

# STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

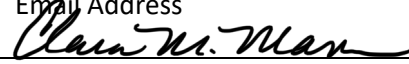
RFP#: 23-73695 FOR CLUSTER [A]

TOTAL BID AMOUNT: 3,180,979.58

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
<b>Company Name:</b> Eagan and Associates, INC	<b>Contact Person:</b> Niccole Eagan		
<b>Address:</b> 10 N. 600 W. Valparaiso, IN 46385	<b>E-mail:</b> eaganinc@sbcglobal.net		
<b>Sub-Contract Amount:</b> \$46,080	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Telephone Number:</b> ( 219)545-8574</td> <td style="width: 50%;"><b>Fax Number:</b> (   )</td> </tr> </table>	<b>Telephone Number:</b> ( 219)545-8574	<b>Fax Number:</b> (   )
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<b>Sub-Contract Percentage of Total Bid:</b> 1.5%	<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b>  Accounting Services – Payroll, Expenses, Budgeting, Record Keeping.		
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b> July 1, 2023-June 30, 2024 (Renewable annually)			

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

1st Kids, Inc  
 Respondent Firm  
 11045 Broadway Suite F  
 Address  
 Crown Point, IN 46307  
 City/State/Zip Code  
 Clara M. Mann  
 Representative  
 12/6/2022  
 Date

(219)662-7790  
 Telephone Number  
 (219)662-7510  
 Fax Number  
 cmann@1st-kids.org  
 Email Address  
  
 Authorizing Signature  
 Clara M. Mann, Executive Director  
 Printed Name and Title

☐ Please check if additional forms are attached.  
 Page \_\_\_\_\_ of \_\_\_\_\_

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



***Egan & Associates, Inc.***  
**Certified Public Accountants**

December 7, 2022

Ms. Clara Mann  
1<sup>st</sup> Kids, Inc.  
11045 Broadway, Suite F  
Crown Point, IN 46307

Dear Mrs. Mann

This letter is to acknowledge the acceptance to contract with 1<sup>st</sup> Kids, Inc. for the period of July 1, 2023 through June 30, 2024 and to clarify the nature and extent of the services we will provide.

We will provide the following:

- Complete all activities related to the processing of payroll
- Post all incoming and outgoing expenses as approved by the Executive Director
- Prepare reports for the Council as needed
- Work with the Executive Director to prepare the annual budget
- Attend and participate in meetings related to the annual audit
- Maintain accurate records of all fiscal information
- Keep the Executive Director aware of fiscal status and any potential problems
- Maintain Confidentiality
- Perform other fiscal duties as assigned by the Executive Director

The fee for these services will be \$46,080 for the SPOE/LPCC grant for the fiscal period that includes Region A.

Thank you for the opportunity to be of service to you. Please contact us if you have any questions or if we can be of any further assistance to you.

Sincerely,

Nicole M. Egan  
Certified Public Accountant

I have read the above terms and understand and agree to be bound by them

Accepted by:

Title: Executive Director

Date: December 7, 2022



# 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

November 29, 2022

Ms. Nicole Eagan  
**Eagan & Associates PC**  
10 N 600 W  
Valparaiso, IN 46385

Subject: Application for WBE Certification

Dear Ms. Eagan,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Eagan & Associates PC** 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>
84111500	Accounting services
84111504	Bookkeeping services
84111505	Payroll accounting services
84111800	Taxation issues and preparation

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 **November 30, 2025**. 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 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. 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.

Referencing: Eagan & Associates PC

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