annually within the first three years with the fourth year used for optional purchases and project finalization*), and that our participation will be required during (2025-2027). Further, we agree to abide by the terms defined in the RFP, including the mandatory contract terms, and the commitments made in the proposal.

VS Engineering's fee for the above-stated services is \$678,375.40

If the Woolpert team is selected, we are prepared to commit the necessary personnel, equipment and related resources in support of this Indiana program.

We have carefully reviewed and understand the State of Indiana's Orthoimagery and Elevation Program RFP and associated attachments. We will comply with all applicable contract requirements and project specifications. Further, we will maintain any applicable permits, licenses and/or certifications required to perform work associated with RFP #24-76258.

Sincerely,



**Matthew R. Healy**  
VS Engineering, Inc.  
Director – Survey & Right-of-way



# 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

August 14, 2023

Mr. Sanjay Patel  
**VS Engineering Inc**  
4275 N. High School Road  
Indianapolis, IN 46254

Subject: Application for MBE Certification

Dear Mr. Patel,

***Congratulations!*** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **VS Engineering Inc** 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>
81000000	Engineering and Research and Technology Based Services
81101500	Civil engineering
81101505	Structural engineering
81101507	Dam engineering
81101508	Architectural engineering
81101509	Airport engineering
81101510	Highway engineering
81102200	Transportation engineering
81151604	Land surveying

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 **August 31, 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 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.

Referencing: VS Engineering Inc

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,

*Peter Sobun*

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

PS/jm