

## Attachment A1, Exhibit 5



### 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 IVOSB certified vendor for their programs and services to be implemented should Youth First be awarded a state contract under RFP 24-78769.

Subcontract Amount: \$51,900

Subcontract Amount as Percentage of Total Bid Amount: 3.00%

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: Letterpress and screen printing, printing, promotional merchandise, promotional or advertising printing, Tshirts.

Please contact me with any questions or clarifications.

Best regards,

A handwritten signature in black ink that reads "Amber Sheffer". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Amber Sheffer,  
CEO  
Jam Printing & Promotions

U.S. Small  
Business  
Enterprise



Proudly Veteran-Owned  
and certified by the  
State of Indiana as a  
Veteran's Business  
Enterprise



AMBER SHEFFER, CEO  
888-750-1592

[www.JAMPRINTINGPROMOS.COM](http://www.JAMPRINTINGPROMOS.COM)

[AMBER@JAMPRINTINGPROMOS.COM](mailto:AMBER@JAMPRINTINGPROMOS.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

June 27, 2023

Mr. Gerald Sheffer  
**JAM Printing and Promotions, LLC**  
1660 East Main Street, Suite 106  
Plainfield, IN 46168

Subject: Indiana Veteran Owned Small Business Enterprise Certification

Dear Mr. Sheffer:

Congratulations! The Indiana Department of Administration Division of Supplier Diversity (“Division”) is pleased to inform you that **JAM Printing and Promotions, LLC** is hereby certified as an Indiana Veteran Owned Small Business Enterprise (“IVOSB”).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards IVOSB participation:

### UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
53103000	Tshirts
55101515	Promotional material or annual reports
55121713	Point of purchase signs
80141605	Promotional merchandise
82121500	Printing
82121504	Letterpress or screen printing
82121505	Promotional or advertising printing
82140000	Graphic design

**JAM Printing and Promotions, LLC** certification is valid from **June 27, 2023**, through **June 27, 2025**. Annually, the company must complete the Affidavit of Continued Eligibility Form and submit it to the Division. The company must complete the recertification process every two years. The Division recommends that you start this process at least 90 days prior to the expiration of the company’s certification to avoid any lapse in your certification.

Referencing: JAM Printing and Promotions, LLC

More information regarding this process, along with additional information about the IVOSB program and available opportunities, can be found at: <https://www.in.gov/idoa/2863.htm>.

Please contact our office at (317) 232-3061 or [indianaveteranspreference@idoa.in.gov](mailto:indianaveteranspreference@idoa.in.gov) if you should have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'KR', with a stylized flourish extending from the end.

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

KR/prs