

**23-74923 Workkeys Job Profiling Service  
BUSINESS PROPOSAL  
ATTACHMENT E**

**Instructions: Please provide answers in the shaded areas to all questions. Reference all attachments in the shaded area.**

***Business Proposal***

**2.3.1 General (optional)** - Please introduce or summarize any information the Respondent deems relevant or important to the State's successful acquisition of the products and/or services requested in this RFP.

Tecumseh Area Partnership, Inc. (TAP) has enjoyed a 23-year association with ACT authorized Indiana profilers, having held job profiling contracts with DWD's JOBS program for Workforce Service Areas 4 and 5. Former TAP employee and current independent contractor with TAP Mr. Chris Waymire has been an ACT authorized Job Profiler since April 2000. He was responsible for assigning job profiling activities and supervising the completion of the job profiles as well as approving the payments for completed profiles for 9 Indiana profilers.

**2.3.2 Respondent's Company Structure** - Please include in this section the legal form of the Respondent's business organization, the state in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization. If the organization includes more than one (1) product division, the division responsible for the development and marketing of the requested products and/or services in the United States must be described in more detail than other components of the organization. Please enter your response below and indicate if any attachments are included.

Tecumseh Area Partnership, Inc. (TAP) d/b/a Region 4 Workforce Board was formed as a 501 (c) (3) not for profit corporation in 1983 in the State of Indiana. TAP, in its function as the workforce development board for 12 counties in West Central Indiana, oversees the public workforce system through its WorkOne Centers and WorkOne REACH centers. TAP, in its function as Fiscal Agent, annually oversees approximately \$4 million in Federal Workforce Innovation and Opportunity Act Funding, in addition to operating a \$2.5 million Department of Labor grant. Two attachments included: Certificate of Authority and Organizational Chart.

**2.3.3 Respondent's Diversity, Equity and Inclusion Information** - With the Cabinet appointment of a Chief Equity, Inclusion and Opportunity Officer, on February 1, 2021, the State of Indiana sought to highlight the importance of this issue to the state. Please share leadership plans or efforts to measure and prioritize diversity, equity, and inclusion. Also, what is the

demographic compositions of Respondents' Executive Staff and Board Members, if applicable.

Annually, TAP monitors the diversity, equity, and inclusion of the participants in the WIOA programs. The areas that are reviewed include: race, ethnicity, age, disability, gender, and limited English proficiency. During the current program year's monitoring, the results revealed that there is equity and inclusion in the areas of race, ethnicity, disability, and gender. In addition to monitoring performance, WorkOne staff provide outreach to groups that are identified as those most in need of services.

The demographic compositions of the Executive Staff are: Gender: 33% male 67% female; Age: 87% 55+, 13% under 55; Race: 100% Caucasian.

**2.3.4 Company Financial Information** - This section must include documents to demonstrate the Respondent's financial stability. Examples of acceptable documents include most recent Dunn & Bradstreet Business Report (preferred) or audited financial statements for the two (2) most recently completed fiscal years. If neither of these can be provided, explain why, and include an income statement and balance sheet, for each of the two most recently completed fiscal years.

If the documents being provided by the Respondent are those of a parent or holding company, additional information should be provided for the entity/organization directly responding to this RFP. That additional information **should explain the business relationship between the entities and demonstrate the financial stability of the entity/organization which is directly responding to this RFP.**

Financial Statements for Tecumseh Area Partnership, Inc. for years ending June 30, 2021, and June 30, 2022 are attached.

**2.3.5 Integrity of Company Structure and Financial Reporting** - This section must include a statement indicating that the CEO and/or CFO, of the responding entity/organization, has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The areas of interest to the State in considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, and the separation of audit functions and consulting services. The State will consider the information offered in this section to determine the responsibility of the Respondent under IC 5-22-16-1(d).

Roger L. Feldhaus, Executive Director, and Blake Sempstrott, Controller, have both reviewed and verified the information within this proposal and take personal responsibility for the thoroughness and correctness of the financial information supplied within this proposal. Tecumseh Area Partnership, Inc. (TAP) takes very seriously its responsibility for the integrity of its financial systems. TAP complies in all respects with OMB Circulars and Uniform

Guidance guidelines for its audit and consulting functions. TAP's audit is performed by CPA Firm, Huth Thompson, LLP who is separate from TAP's board and its members.

**2.3.6 Contract Terms/Clauses** - Please provide the requested information in RFP Section 2.3.6.

TAP does not wish to make any changes to the State's contract language.

**2.3.7 References** - Reference information is captured on **Attachment H**. Respondent should complete the reference information portion of the **Attachment H** which includes the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information if the State elects to do so. The rest of **Attachment H** should be completed by the reference and **emailed DIRECTLY** to the State. The State should receive three (3) **Attachment Hs** from clients for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. **Attachment H** should be submitted to [idoareferences@idoa.in.gov](mailto:idoareferences@idoa.in.gov). **Attachment H** should be submitted no more than ten (10) business days after the proposal submission due date listed in Section 1.24 of the RFP. Please provide the customer information for each reference.

<b>Customer 1</b>	
Legal Name of Company or Governmental Entity	Conexus
Company Mailing Address	1210 Waterway Blvd, Suite 5000
Company City, State, Zip	Indianapolis, IN 46202
Company Website Address	<a href="https://www.conexusindiana.com">https://www.conexusindiana.com</a>
Contact Person	Brad Rhorer
Contact Title	COO and Chief Talent Officer
Company Telephone Number	(317) 638-2107
Company Fax Number	
Contact E-mail	Brhorer@conexusindiana.com
Industry of Company	Networking Organization
<b>Customer 2</b>	
Legal Name of Company or Governmental Entity	Evonik Corp
Company Mailing Address	1650 Lilly RD
Company City, State, Zip	Lafayette, IN 47909
Company Website Address	Evonik.com
Contact Person	Wayne Zink
Contact Title	Human Resource Manager
Company Telephone Number	765-477-5193
Company Fax Number	765-477-4291
Contact E-mail	Wayne.zink@evonik.com

Industry of Company	Manufacturing
<b>Customer 3</b>	
Legal Name of Company or Governmental Entity	Muncie Novelty Co
Company Mailing Address	PO Box 823
Company City, State, Zip	Muncie, IN 47308
Company Website Address	MuncieNovelty.com
Contact Person	Ed Cowgill
Contact Title	Human Resource Manager
Company Telephone Number	765-228-8301
Company Fax Number	765-288-3434
Contact E-mail	Ed@muncienovelty.com
Industry of Company	Manufacturing

**2.3.8 Registration to do Business** – Per RFP 2.3.8, Respondents providing the products and/or services required by this RFP must be registered to do business by the Indiana Secretary of State. The Secretary of State contact information may be found in Section 1.18 of the RFP. This process must be concluded prior to contract negotiations with the State. It is the successful Respondent’s responsibility to complete the required registration with the Secretary of State. Please indicate the status of registration, if applicable. Please clearly state if you are registered and if not provide an explanation.

Tecumseh Area Partnership, Inc. d/b/a Region 4 Workforce Board is currently registered to do business within the State of Indiana by the Indiana Secretary of State and the Indiana Department of Administration, Procurement Division.

**2.3.9 Authorizing Document** - Respondent personnel signing the Executive Summary of the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement. Please enter your response below and indicate if any attachments are included.

A copy of the Corporate Bylaws is attached.

**2.3.10 Subcontractors** - The Respondent is responsible for the performance of any obligations that may result from this RFP and shall not be relieved by the non-performance of any subcontractor. Any Respondent’s proposal must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Per instructions in **Attachment J**, either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal.

Any subcontracts entered by the Respondent must be in compliance with

all State statutes and will be subject to the provisions thereof. For each portion of the proposed products and services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.

The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in the State's evaluation. The Respondent must furnish information to the State as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by the State. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate State officials, and such relationships must meet with the approval of the State.

The Respondent must list any subcontractor's name, address, and the state in which formed that are proposed to be used in providing the required products and/or services. The subcontractor's responsibilities under the proposal, anticipated dollar amount for subcontract, subcontractor's form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFP or in completing the commitments documented in the proposal. The Respondent must indicate which, if any, subcontractors qualify as a Minority Business Enterprise, Women's Business Enterprise, or Veteran Owned Business under IC 4-13-16.5-1 and IC 5-22-14-3.5. See Sections 1.21, 1.22 and **Attachments A/A1** for Minority, Women, and Veteran Business information.

IVOSB entities (whether a prime or subcontractor) must have a Bidder ID. If registered with IDOA, this should have already been provided (as with MWBEs). IVOSBs that are only registered with the Federal Center for Veterans Business Enterprise will need to ensure that they also have a Bidder ID provided by IDOA (please see section 2.3.7 for details).

TAP's proposal will include 3 profilers, with all 3 of them being subcontractors. Information on the three subcontractors is included on the attachment. In addition, each subcontractor's letter of commitment is attached.

**2.3.11 Evidence of Financial Responsibility** – Removed at the request of the agency. This section will indicate the ability to provide the mandatory evidence of financial responsibility. See Section 1.25 of RFP for details.

Per Agency Responses to Q&A there is no information required

**2.3.12 General Information** - Each Respondent must enter your company's general information including contact information.

<b>Business Information</b>	
Legal Name of Company	Tecumseh Area Partnership, Inc.
Contact Name	Roger Feldhaus
Contact Title	Executive Director
Contact E-mail Address	<a href="mailto:rfeldhaus@tap.lafayette.in.us">rfeldhaus@tap.lafayette.in.us</a>
Company Mailing Address	976 Mezzanine Dr., Suite C
Company City, State, Zip	Lafayette, IN 47905
Company Telephone Number	765-807-0880
Company Fax Number	765-471-7830
Company Website Address	<a href="http://www.region4workforceboard.org">www.region4workforceboard.org</a>
Federal Tax Identification Number (FTIN)	35-1576936
Number of Employees (company)	6
Years of Experience	40
Number of U.S. Offices	6
Year Indiana Office Established (if applicable)	1983
Parent Company (if applicable)	
Revenues (\$MM, previous year)	\$5,842,061
Revenues (\$MM, 2 years prior)	\$4,143,003
% Of Revenue from Indiana customers	90%

- a. Does your Company have a formal disaster recovery plan? Please provide a yes/no response. If no, please provide an explanation of any alternative solution your company has to offer. If yes, please note and include as an attachment.

The Tecumseh Area Partnership, Inc Disaster Recovery Plan developed by our IT provider Abstract Technology Group is attached.

- b. What is your company's technology and process for securing any State information that is maintained within your company?

Tecumseh Area Partnership, Inc follows the guidelines and requirements set in policy 2021-10-PC1 Safeguarding Protected Information and DWD User Accounts Management.

**2.3.13 Experience Serving State Governments** - Please provide a brief description of your company's experience in serving state governments and/or quasi-governmental accounts.

Tecumseh Area Partnership, Inc. was formed in 1983 as a non-profit corporation to serve as a grant recipient of federal and state funds in its capacity as a Private Industry Council. As legislation has changed, TAP has continued its grant recipient role with respect to the State of Indiana (Department of Workforce Development) as a Workforce Investment Board and more recently, a Workforce Development Board.

**2.3.14 Experience Serving Similar Clients** - Please describe your company's experience in serving customers of a similar size to the State with similar scope. Please provide specific clients and detailed examples.

Tecumseh Area Partnership, Inc. (TAP) contracted with and served the State in the recruitment and screening of over 50,000 qualified applicants for the startup phase of Subaru Isuzu Automotive's plant in Lafayette. The goal of this project was to onboard 1,750 SIA production associates. The project involved the operation of a full-blown assessment center utilizing 10 work simulations over a two-day examination of skills determined to be necessary for successful employment. The Subaru Assessment Center employed over 50 Assessors who were tasked with identifying and recording the skills used in the simulations that met the dimensions established by Job Task Analysis at the Subaru and Isuzu plants in Japan.

Potential employees were recruited nationwide. Those applicants who successfully passed the U.S. Dept. of Labor's General Aptitude Test Battery (GATB) were scheduled for assessment activities, consisting of 5 work simulations per day, taking 7.5 hours each day to complete. Successful applicants were then referred to SIA for interviews, drug screens and eventual onboarding. This process resulted in the successful onboarding of 1,750 production associates over 2 years. The turnover rate for the new hires was less than 2% over the first 5 years of operations. This success was attributed to the fine-tuning of the selection process which has since been replicated in other automotive plant start-ups.

The Assessment Center Manager, Mr. Chris Waymire, would be contracted with TAP to be the Job Profiling Project Manager, if TAP is awarded the WorkKeys Job Profiling contract.

**2.3.15 Indiana Preferences** - Pursuant to IC 5-22-15-7, Respondent may claim only one (1) preference. For the purposes of this RFP, this limitation to claiming one (1) preference applies to Respondent's ability to claim eligibility for Buy Indiana points. **Respondent must clearly indicate which preference(s) they intend to claim. Additionally, the Respondent's Buy Indiana status must be finalized when the RFP response is submitted to the State.**

Approval will be system generated and sent to the point of contact email address provided within the Bidder Registration profile. This is to be attached as a screenshot (copied/pasted) for response evaluation.

Buy Indiana

Refer to Section 2.7 for additional information.

TAP does not qualify to register for Buy Indiana designation

**2.3.16 Payment** - Please provide the requested information in RFP Section 2.3.15.

RFP states removed at the request of the agency

**2.3.17 Extending Pricing to Other Governmental Bodies** – Indicate your willingness to extend prices of awarded products and/or services to other governmental bodies per RFP section 2.3.17.

Section 2.3.17 is not listed in the RFP provided