

Attachment A, Exhibit 3

THE  WELL  
COUNSELING GROUP  
SUBCONTRACTOR LETTER OF COMMITMENT

March 13, 2024

Youth First, Inc.

111 S.E. Third St.

Evansville, IN 47708

The letter will serve as acknowledgement of our commitment to Youth First to provide goods and services as an Indiana Department of Administration MBE certified vendor for their programs and services to be implemented should Youth First be awarded a state contract under RFP 24-78769.

**Subcontract Amount:** \$112,000

**Subcontract Amount as Percentage of Total Bid Amount:** 6.47%

**Anticipated Contract Dates:** July 1, 2024 through June 30, 2025 with annual contract renewals, at the same sub-contract percentage of total contract award, in subsequent years for which Youth First is receiving contract funding under RFP 24-78769.

**Description of Products to be Provided:** Business and Corporate Management Consulting Services. Wellness Consulting for Youth First staff. This would be a continuation and expansion of the employee wellness services provided by The Well Counseling and Consulting Group over the last 2 years. The services under this contract will include virtual mental health and workplace wellness webinars, virtual personal growth training series, a mental health psychoeducation portal and individualized mental health counseling sessions with trained mental health professionals. This service particularly allows our team of school-based mental health professionals to seek confidential tele-mental health services at no charge from other mental health professionals who are not part of the same community. These services are vital as our team of school-based mental health professionals quite often experience second-hand trauma from the services they are providing daily to students in their schools.

Please contact me with any questions or clarifications.

Best regards,



Elizabeth C. White, CEO



# 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

October 20, 2022

Ms. Elizabeth C. White  
**The Well Counseling and Consulting Group**  
3500 DePauw Blvd., Suite 1050  
Carmel, IN 46268

Subject: Application for M/WBE Certification

Dear Ms. White,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **The Well Counseling and Consulting Group** 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>
80101500	Business and corporate management consultation services
85122103	Rehabilitation services for substance abuse
85126300	Diagnoses of disorders of social functioning with onset specific to childhood and adolescence
85270000	Diagnoses of mental and behavioral disorders
85276200	Diagnoses of emotional disorders with onset specific to childhood

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 **October 31, 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.

Referencing: The Well Counseling and Consulting Group

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.

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