

**ATTACHMENT A1  
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR  
COMMITMENT FORM**

In accordance with Section 1.22 of RFP 21-1935, the respondent is expected to submit with its proposal an Indiana Veteran Owned Small Business (IVOSB) RFP Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Indiana Veteran Owned Small Business(es) listed in the [VA OSDBU](#) registry, or listed on the IDOA Directory of Certified Firms that conform to the IVOSB rules as laid out at <http://www.in.gov/idoa/2862.htm>.

If participation is met through use of vendors 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.

If the vendor responding to the RFP is an IVOSB certified entity, the letter confirming same should be submitted with their response. IDOA will verify the certification but will not check for it. Therefore the responding vendor has the responsibility to alert IDOA of their certification. The IVOSB respondent will receive the total points for the IVOSB evaluation criteria per section 3.2.7. Additional ISVOB subcontractors must be included if the IVOSB respondent is seeking the additional bonus point.

The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these goals may impact the evaluation of your Proposal. The Department reserves the right to verify all information included on the IVOSB Subcontractor Commitment Form.

**Prime Contractors must ensure that the proposed IVOSB subcontractors meet the following criteria:**

- Must be listed on Federal Center for Veterans Business Enterprise ([VA OSDBU](#)) registry or listed on the IDOA Directory of Certified Firms, **on or before** the proposal due date
- Prime Contractor must include with their proposal the subcontractor’s veteran business Certification Letter provided by either IDOA or Federal Govt. (VA OSDBU), to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see section 2.3.7 - Department of Administration, Procurement Division)
- A Prime Contractor who is an IVOSB can count their own workforce or companies to meet this requirement.
- **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 service only in the industry area for which it is certified as listed in the [VA OSDBU](#) or IDOA Certified Firm directories <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract

**INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT**

A signed letter(s), on company letterhead, from the IVOSB must accompany the IVOSB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSB 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 State reserves the right to deny evaluation points if the letter(s) is not attached. The State may deny evaluation points if the letter(s) is 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 by the policies and processes involving the State’s IVOSB Program. Questions involving the regulations governing the IVOSB Subcontractor Commitment Form should be directed to: [indianaveteranspreference@idoa.in.gov](mailto:indianaveteranspreference@idoa.in.gov).

**STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM**

RFP#: 21-1935

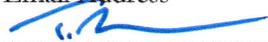
DUE DATE: July 30, 2020 by 3:00 PM

TOTAL BID AMOUNT: \$784,775.00

<b>Company Name:</b> J2 Systems and Supply, LLC	<b>Contact Person:</b> James Leonard
<b>Address:</b> 3820 Keystone Ave. Indianapolis, IN 46205	<b>E-mail:</b> rsteenberger@j2ssllc.com
<b>Sub-Contract Amount:</b> \$23,543.25	<b>Telephone Number:</b> ( 317 )602-3940 <b>Fax Number:</b> ( 866 )391-2772
<b>Sub-Contract Percentage of Total Bid:</b> 3%	<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b> Paper Supplies – J2 will provide paper products and sytrofoam necessary to serve and deliver food.
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b> Throughout term of contract	

<b>Company Name:</b>	<b>Contact Person:</b>
<b>Address:</b>	<b>E-mail:</b>
<b>Sub-Contract Amount:</b>	<b>Telephone Number:</b> ( ) <b>Fax Number:</b> ( )
<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>	

Aramark Correctional Services, LLC  
 Respondent Firm  
 2400 Market St.  
 Address  
 Philadelphia, PA 19103  
 City/State/Zip Code  
 Tim Barttrum  
 Representative  
 July 30, 2020  
 Date

630-271-2926  
 Telephone Number  
 630-271-5758  
 Fax Number  
 Barttrum-tim@aramark.com  
 Email Address  
  
 Authorizing Signature  
 Tim Barttrum, President of Corrections  
 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.**



July 24, 2020

J2 Systems and Supply, LLC  
3820 N. Keystone Ave.  
Indianapolis, IN 46205  
Attention: James Leonard

**Re: Letter of Intent between Aramark Correctional Services, LLC and J2 Systems and Supply, LLC.  
regarding RFP No. # 21-1935 issued by the Indiana Department of Correction**

Dear Mr. Leonard:

This letter of intent ("Letter of Intent") will confirm the understanding between J2 Systems and Supply, LLC. ("Vendor"), and Aramark Correctional Services, LLC ("Aramark"; together with Vendor, the "Parties"), regarding (i) the proposal (the "Proposal") to be submitted by Aramark to the Indiana Department of Correction (the "Client") in response to the Client's Request For Proposals # 21-1935 (the "RFP") for juvenile correctional facilities food services on the Client's premises; and (ii) the Parties' intention to enter into a Supply Agreement for certain paper products (the "Supply Agreement") between Aramark and Vendor upon the award by the Client of a contract to Aramark in response to the Proposal (the "Contract").

The Parties hereby agree to the following terms:

- 1. Relationship of the Parties.** Vendor acknowledges that Aramark intends to submit a Proposal to Client in response to the RFP. The Proposal will indicate the Parties' commitment to enter into a Supply Agreement in the event the Contract is awarded to Aramark. Vendor has reviewed the RFP and hereby certifies its ability to comply with all terms, conditions, specification, and requirements contained therein that may be applicable to any subcontractors of the successful bidder.
- 2. Indiana Veteran Owned Small Business Certification:** Vendor represents and warrants that it is currently registered and certified as an Indiana Veteran Owned Small Business ("IVOSB") as well as a Service Disabled Veteran Owned Small Business ("SDVOSB") and at all times during the term of this Letter of Intent Agreement and any resultant Supply Agreement will maintain its certifications with the Indiana Department of Administration and with the U.S. Department of Veterans Affairs Office of Small & Disadvantaged Businesses (collectively, "Certifications"). Vendor shall immediately notify Aramark in the event of any change in its Certifications.
- 3. Agreement.** In the event the Contract is awarded to Aramark, Vendor and Aramark (or one of its affiliates) will negotiate in good faith the terms of a Supply Agreement, in Aramark's standard form. The Supply Agreement will govern the Parties' relative rights and responsibilities with respect to the Contract.

Please indicate your agreement with the above terms and conditions by signing a copy of this Letter of Intent and returning the same to Aramark.

Very truly yours,

Aramark Correctional Services, LLC

By:   
Name: TOM BAETRUM  
Title: PRESIDENT

ACKNOWLEDGED AND AGREED TO BY:

  
By: JAMES LEONARD  
Name: owner  
Title: JZ systems

Dated: 7/27, 2020



a  
July 22, 2020

Stanz Cheese Company, Inc.  
PO Box 24  
South Bend, IN 46224  
Attention: Shirley Geraghty

**Re: Letter of Intent between Aramark Correctional Services, LLC and Stanz Cheese Company, Inc. regarding RFP No. # 21-1935 issued by the Indiana Department of Correction**

Dear Ms. Geraghty:

This letter of intent ("Letter of Intent") will confirm the understanding between Stanz Cheese Company, Inc. ("Vendor"), and Aramark Correctional Services, LLC ("Aramark"; together with Vendor, the "Parties"), regarding (i) the proposal (the "Proposal") to be submitted by Aramark to the Indiana Department of Correction (the "Client") in response to the Client's Request For Proposals # 21-1935 (the "RFP") for juvenile correctional facilities food services on the Client's premises; and (ii) the Parties' intention to enter into a Supply Agreement for certain food products (the "Supply Agreement") between Aramark and Vendor upon the award by the Client of a contract to Aramark in response to the Proposal (the "Contract").

The Parties hereby agree to the following terms:

**1. Relationship of the Parties.** Vendor acknowledges that Aramark intends to submit a Proposal to Client in response to the RFP. The Proposal will indicate the Parties' commitment to enter into a Supply Agreement in the event the Contract is awarded to Aramark. Vendor has reviewed the RFP and hereby certifies its ability to comply with all terms, conditions, specification, and requirements contained therein that may be applicable to any subcontractors of the successful bidder.

**2. Minority Certification:** Vendor represents and warrants that it is currently registered and certified as a Women-owned Business Enterprise ("WBE") and at all times during the term of this Letter of Intent Agreement and any resultant Supply Agreement will maintain its certification with the Indiana Department of Administration ("Certification"). Vendor shall immediately notify Aramark in the event of any change in its Certification.

**3. Agreement.** In the event the Contract is awarded to Aramark, Vendor and Aramark (or one of its affiliates) will negotiate in good faith the terms of a Supply Agreement, in Aramark's standard form. The Supply Agreement will govern the Parties' relative rights and responsibilities with respect to the Contract.

Please indicate your agreement with the above terms and conditions by signing a copy of this Letter of Intent and returning the same to Aramark.

Very truly yours,

**Aramark Correctional Services, LLC**

By:   
Name: TOM BARTLETT  
Title: PRESIDENT

**ACKNOWLEDGED AND AGREED TO BY:**

By:   
Name: Mark Harman  
Title: President

Dated: July 24, 2020