



November 8, 2021

Teresa Deaton-Reese, Strategic Sourcing Analyst  
Indiana Department of Administration  
Procurement Division  
402 West Washington Street, Room W468  
Indianapolis, IN 46204

## **EXECUTIVE SUMMARY / TRANSMITTAL LETTER**

Dear Ms. Deaton-Reese:

Lifeline Youth & Family Services, Inc. is pleased to submit the accompanying proposal to provide Adoption and Guardianship Support Services to eligible youth and families throughout the State of Indiana. This document (uploaded as part of our proposal package through the Supplier Portal) serves as our Executive Summary, including the requested components as follows:

### **2.2.1 Summary of Ability and Desire to Supply the Required Products or Services**

As you will find in our Business and Technical Proposals, Lifeline is well-equipped to deliver Adoption and Guardianship Support Services to pre-adoptive/guardianship and post-adoptive/guardianship families. With over 50 years of experience, 18 locations, and more than 400 home-based services staff located throughout the state, we are committed and uniquely prepared to meet the needs of Indiana adoptive and guardianship families. Our programs are comprehensive in their approach using nationally-accepted best practices (as indicated by our accreditation with the Council on Accreditation) and evidence-based treatment models (such as Trust-Based Relational Intervention). While our Technical Proposal provides a description of our services, it is important to note that our proposed program will comply with the requirements defined in Section 2.4 of the RFP.

### **2.2.2 Authorized Representative and Principal Contact**

Authorized Representative: As Lifeline's CEO, I, Mark W. Terrell the undersigned, have been authorized by the organization's Board of Directors to make the representations contained in this proposal and to enter into any contractual agreements that may result from this process. Proof of such authority has been included, as requested, as an appendix to section 2.3.9 of our Business Proposal. My signature at the conclusion of this letter also serves to confirm that our proposal meets the general conditions of the RFP, including the information requested in Section 2.3.4.

Principal Contact: Lifeline's Vice-President of Home-Based Services will serve as the Principal Contact for this proposal. Her contact information is as follows:

Liz Day, VP of Home-Based Services  
Lifeline Youth & Family Services, Inc.  
4150 Illinois Road  
Fort Wayne, IN 46804  
Phone: (260) 745-3322 / Fax: (260) 745-0234  
[liz.day@lifelineyouth.org](mailto:liz.day@lifelineyouth.org)

### 2.2.3 Respondent Notification

Notification via email, as planned by the State, is acceptable to our organization. We will notify the Procurement Division of changes, if any, in contact information (e.g., business address, email address, etc.) following the time of proposal submission.

### 2.2.4 Secretary of State

Lifeline Youth & Family Services, Inc. is registered and in good standing with the Secretary of State. Documentation regarding our status has been included as an appendix to section 2.3.8 of our Business Proposal.

### 2.2.5 Other Information

In conclusion, the State can trust Lifeline to be good stewards of the resources provided for the families in our care based on the fact that we are mission-driven (every Lifeline program comes back to strengthening families), well-managed (including strong leadership, an active strategic plan, and third-party accountability), and results-oriented (extensive outcome measurement process and structured Performance and Quality Improvement program) as our history and the balance of proposal documents will show.

We look forward to the potential of partnering with the State once again to provide these critical services to support adoptive and guardianship families.

Sincerely,

A handwritten signature in blue ink that reads "Mark W. Terrell". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Mark W. Terrell, CEO  
Lifeline Youth & Family Services, Inc.