



## **STATE OF INDIANA**

**Request for Proposal 24-78771**

**Indiana Department OF Administration**

**On Behalf Of**

**Family and Social Services Administration**

**Solicitation For:**

**Cost Allocation Services**

**Due Date and Time: March 29, 2024 at 3:00 PM EST**

**Attachment A - §1.21 Minority & Women's Business  
Enterprises Subcontractor Commitment (MWBE)**

**Proposal Prepared by:**

**Diversified Services Network, Inc.**



**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#: 24-78771

**TOTAL BID AMOUNT:**

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm									
<b>Company Name:</b> Koehler Partners, Inc.	<b>Contact Person:</b> Kathy Koehler								
<b>Address:</b> 4762 Pennington Court Indianapolis, Indiana 46254	<b>E-mail:</b> <a href="mailto:kathy@koehlerpartners.com">kathy@koehlerpartners.com</a>								
<b>Sub-Contract Amount:</b> \$175,641.48	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><b>Telephone Number:</b> ( 317 ) 328-0614</td> <td style="width:50%;"><b>Fax Number:</b> ( ) N/A</td> </tr> </table>	<b>Telephone Number:</b> ( 317 ) 328-0614	<b>Fax Number:</b> ( ) N/A						
<b>Telephone Number:</b> ( 317 ) 328-0614	<b>Fax Number:</b> ( ) N/A								
<b>Sub-Contract Percentage of Total Bid:</b> 12%	<p><b>Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract.</u> Include the applicable UNSPSC that applies to this <u>commitment.</u></b></p> <p>Koehler Partners, Inc. will provide facilitation of meeting aimed at improving revenue recoveries and will facilitation the training related to improve the revenue and related RMS activities in cost allocations associated with claiming for IN FSSA. Koehler will also provide assistance in developing DSN’s training Manuel and other training materials to be used during the duration of this contract.</p> <p>Koehler will be using the UNSPSC codes under this contract with DSN:</p> <table style="width:100%;"> <tr> <td style="width:20%;">80101500</td> <td>Business and corporate management consultation services</td> </tr> <tr> <td>80141505</td> <td>Marketing plans</td> </tr> <tr> <td>80101600</td> <td>Project management</td> </tr> <tr> <td>93151500</td> <td>Public administration</td> </tr> </table>	80101500	Business and corporate management consultation services	80141505	Marketing plans	80101600	Project management	93151500	Public administration
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80141505	Marketing plans								
80101600	Project management								
93151500	Public administration								
<p><b>Provide approximate dates when Sub-Contractor will perform on this project:</b>          Ongoing throughout the life cycle of this project at the start of contract 7/1/2024 for the next 4 years.</p>									

<input checked="" type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm													
<b>Company Name:</b> Sondhi Solutions LLC.	<b>Contact Person:</b> Jason Sondhi												
<b>Address:</b> 47 S Pennsylvania St., Suite 400 Indianapolis, IN 46204	<b>E-mail:</b> <a href="mailto:jason@sondhisolutions.com">jason@sondhisolutions.com</a>												
<b>Sub-Contract Amount:</b> \$117,094.32	<table border="1"> <tr> <td> <b>Telephone Number:</b>  ( 317) 508-2890 </td> <td> <b>Fax Number:</b>  (    ) N/A </td> </tr> </table>	<b>Telephone Number:</b> ( 317) 508-2890	<b>Fax Number:</b> (    ) N/A										
<b>Telephone Number:</b> ( 317) 508-2890	<b>Fax Number:</b> (    ) N/A												
<b>Sub-Contract Percentage of Total Bid:</b> 8%	<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b> <p>Sondhi Solutions LLC will be providing support staff for the RMS operations used by IN FSSA IM and BDDS. In addition, Sondhi will be providing Information Technology Consultation Services throughout the tenure of the project.</p> <p>Sondhi will be using the UNSPSC codes under this contract with DSN:</p> <table> <tr> <td>80101507</td> <td>Information technology consultation services</td> </tr> <tr> <td>80101600</td> <td>Project management</td> </tr> <tr> <td>81111500</td> <td>Software or hardware engineering</td> </tr> <tr> <td>80111701</td> <td>Staff recruiting services</td> </tr> <tr> <td>80111600</td> <td>Temporary personnel services</td> </tr> <tr> <td>80111604</td> <td>Temporary technician staffing needs</td> </tr> </table>	80101507	Information technology consultation services	80101600	Project management	81111500	Software or hardware engineering	80111701	Staff recruiting services	80111600	Temporary personnel services	80111604	Temporary technician staffing needs
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80111600	Temporary personnel services												
80111604	Temporary technician staffing needs												
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b> Ongoing throughout the life cycle of this project at the start of contract 7/1/2024 for the next 4 years.													

Diversified Services Network Inc. (DSN)  
Respondent Firm  
2760 Forgue Drive, Suite 100  
Address  
Naperville, IL 60564  
City/State/Zip Code  
Nabil Refai, PhD, PMP  
Representative  
03/27/2024  
Date

630-983-9819  
Telephone Number  
630-983-3041  
Fax Number  
[nrefai@dsnworldwide.com](mailto:nrefai@dsnworldwide.com)  
Email Address  
*Nabil Refai*  
Authorizing Signature  
Nabil Refai, PhD, PMP—Vice President  
Printed Name and Title

Please check if additional forms are attached.  
Page 7,8,9,10,11,12 of 12

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





February 22, 2024

Mr. Nabil Refai, PhD, PMP  
Vice President  
Diversified Services Network, Inc. (DSN)  
2760 Forgue Drive, Suite 100  
Naperville, IL 60564

Dear Mr. Refai:

Thank you for the opportunity to join Diversified Services Network's proposal team for Request for Proposal (RFP) 24-78771, Cost Allocation Services for the Indiana Family and Social Services Administration (FSSA).

Koehler Partners, an Indiana-certified WBE, is pleased to commit to provide facilitation aimed at improving revenue recovery and related RMS activities in cost allocation associated with FSSA claiming, as needed, over the course of the project. The anticipated total fees for our services will be 12% of the \$175,641.48 of the total contract.

Koehler Partners brings more than 25 years' experience in training, communications and organizational change management in the public, non-profit and private sectors. The vast majority of those years of experience were spent here in Indiana, serving state agencies across human services, children's programs, health and workforce development.

We look forward to working with DSN to continuously improve FSSA's revenue recovery and cost allocation processes.

Sincerely,

A handwritten signature in dark ink, appearing to read "Kathy Koehler".

Kathy Koehler, MPA, PMP®  
President  
Koehler Partners, Inc.  
[kathy@koehlerpartners.com](mailto:kathy@koehlerpartners.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

February 9, 2023

Ms. Kathryn P. Koehler  
**Koehler Partners, Inc.**  
4762 Pennington Ct.  
Indianapolis, IN 46254

Subject: Application for WBE Certification

Dear Ms. Koehler,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Koehler Partners, Inc.** 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>
80101500	Business and corporate management consultation services
80101600	Project management
80101705	Co operative or consortium services
80141507	Consumer based research or clinics or focus groups
93151500	Public administration

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 **February 28, 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.

Referencing: **Koehler Partners, Inc.**

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*

Kesha Rich, Deputy Commissioner  
Indiana Department of Administration  
Division of Supplier Diversity

Indianapolis Headquarters  
135 N. Pennsylvania Street, Suite 2300, Indianapolis, IN 46204



March 11, 2024

Mr. Nabil Refai, PhD, PMP Vice President  
Diversified Services Network, Inc. (DSN)  
2760 Fogue Drive, Suite 100  
Naperville, IL 60564

SUBJECT: Letter of Commitment, RFP #24-78771 for Cost Allocation Services for the Family and Social Services Administration (FSSA)

Dear Mr. Refai:

Sondhi Solutions, LLC is pleased to submit this letter of commitment to **Diversified Services Network, Inc. (DSN)**, in response to the above-referenced RFP issued by the Indiana Department of Administration on behalf of the FSSA. If **DSN** is selected for this work, Sondhi Solutions, LLC is committed to supporting this project.

Sondhi Solutions, LLC will support Random Moment Sampling (RMS) data operations and Cost Allocation Services, which we have been providing under the current contract as a subcontractor to DSN. We are a certified Minority Owned Business with the State of Indiana, the City of Indianapolis, and the National Minority Supplier Development Council. Founded in 2009 and headquartered in Indianapolis, we provide information technology support and staffing to over 110+ clients across the Midwest and Southwest.

It is anticipated that Sondhi Solutions, LLC will receive a minimum of \$117,094.32 or 8.00% for providing these services. The Sondhi Solutions team plans to deliver these services with the execution of the new contract, which anticipated to begin in July 1, 2024 and continue through June 30, 2026.

Justin Harris will serve as the primary contact should the state have any additional questions.

Justin Harris, Senior Account Executive  
Mobile: 317-442-8682  
Email: [jharris@sondhisolutions.com](mailto:jharris@sondhisolutions.com)  
Address: 135 N. Pennsylvania Street, Suite 2300, Indianapolis, IN 46204

Sondhi Solutions, LLC is excited to continue its partnership with **DSN and** serving the FSSA. Thank you for the opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ryan Vaughn'.

Ryan Vaughn  
President and General Counsel



# 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

July 19, 2021

Mr. Jason Sondhi  
**Sondhi Solutions LLC**  
47 S Pennsylvania St. Suite 400  
Indianapolis, IN 46204

Subject: Application for MBE Certification

Dear Mr. Sondhi,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Sondhi Solutions 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>
80101507	Information technology consultation services
80101600	Project management
80111600	Temporary personnel services
80111604	Temporary technician staffing needs
80111701	Staff recruiting services
81111500	Software or hardware engineering

This certification is valid through **July 31, 2024**.

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, <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

Referencing Sondhi Solutions 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