

Attachment E – Business Proposal

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

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.

In issuing this RFP, the Indiana Division of Mental Health and Addiction is seeking to achieve a major enhancement of the forensic services system in Indiana by implementing as many as five new regional Jail-Based Competency Restoration (JBCR) programs across the state. These units will be used to relieve the pressure upon the limited bed capacity of the state’s inpatient forensic psychiatric facilities and accelerate access to mental health treatment and competency restoration services for those waiting for services in county jails.

The success of these regional JBCR programs is crucial to addressing the Division’s strategic goals for reducing the ICST wait list to zero, vacating litigation, and improving the statewide forensic system. By creating an appropriate alternative option for capacity restoration for individuals who do not need an inpatient level of care, the new regional JBCR programs will help alleviate the rising demand for state hospital beds and the problem of delayed admissions. However, setting these programs up is challenging and it is critical to choose a vendor who has direct JBCR experience and will allocate the necessary staffing and resources to succeed. This accentuates the importance of achieving clear and decisive success with this JBCR initiative. Given our proven track record of performance in Indiana and in partnering with California to address its ICST waiting list challenges, Liberty is the ideal choice for successful implementation and operation of this vanguard program.

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.

Legal Form of Business Organization, State in Which Formed, and Certification
Respondent Liberty Behavioral Health Corporation was formed on March 23, 1998. All of Liberty Behavioral Health’s current business in Indiana is managed from its office in

Indianapolis. Liberty Behavioral Health Corporation's Certificate of Incorporation and Certificate of Authority are included in Appendix 2.

Liberty Behavioral Health Corporation is an affiliate of Liberty Healthcare Corporation, a health and human services company incorporated as a business corporation in the Commonwealth of Pennsylvania in 1986. Liberty Behavioral Health Corporation will be chiefly responsible for delivering the program. All dedicated program staff will operate as employees of Liberty Behavioral Health Corporation and deliver services within the selected jail facilities and from our local office in Indianapolis.

Liberty Behavioral Health Corporation will leverage the experience and resources of Liberty Healthcare Corporation. Under the oversight of Contract Manager/Senior Vice President Ken Carabello, Liberty Healthcare Corporation will provide operational resources (e.g., recruiting, human resources, payroll, etc.), clinical operational resources specific to JBCR, and subject matter expertise in support of the Indiana JBCR program.

Liberty Healthcare Corporation and Liberty Behavioral Health Corporation will work seamlessly to deliver the regional JBCR program(s). The combined organization will henceforth be referred to as "Liberty" throughout our Business and Technical Proposals.

Board of Directors

Herbert T. Caskey, M.D. is Liberty's owner and the only member of the company's Board of Directors.

Types of Business Ventures

Liberty is a privately-held health and human services management company that designs, implements, and manages health care programs and services for public and private entities throughout the United States. We have been continuously serving the State of Indiana through multiple contracts since 1993.

Liberty operates behavioral health programs in facility and community settings; clinically manages forensic and correctional populations; and supports aging people and individuals with intellectual, developmental, behavioral health, and other disabilities through a wide range of person-centered programs. Our core offerings fall under three primary service lines:

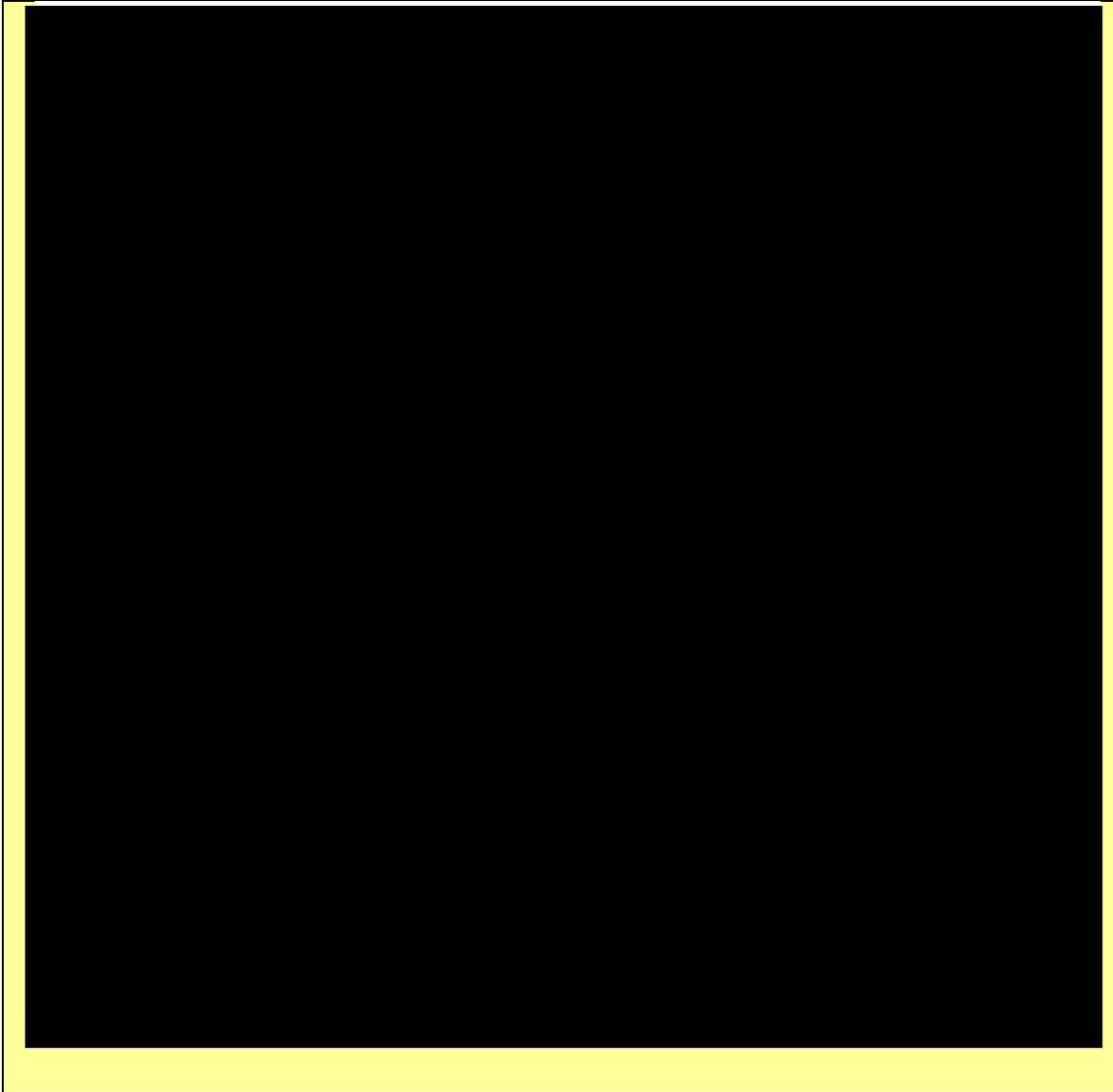
Program Management: Liberty manages treatment programs for individuals with serious mental illness, co-occurring disorders, intellectual and developmental disabilities (IDD), and involvement in the criminal justice system. Liberty's long-standing provision of the **Indiana Sex Offender Management and Monitoring (INSOMM) program for the Indiana Department of Correction** from 1999 to the present is an example of this business line.

Population Health Management: Under this service line, we help state Medicaid and human services agencies make care management decisions that lead to improved health and financial outcomes. We provide independent assessments of individuals with IDD, mental illness, aging, physical disabilities, and related conditions to determine eligibility for Medicaid services and assess the quality of the services and supports they receive. Liberty has served **two Indiana contracts** for statewide quality oversight that fall within Liberty's Population Health Management offering. The first contract delivered quality oversight and risk management for the Department of Aging, Department of Disability and Rehabilitation Services (DDRS) and Bureau of Quality Improvement Services (BQIS) from 2008 to 2014. The second contract, currently operating since 2019, provides statewide quality management services to DDRS.

Health Workforce Outsourcing: We secure and manage a wide array of clinicians, including doctors, psychiatrists, psychologists, and allied health professionals. As examples of this business line, Liberty has served **many Indiana contracts** including the provision of psychiatric clinicians for Indiana's state hospitals at Logansport, Madison, and Evansville (1993 to 2007), and medical and clinical professionals for Indiana's former facilities for people with IDD at the Muscatatuck, New Castle, and Fort Wayne State Development Centers (1994 to final closure in 2008).

Table of Organization

Liberty's Table of Organization is presented below.



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.

Liberty understands the importance of creating an environment in which all staff feel valued, included, and empowered to do their best work. We appreciate the importance of individuals’ social, economic, and cultural identities in building relationships, engaging customers, and supporting individuals to deliver quality outcomes that enhance lives. We embrace cultural competency and diversity as key components of operational excellence grounded in compassion and respect for our customers and all individuals served within our contracts.

The demographic composition of Liberty's executive staff is 46% female, and 100% white.

Leadership Plans: Liberty sets expectations within our company to implement and embed cultural competency through policy, company practices, oversight of ongoing operations within the company, and implementation within and across our contracts. Our operations are guided by an organizational Diversity, Equity, and Inclusion (DEI) Committee, which promotes and develops a diverse organization, the cultural competence of our workforce, and advances equity and inclusion. Liberty's DEI Committee provides technical assistance and support to promote the cultural competency and diversity of our workforce as core values of our company. These values are infused within our strategic planning, program design and implementation, staff recruitment processes, and ongoing training.

Liberty is committed to the recruitment of all staff, onboarding, and ongoing training to ensure cultural competence as a value and principle central to the mission, core values, and the delivery of services to our customers, stakeholders, and people we directly serve.

Liberty invests in the development and ongoing training of all staff to instill cultural competence and the value of a diverse workforce across the company, including its corporate leadership, upper management structure, and throughout our various programs across the country.

Recruitment: For each program we serve, Liberty is committed to recruiting highly qualified staff members supporting a workforce grounded in cultural competency, diversity, and inclusion. We apply multiple recruiting strategies and established relationships to attract and retain diverse staff with the skills and knowledge to fulfill contract requirements. Our recruiting strategies include established relationships and the use of specialized websites and career boards for diverse colleges, universities, and professional organizations.

Liberty is an equal opportunity employer. Liberty supports and embraces an environment that is free from all discrimination in the workplace and in its business operations. Liberty does not tolerate discrimination based on race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability, veteran's status, pregnancy, genetic information, or on any basis prohibited by federal, state, or local law. Our commitment to an equal opportunity culture that is free from discrimination is implemented in policy across operations including recruiting, hiring, placement, training, and in promotion, transfer, discipline, termination, compensation, and benefits processes.

Training: Liberty maintains a strong onboarding process and ongoing training modules

and resources to support cultural competence that are reinforced by ongoing supervision and development of professional skills. These training activities are monitored for compliance to ensure 100% participation across the company. Liberty mandates two initial modules of training for all newly hired personnel, including Cultural Competence and Overcoming Unconscious Bias in the Workplace, which are reinforced with mandated annual refresher training.

Additional training is tailored to the learner's journey by addressing gaps in their learning and designing learning solutions that address specific learner needs. Liberty also encourages staff to access an array of online training resources, such as SAMHSA, US Department of Health, and other organizations to further support its core curriculum and tailor training to meet the individual needs of contracts and workforce skills.

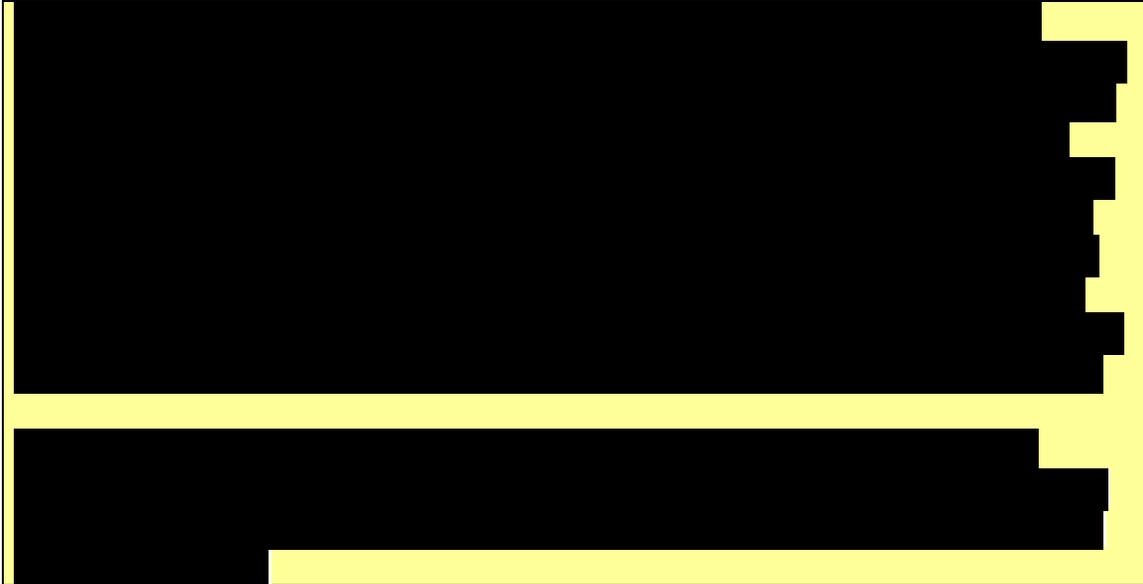
Supplier Diversity Plan: Liberty is fully committed to working with and creating opportunities for diverse businesses. As a national company, we are proud to partner with many organizations owned and operated by people of color, women, non-cisgendered males, veterans, persons with disabilities, LGBTQ+, and other diverse populations. In support of this commitment, Liberty has established a Supplier Diversity Plan to maintain a continued focus on improving our supplier relationships with minority-owned (MBE), woman-owned (WBE), veteran-owned small businesses (IVOSB), and other small and diverse businesses. The plan also works to expand the scope of services provided by our current MBE, WBE, and IVOSB partners within existing contracts and include them in newly acquired contracts. For example, Liberty is **including two of our current Indiana WBE and IVOSB partners as partners in this new business opportunity for JBCR services.**

Mentorship Program: Liberty offers a Mentor Protégé Program with the purpose of supporting the growth and capabilities of MBE, WBE, and IVOSB companies through training and mentorship. For example, our mentorship program assisted one WBE to identify additional business opportunities in the medical staffing marketplace and helped another to strengthen their HR department with guidance in progressive discipline and establishing a 401K plan benefit.

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.



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).

Liberty's CFO has taken responsibility for the thoroughness and correctness of all financial information supplied with this proposal.

As a privately held company, Liberty is not subject to the Sarbanes Oxley Act of 2002. Regarding the factors set forth in IC 5-22-16-1(d), namely Liberty's ability and financial capacity to provide the supplies or service, Liberty's integrity, character, reputation, competency, and experience, we note that Liberty's financial statements have been audited annually for many years by national accounting firm CliftonLarsonAllen, LLP (CLA), whose audits have resulted in unqualified opinions that the audited financial statements are fairly stated in accordance with generally accepted accounting principles applied on a consistent basis.

As part of its audits, CLA has issued reports annually that noted no material weakness

in internal controls. Liberty and affiliates' accounting and payroll functions are led by three CPAs, its CFO, Controller, Accounting Supervisor, and its Payroll Manager, who is a Certified Payroll Professional. In addition to employing individuals who are well-qualified to lead its financial operations, Liberty has segregated duties in its accounts payable, hiring, timekeeping, payroll, and payment functions to ensure that transactions are real, recorded, classified, summarized, and reported in a timely fashion. In addition to annual audits, interim unaudited results are circulated monthly and quarterly to responsible program managers, the Chief Operating Officer, and the President to ensure that financial monitoring is timely, ongoing, and comprehensive.

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

Liberty has reviewed the non-mandatory clauses in Attachment B, which the State seeks to include in any contract resulting from this RFP and/or our suggested alternate language. Our recommendations for deleting text are marked in **red font** below.

**Page 1 – Attachment B – Sample Contract – Section 6
6. Assignment of Antitrust Claims.**

~~As part of the consideration for the award of this Contract, the Contractor assigns to the State all right, title and interest in and to any claims the Contractor now has, or may acquire, under state or federal antitrust laws relating to the products or services which are the subject of this Contract.~~

**Page 4 – Attachment B – Sample Contract – Section 12.E.3.a & b
12. Confidentiality, Security and Privacy of Personal Information.**

3) If a Security Incident occurs or if Contractor suspects that a Security Incident may have occurred with respect to PHI and/or PII in Contractor's safekeeping:

- a) Contractor shall notify the State of the Security Incident within ~~one three (1)~~ **(3)** business days of when Contractor discovered the Security Incident; such notification shall be made to the FSSA Privacy & Security Office in a manner reasonably prescribed by the FSSA Privacy & Security Officer and shall include as much detail as the Contractor reasonably may be able to acquire within the ~~one three (1)~~ **(3)** business days.
- b) For the purposes of such Security Incidents, "discovered" and "discovery" shall mean the first day on which such Security Incident is known to the Contractor or, by exercising reasonable diligence, would have been known to the Contractor. Regardless of whether the Contractor failed to exercise reasonable diligence, improperly delaying the notification of discovery beyond the one day requirement, the Contractor will notify the FSSA Privacy &

Security Office within ~~one~~ three days of gaining actual knowledge of a [b]Breach.

Page 7 – Attachment B – Sample Contract – Section 12.N

12. Confidentiality, Security and Privacy of Personal Information.

N. Contractor will indemnify and hold the State harmless from any loss, damage, costs, expense, judgment, sanction or liability, including, but not limited to, attorneys' fees and costs, that the State incurs or is subject to, as a result of a breach of this Section by the Contractor or any subcontractor, agent or person under Contractor's control. In the event a claim is made against the State for any such claim, cause of action, liability, damage, cost or expense, State may, at its sole option: ((i)) tender the defense to Contractor, who shall provide qualified and competent counsel to represent the State interest at-Contractor's expense; ~~or (ii) undertake its own defense, utilizing such professionals as it deems reasonably necessary, holding Contractor responsible for all reasonable costs thereof.~~ In any event, State shall have the sole right to control and approve any settlement or other compromise of any claim brought against it that is covered by this Section.

Page 11 – Attachment B – Sample Contract – Section 19

19. Employment Option.

~~If the State determines that it would be in the State's best interest to hire an employee of the Contractor, the Contractor will release the selected employee from any non-competition agreements that may be in effect. This release will be at no cost to the State or the employee.~~

Page 18 – Attachment B – Sample Contract – Section 41

41. Renewal Option

This Contract may be renewed under the same terms and conditions, subject to the approval of the Commissioner of the Department of Administration ~~and~~, the State Budget Director ~~and the Contractor~~ in compliance with IC § 5-22-17-4. The term of the renewed contract may not be longer than the term of the original Contract

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 **two (2) Attachments 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 solicitation. **Attachment H** should be submitted to idoareferences@idoa.in.gov. **Attachment H** should be submitted no more than

RFP 23-73025 - Attachment E - Business Proposal

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.

Customer 1	
Legal Name of Company or Governmental Entity	[Redacted]
Company Mailing Address	[Redacted]
Company City, State, Zip	[Redacted]
Company Website Address	[Redacted]
Contact Person	[Redacted]
Contact Title	[Redacted]
Company Telephone Number	[Redacted]
Company Fax Number	[Redacted]
Contact E-mail	[Redacted]
Industry of Company	[Redacted]
Customer 2	
Legal Name of Company or Governmental Entity	[Redacted]
Company Mailing Address	[Redacted]
Company City, State, Zip	[Redacted]
Company Website Address	[Redacted]
Contact Person	[Redacted]
Contact Title	[Redacted]
Company Telephone Number	[Redacted]
Company Fax Number	[Redacted]
Contact E-mail	[Redacted]
Industry of Company	[Redacted]
Customer 3	
Legal Name of Company or Governmental Entity	[Redacted]
Company Mailing Address	[Redacted]
Company City, State, Zip	[Redacted]
Company Website Address	[Redacted]
Contact Person	[Redacted]
Contact Title	[Redacted]
Company Telephone Number	[Redacted]
Company Fax Number	[Redacted]
Contact E-mail	[Redacted]
Industry of Company	[Redacted]

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.

Liberty Behavioral Health Corporation is registered to do business within the state by the Indiana Secretary of State and the Indiana Department of Administration, Procurement Division. Liberty’s Certificate of Existence from the Indiana Office of the Secretary of State to conduct business in Indiana is included in Appendix 7.

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 a Board Resolution is included in Appendix 8 indicating that Herbert T. Caskey, M.D., the President of Liberty Behavioral Health Corporation, is authorized to commit the organization contractually.

2.3.8 Diversity Subcontractor Agreements -

- a. Per RFP Section 1.21, Minority & Women’s Business Enterprises (MBE/WBE), and 1.22 Indiana Veteran Owned Small Business Subcontractor (IVOSB), explain process followed to engage with potential MBE, WBE and IVOSB owned, Indiana certified businesses listed on Division of Supplier Diversity site. List the businesses invited to discuss the opportunity for potential partnership, if applicable.

Liberty’s process to engage with potential MBE, WBE and IVOSB owned, Indiana certified businesses began by discussing and offering subcontractor agreements to a WBE and IVOSB with whom we have current subcontractor relationships in Indiana. We then reviewed the supplier listing on the Indiana Division of Supplier Diversity website to determine potential commercially useful services for the MBE and created a list of viable MBE candidates. After sending an invitation email to each MBE on the list of potential MBE entities, we scheduled telephone interviews with each MBE company that was interested and then discussed the opportunity with them. Based on the results of the interviews, we selected the best MBE candidate for subcontracting.

Based on the above process, Liberty Behavioral Health Corporation plans to use the following three diversity subcontractors to fulfill the obligations of the contract that results from this RFP. The participation of these firms on our team will meet or exceed the IDOA's opportunity commitment goals for this contract. Attachment A (MWBE Commitment Form), Attachment A1 (IVOSB Commitment Form) including the anticipated dollar amount of each subcontract, and letters of commitment from each of our proposed subcontractors, and their subcontractor IDOA certifications, are included in the MWBE and IVOSB Participation section of our proposal.

Briljent, LLC

Address: 7999 Knue Road, Suite 200, Indianapolis, IN 46250

State of Incorporation: Indiana

W/MBE or IVOSB Status: Briljent is an IDOA-certified Women's Business Enterprise.

Briljent LLC is a business consulting, program management, and health information technology company based in Indianapolis and founded in 1998. The company's dedication to improving the lives of Indiana residents extends back to its first State of Indiana contract in 2001. Briljent currently provides staffing as a subcontractor to Liberty on the Indiana Sex Offender Management and Monitoring (INSOMM) program, as well as staffing for the Indiana Division of Disability and Rehabilitative Services (DDRS). In fact, Briljent has had successful engagements with the majority of Indiana's state agencies, including the Family and Social Services Administration, Indiana Office of Technology, Bureau of Motor Vehicles, Secretary of State, and the Department of Education. Briljent will provide staffing as a subcontractor to Liberty for the JBCR project.

Vespa Group LLC

Address: 201 N. Illinois Street, South Tower Suite 1600, Indianapolis, IN 46204

State of Incorporation: Indiana

W/MBE or IVOSB Status: Vespa is an IDOA-certified Indiana IVOSB.

Founded in 2014, Vespa Group is an Indianapolis-based technology consulting, staffing, and resource management firm that has established a brand for bringing great value to a variety of public and private sector organizations. Vespa Group has approximately 70 employees and currently conducts business in several states. The company has provided staff augmentation, project coordination, and consulting for numerous public customers, including the Indiana FSSA, Department of Correction, and Bureau of Motor Vehicles; the City of Indianapolis; and the Indianapolis National Guard.

Vespa Group currently provides staffing as a subcontractor to Liberty on the Indiana Sex Offender Management and Monitoring (INSOMM) program. The Vespa Group will also provide staffing as a subcontractor to Liberty for the JBCR project.

Engaging Solutions

RFP 23-73025 - Attachment E - Business Proposal

Address: 3965 N. Meridian Street, Suite 1B, Indianapolis, IN 46208

State of Incorporation: Indiana

W/MBE or IVOSB Status: Engaging Solutions is an IDOA-certified Indiana MBE.

In 2005, the four Managing Principals of Engaging Solutions combined their expertise in four different fields to create a management consultant firm. Today, Engaging Solutions employs more than 100 expert planners, outreach specialists, customer service representatives, and project analysts. Located in Indianapolis, they provide services that include program compliance monitoring, stakeholder engagement, call centers, diversity services, and more. Engaging Solutions will provide staffing as a subcontractor to Liberty for this JBCR project.

- b. If not proposing each MBE, WBE or IVOSB subcontractor partnership, explain the rationale for declining to do so. Complete this for each category not proposed.

Not applicable.

2.3.9 Evidence of Financial Responsibility – Removed at the request of the agency.

Not applicable.

2.3.10 General Information - Each Respondent must enter your company’s general information including contact information.

Business Information	
Legal Name of Company	Liberty Behavioral Health Corporation
Contact Name	Ken Carabello
Contact Title	Senior Vice President
Contact E-mail Address	ken.carabello@libertyhealth.com
Company Mailing Address	401 E. City Ave., Ste 820
Company City, State, Zip	Bala Cynwyd, PA 19401
Company Telephone Number	(610) 668-8800
Company Fax Number	(610) 667-5559
Company Website Address	http://www.libertyhealthcare.com
Federal Tax Identification Number (FTIN)	23-2962189
Number of Employees (company)	28
Years of Experience	24
Number of U.S. Offices	1
Year Indiana Office Established (if applicable)	1999
Parent Company (if applicable)	N/A

RFP 23-73025 - Attachment E - Business Proposal

Revenues (\$MM, previous year)	[REDACTED]	[REDACTED]
Revenues (\$MM, 2 years prior)	[REDACTED]	[REDACTED]
% of Revenue from Indiana customers	[REDACTED]	[REDACTED]
[REDACTED]		
[REDACTED]		
[REDACTED]		

- 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.

Yes. An overview of Liberty’s Business Continuity Plan (which includes disaster recovery) is included as Appendix 9.

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

Liberty’s Information Security Framework, along with associated policies and practices, defines requirements for secure transmission, storage and access to state information and data that is maintained by Liberty. The ISF is managed and enforced by Liberty’s Technology Solutions organization, includes the following focused policies and practices:

- Information Security Framework
- Data Management
- Acceptable Use
- Access Management
- Risk Management
- Incident Management
- Application Development
- Business Continuity Plan
- Vendor Management
- Physical Security
- System Security

HIPAA Compliance: As part of our company’s national initiative, we are vigilant and responsive to emerging HIPAA-related laws and requirements governing the protection of private health information, particularly in the domain of electronic data, but also related to non-electronic information that may be managed. Liberty’s Information Security Framework is specifically designed to support the information security aspects of HIPAA.

Some of the elements that are addressed in Liberty's ISF and HIPAA policies include the following:

Data Security: All data stored on laptops, desktops, and systems provided by Liberty will be encrypted. End-user local device data is securely replicated for each user to maintain accessibility in the event of a device failure. Data associated with information systems is backed up or replicated securely to ensure availability and resilience, consistent with Liberty's business continuity requirements and plans.

Laptop / Device Security: Staff are trained to never leave laptops or cell phones unattended, and ensure that devices are securely stored when not in use. All end-user devices are deployed with auto-updated virus protection installed, which is monitored and maintained centrally via remote device management.

Device Access / Passwords: Access to all Liberty devices is protected using a user identity and password combination – incorporating a minimum length of eight (8) characters, composition complexity, and periodic password change requirements. Password failures are monitored and can trigger and automate a Multi-factor Authentication (MFA) reauthentication. Access generally is geo-fenced with access-pattern monitoring. The geo-fencing precludes access from outside of the US, and attempts of an individual to access Liberty's systems from an unexpected location within the US may trigger an automated MFA challenge. Failure of any of these security steps may lock the account to any access, pending the individual engagement of Liberty's security team.

Device Monitoring: All Liberty devices are configured such that they can be centrally monitored to ensure all security constraints are maintained. In the event of a misplaced, lost or stolen device, devices may be tracked and / or disabled – up to and including a full device data wipe.

Email Communication: Liberty employs highly secure and resilient email services which incorporate the capability of secure email to external recipients. All Liberty internal email communications are encrypted at rest and in transit. Liberty's employee education policies – at hire and annually, sensitize employees to appropriate practices with email communications and the associated risks to promote employee awareness.

2.3.11 Experience Serving State Governments - Please provide a brief description of your company's experience in serving state governments and/or other governmental bodies.

Liberty has been serving state governments and/or other governmental bodies for over 36 years. We have developed and operated behavioral health programs and

clinically managed forensic and correctional populations on behalf of many state governments and agencies, including Indiana.

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

Descriptions of some of our recent experience serving state governments and agencies are included under section 2.3.12 below.

2.3.12 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.

Descriptions of some of our recent experience serving participants in jail-based competency restoration programs of a similar size and scope to the Indiana Regional JBCR programs are included below:

[Redacted content]

2.6.3 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 2.6.2 for additional information.

Email confirmation of Liberty's Buy Indiana status is included in Appendix 5.

2.6.4 Subcontractors – The Respondent is responsible for the performance of any obligations that may result from this solicitation and shall not be relieved by the non-performance of any subcontractor. Respondent's proposal must identify all subcontractors including those not submitted in **Attachment A and/or Attachment A1** 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 into 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 or services to be provided by a subcontractor, **the Attestation Form, Attachment J 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 or services. The subcontractor's responsibilities under the proposal, anticipated dollar amount for subcontract, the 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

RFP 23-73025 - Attachment E - Business Proposal

way relieves the Respondent of any responsibilities in responding to this solicitation 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 Small Business under IC 4-13-16.5-1 and IC 5-22-14-3.5. See Section 1.21, Section 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 2.3.8 for details)

Liberty will not utilize any other subcontractors that are not listed in Attachment A and Attachment A1. Please see those separately submitted Attachments for subcontractor information and letters of commitment.