

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 D28. 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#: 25-79578

TOTAL BID AMOUNT: \$673,478.00

<p>× MBE Firm</p> <p>Company Name: Virtuoso Education Consulting, LLC</p> <p>Address: 9450 E Raymond St. Indianapolis, IN 46239</p> <p>Sub-Contract Amount: \$65,000</p> <p>Sub-Contract Percentage of Total Bid: 9.6%</p>	<p>Contact Person: Dr. Renae Azziz</p> <p>E-mail: razziz@virtuosoed.com</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Telephone Number: (317) 836-6060 ext. 701</td> <td style="width: 50%;">Fax Number: ()</td> </tr> </table> <p>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract.</p> <ul style="list-style-type: none"> • Virtuoso staff will work with the NACSA project team to co-design and customize authorizer assessment and evaluative tools, to align with our organizations' mutual emphasis on equity, to be implemented across Indiana's 7 active authorizers. • Virtuoso staff will serve as evaluators on up to 4 authorizer evaluations within Indiana (and contribute to the written deliverable report for each). • Virtuoso staff will co-develop systems and/or criteria to inform individual authorizer improvement plans, including tracking and reporting on progress annually. <p>Virtuoso Education's contributions to this project are critical in ensuring NACSA's evaluative work and resulting professional development for authorizers are contextually relevant and likely to improve school outcomes in Indiana. They will also provide additional capacity to NACSA's internal team to manage and execute the numerous deliverables on potentially short timeframes.</p>	Telephone Number: (317) 836-6060 ext. 701	Fax Number: ()
Telephone Number: (317) 836-6060 ext. 701	Fax Number: ()		
<p>Provide approximate dates when Sub-Contractor will perform on this project:</p> <p>Virtuoso Education staff will perform the work described on an ongoing basis from Summer 2025- Summer 2027, with specific timelines determined in collaboration with NACSA and the IDOE.</p>			

× WBE Firm			
Company Name: Briljent, LLC		Contact Person: Matthew D. Odum, President	
Address: 7615 W. Jefferson Blvd. Fort Wayne, IN 46804		E-mail: Modum@briljent.com	
		Telephone Number: (260) 434-0990	Fax Number: ()
Sub-Contract Amount: \$100,000		Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract: <ul style="list-style-type: none"> • Briljent will build a dataset of Indiana charter school performance that includes academic, financial, and social equity performance results from publicly available federal and state sources as well as data provided by the Indiana charter school authorizers. • NACSA will facilitate the collection of any data directly from charter school authorizers. • Briljent will provide a baseline dataset, an updated data set that includes the following year's data, and a description (or linked description) of each metric included in the dataset. • Using criteria developed and provided by NACSA, Briljent will categorize each charter school as Quality, Improving, or Low Performing at the metric- and school-level (using the collected and organized data) and calculate the number of schools in each category by authorizer for the baseline year. • In addition, Briljent will provide an updated version for the following year. Results will be provided as a dataset. Briljent will prepare a standardized report that presents the findings from the baseline year and a report for the following year including a description of any changes in authorizer portfolio performance and description of the methods used to reach the findings. • In addition, Briljent will deliver one draft and one final iteration of each report. • Briljent will field web-based pre-session and post PD-session surveys using Qualtrics (or similar platform) for up to 12 activities per contract year. • If there are more than 12 PD sessions per year, NACSA and Briljent will collaboratively determine a representative sampling of the events for evaluation, based on topic area, intended audience, and format. 	
Sub-Contract Percentage of Total Bid: 14.85%			

- Each survey will take up to five minutes for PD recipients to complete.
- Briljent will revise up to two questions per session to account for NACSA's adjustments over the course of the project.
- Briljent will field a follow-up survey using Qualtrics to PD recipients to measure the level to which they have adapted or adopted their authorizing practices.
- In addition, Briljent will deliver one draft and one final iteration of an annual evaluation report.

Briljent's contributions to this project are critical in ensuring NACSA's data collection, portfolio analysis work, and resulting professional development for authorizers are contextually relevant and likely to improve school outcomes in Indiana. They will also provide program evaluation services to measure the efficacy and levels of participants' satisfaction with PD offerings over the life of the contract.

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

Briljent staff will perform the work described on an ongoing basis from Summer 2025- Summer 2027, with specific timelines determined in collaboration with NACSA and the IDOE.

National Association of Charter School Authorizers
(NACSA)

Respondent Firm
1 E. Erie St. Ste. 525 #380

Address
Chicago, IL 60611

City/State/Zip Code
Heather Wendling, VP of Consulting Services

Representative
September 23, 2024

Date

312.376.2300

Telephone Number

Fax Number
Heatherw@qualitycharters.org

Email Address

Authorizing Signature
M. Karega Rausch, PhD, President and CEO

Printed Name and Title

× Please check if additional forms are attached.

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

September 16, 2024

M. Karega Rausch, President & CEO
NACSA
1 E. Erie St. Ste. 525 #380
Chicago, IL 60611

RE: Commitment Letter, RFP # 25-79578 Charter School Authorizer Professional Development Services

Dear Dr. Rausch:

Virtuoso Education Consulting (Virtuoso), an Indiana certified Minority and Woman Owned Business Enterprise (MWBE), is pleased to participate in your response to RFP #25-79578 for the Indiana Department of Administration (IDOA) on behalf of the Indiana Department of Education (IDOE). In the event NACSA is chosen to fulfill this RFP, our company will serve as a subcontractor to NACSA for the purpose of supporting the project activities to provide charter school authorizer evaluation and customized coaching services for approved Indiana charter school authorizers. Specifically, Virtuoso will support NACSA as follows:

- Virtuoso staff will work with the NACSA project team to co-design and customize authorizer assessment and evaluative tools, to align with our organizations' mutual emphasis on equity, to be implemented across Indiana's 7 active authorizers.
- Virtuoso staff will serve as evaluators on up to 4 authorizer evaluations within Indiana (and contribute to the written deliverable report for each).
- Virtuoso staff will co-develop systems and/or criteria to inform individual authorizer improvement plans, including tracking and reporting on progress annually.

Our subcontracted services are estimated to be \$65,000 total over the first two years of the contract, representing 9.6% of the total contract amount of \$673,478. As outlined in the RFP, these services would be provided from the date of contract execution, 2025-2027, based on final schedules developed in conjunction with NACSA and the IDOE. We look forward to working with NACSA and the State of Indiana on this important initiative.

Best Regards,



Dr. Renae Azziz, NCSP
Director of Educational Partnerships
Virtuoso Education Consulting



317-386-6060 ext. 701



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. 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, 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 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



January 10, 2025

Heather Wendling
Vice President of Consulting Services
1 E. Erie St Ste 525 #380
Chicago, IL 60611

Dear Heather,

Briljent, LLC is pleased to provide this letter of commitment to participate as a subcontracting partner with the National Association of Charter School Authorizers (NACSA) in its response to the State of Indiana's Request for Proposal (RFP) #25-79578 for Authorizer Professional Development.

We look forward to assisting your firm on this RFP. Briljent understands that there is no commitment for work by NACSA unless the RFP activity results in a contract award with the State of Indiana. Should NACSA sign a contract with the State of Indiana, the Briljent team will provide data collection, analysis, reporting, and evaluation support in the amount of \$100,000, which represents 14.85% WBE participation throughout the duration of the project. It is anticipated that we will begin providing our services upon contract execution.

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

Briljent Solution Summary and Pricing for Authorizer Professional Development

Briljent will provide the following analysis, reporting, and administrative tasks for Quality Charters to support their response for Request for Proposal # 25-79578 for Authorizer Professional Development services.

Solution Guiding Principles

The magnitude of the effort required to complete project activities will be inherently linked to the number of identified charter schools that will be analyzed or that will provide participants for the PD sessions. Because Briljent does not currently know the number of schools, we have created a solution description that details the number of hours for each key role that the listed budget will support in creating the listed deliverables/completion of listed activities.

Solution Elements and Pricing

Activity descriptions and pricing are provided by Quality Charters.

Activity	Description	Price	Total Hours
Data Acquisition	<ul style="list-style-type: none">• Briljent will build a dataset of Indiana charter school performance that includes academic, financial, and social equity performance results from publicly available federal and state sources as well as data provided by the Indiana charter school authorizers.• NACSA will facilitate the collection of any data directly from charter school authorizers.• Briljent will provide a baseline dataset, an updated data set that includes the following year's data, and a description (or linked description) of each metric included in the dataset.	\$30,000	Senior Learning Consultant: 146 (73 per year) Editor: 4 (2 per year)
Data Analysis	<ul style="list-style-type: none">• Using criteria developed and provided by NACSA, Briljent will categorize each charter school as Quality, Improving, or Low Performing at the metric- and school-level (using the collected and organized data) and calculate the number of schools in each category by authorizer for the baseline year.• In addition, Briljent will provide an updated version for the following year. Results will be provided as a dataset.	\$25,000	Senior Learning Consultant: 116 (58 per year) Editor: 4 (2 per year)

Activity	Description	Price	Total Hours
Reporting	<ul style="list-style-type: none"> Briljent will prepare a standardized report that presents the findings from the baseline year and a report for the following year including a description of any changes in authorizer portfolio performance and description of the methods used to reach the findings. In addition, Briljent will deliver one draft and one final iteration of each report. 	\$15,000	Instructional Designer: 60 (30 per year) Editor: 8 (4 per year)
Program Evaluation to Measure Professional Development Effectiveness	<ul style="list-style-type: none"> Briljent will field web-based pre-session and post PD-session surveys using Qualtrics (or similar platform) for up to 12 activities per contract year. If there are more than 12 PD sessions per year, NACSA and Briljent will collaboratively determine a representative sampling of the events for evaluation, based on topic area, intended audience, and format. Each survey will take up to five minutes for PD recipients to complete. Briljent will revise up to two questions per session to account for NACSA's adjustments over the course of the project. We do not currently assume any incentives to encourage survey completion. Briljent will field a follow-up survey using Qualtrics to PD recipients to measure the level to which they have adapted or adopted their authorizing practices. In addition, Briljent will deliver one draft and one final iteration of an annual evaluation report. 	\$30,000	Senior Learning Consultant: 88 (44 per year) Survey Administrator: 96 (48 per year) Editor: 10 (5 per year)

Assumptions

- Hours required for tasks beyond those in the above table will require a change order
- No additional materials or licenses are currently anticipated to be purchased for this work.
- No travel expenses are planned for this work. All work will be performed remotely/virtually. If necessary, all travel and travel-related expenses will be reimbursed at the current State allowable rates, and additional travel expenses for this work will be subject to a 10% surcharge.
- Subject-matter experts identified for participation in project activities will be available for participation in the sessions in alignment with the project schedule.
- Briljent, Quality Charters, and the client will promptly resolve issues and questions. Briljent will work with project leaders to resolve issues and questions within 48 hours (2 business days)
- Relevant project stakeholders will have sufficient knowledge of the training program to respond promptly and accurately to inquiries regarding the implementation
- Project hours can be reallocated to achieve project goals. Project leadership from Briljent and Quality Charters will mutually agree upon adjustments to the project scope.



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. 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, 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 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