**ASA-19-114 BUSINESS PROPOSAL**

**ATTACHMENT E**

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

***Business Proposal***

* + 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.

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| Blackjack Uniforms has been supplying uniforms to the State IDOC since 2004. When Blackjack was awarded the contract, we initiated the “Blackjack Better Deal” program to help reduce the cost of uniforms to the State. This program insured if we were able to negotiate a better deal with our suppliers, the savings would be passed on to the IDOC. This program was a great success, with Blackjack passing on savings. Blackjack has worked with all manufacturers to insure on-time deliveries of IDOC products. Over the last 15 years, Blackjack has continually met with manufacturers to improve deliveries and continue to reduce costs. Further, we keep in contact with the IDOC for projected usage and review this information with the manufacturers to demand efficient delivery at an economical cost to the IDOC. This efficient program has allowed Blackjack to absorb minor price increases and hold the lowest price for the IDOC. Many of the manufacturers, because of our efforts, did not raise prices to Blackjack for over three (3) years; thereby resulting in saving to IDOC. Also, being a Minority & Small Indiana Business aided in pricing negotiations. Blackjack believes in a “Hands-On” approach to make certain that items purchased are of the best quality and that we remain up-dated on new products that result in savings and passing this information onto the IDOC. Blackjack Uniforms is an Indiana Certified Female Small Business that takes pride in our successful relationship with the IDOC over the past 15 years. Our business plan of holding costs down and stocking programs with the manufacturers for rapid delivery has successfully worked with the IDOC as well as the DNR and ISP. Blackjack Uniforms will continue to find ways to supply products to the IDOC economically and efficiently. |

* + 1. **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.

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| Blackjack Uniforms Inc. is an Indiana Corporation that was formed August 22, 2001. The company is 100% owned by Judith Crowell; with Judith Crowell being the President, Secretary/Treasurer of Blackjack Uniforms Inc.  Blackjack Uniforms Inc. is an Indiana Certified Women Business Enterprise.  Blackjack Uniforms is involved in the sale of uniforms, uniform components and supplies. |

* + 1. **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.

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| See Attached Summary |

* + 1. **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 particular 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).

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| Judith Ann Crowell, Owner and CEO of Blackjack Uniforms Inc has reviewed all the financial information supplied with this proposal. Our independent accounting firm has prepared and reviewed Blackjacks’ financial statements for accuracy and corrections. Being a small company, Judith Ann Crowell, owner and sole shareholder, takes responsibility for the accuracy of these statements. All audit functions are separate from the board members. |

* + 1. **Contract Terms/Clauses** - Please provide the requested information in RFP Section 2.3.5.

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| Blackjack Uniforms Inc. has read the sample contract provided and as stated in the transmittal letter and accepts the mandatory contract terms and non-mandatory clauses. |

* + 1. **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 either **mailed or emailed DIRECTLY to the State**. The State should receive three (3) ATTACHMENT H’s 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) or mailed to the address listed in section 1.8 of the RFP. 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.

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| **Customer 1** |  |
| Legal Name of Company or Governmental Entity | Indiana Department of Natural Resources Purchasing |
| Company Mailing Address | 402 W Washington St |
| Company City, State, Zip | Indianapolis, IN 46204 |
| Company Website Address | n/a |
| Contact Person | Chari Burke |
| Contact Title | Administrative Officer |
| Company Telephone Number | 317 234-5227 |
| Company Fax Number | 317 233-3882 |
| Contact E-mail | cburke@dnr.in.gov |
| Industry of Company | Uniforms & related products |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | Indiana State Police/Logistics |
| Company Mailing Address | IGCN 100 N Senate Avenue |
| Company City, State, Zip | Indianapolis, IN 46204 |
| Company Website Address | n/a |
| Contact Person | Shawn Cosgrove |
| Contact Title | 1st Sergeant |
| Company Telephone Number | 317 899-8545 |
| Company Fax Number | 317 899-8294 |
| Contact E-mail | scosgrove@isp.in.gov |
| Industry of Company | Uniforms & related products |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | Indiana Department of Natural Resources/Purchasing |
| Company Mailing Address | 402 W Washington Street, RM W 273 |
| Company City, State, Zip | Indianapolis, IN 46204 |
| Company Website Address | n/a |
| Contact Person | Angela Settles |
| Contact Title | Office Mgr |
| Company Telephone Number | 317 232 4091 |
| Company Fax Number |  |
| Contact E-mail | asettles@dnr.in.gov |
| Industry of Company | Uniforms & related products |
| **Customer 4 (Alternate)** |  |
| Legal Name of Company or Governmental Entity | Indiana Department of Natural Resources/Law Enforcement |
| Company Mailing Address | 402 W Washington St |
| Company City, State, Zip | Indianapolis, IN 46204 |
| Company Website Address | n/a |
| Contact Person | April Chappell |
| Contact Title | Fleet Analyst |
| Company Telephone Number | 317 234 6744 |
| Company Fax Number | n/a |
| Contact E-mail | [achappell@dnr.in.gov](mailto:achappell@dnr.in.gov) |
| Industry of Company | Uniforms & related products |
| **Customer 5 (Alternate)** |  |
| Legal Name of Company or Governmental Entity | Indiana Department of Natural Resources/Nature Preserves |
| Company Mailing Address | 402 W Washington Street |
| Company City, State, Zip | Indianapolis, IN 46204 |
| Company Website Address | n/a |
| Contact Person | Gail Riggs |
| Contact Title | Adm. Manager |
| Company Telephone Number | 317 234-1064 |
| Company Fax Number | 317 233-0133 |
| Contact E-mail | [griggs@dnr.in.gov](mailto:griggs@dnr.in.gov) |
| Industry of Company | Uniforms & related products |
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**2.3.7 Registration to do Business -** Selected out-of-state Respondents providing the products and/or services required by this RFP must be registered to do business within the State by the Indiana Secretary of State and the Indiana Department of Administration, Procurement Division. The address contact information for this office 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.

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| Blackjack Uniforms Inc. is currently registered and in good standing with the Indiana Secretary of State. |
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* + 1. **Authorizing Document -** Respondent personnel signing the Transmittal Letter 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.

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| See attachment summary |
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* + 1. **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. 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 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, 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 Enterprises or Women’s Business Enterprises under IC 4-13-16.5-1. See Section 1.21 and Attachment A for Minority and Women’s Business Enterprises information. Please enter your response below and indicate if any attachments are included.

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| We will be using MBE and WBE - See attachment |

* + 1. **Evidence of Financial Responsibility** - This section will indicate the ability to provide the mandatory evidence of financial responsibility. See Section 1.25 of RFP for details.

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| Provided in financial attachments. |

* + 1. **General Information** - Each Respondent must enter your company’s general information including contact information.

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| **Business Information** |  |
| Legal Name of Company | Blackjack Uniforms Inc. |
| Contact Name | Judith A Crowell |
| Contact Title | President/Owner |
| Contact E-mail Address | [Judith\_Crowell@hotmail.com](mailto:Judith_Crowell@hotmail.com) |
| Company Mailing Address | 7242 Kennedy Avenue |
| Company City, State, Zip | Hammond, Indiana 46323 |
| Company Telephone Number | 219 844 2870 |
| Company Fax Number | 219 844-3511 |
| Company Website Address | www.indiana-dnr.com |
| Federal Tax Identification Number (FTIN) | 35-2152524 |
| Number of Employees (company) | 4 |
| Years of Experience | 18 |
| Number of U.S. Offices | 1 |
| Year Indiana Office Established (if applicable) | 2001 |
| Parent Company (if applicable) | n/a |
| Revenues ($MM, previous year) | 1,612,352 |
| Revenues ($MM, 2 years prior) | 1,584,884 |
| % Of Revenue from Indiana customers | 100% |

* 1. 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.

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| See Attachment |

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

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| **All electronic communications are maintained secured by most up-dated security systems within our electronic devices. Any and all paperwork is kept in fire proof, locked cabinets.** |

* + 1. **Experience Serving State Governments -** Please provide a brief description of your company’s experience in serving state governments and/or quasi-governmental accounts.

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| Blackjack Uniforms is currently supplying uniforms to the Indiana DNR, consisting of 25 divisions and 191 properties within the State. We have attended DNR Staff meetings in order to provide sample items and to learn what is required by the various properties. We also supply the Indiana State Police with uniforms and related products. As a result of our working relationship with the ISP, we have been able to closely review purchasing requests and notify the State of areas that should be addressed for savings. Blackjack believes in the hands-on approach in all of its relationships with the State of Indiana. |

* + 1. **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.

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| Blackjack Uniforms has been supplying the Indiana State Police with jackets, boots, hats, leather goods and various other items for their officers with an approximate total yearly volume of $341,260.00. Blackjack has also supplied the Indiana DNR with custom screen printed and embroidered shirts, jackets, sweaters, caps, raingear, outer wear and various other items. The finished items were made available to the DNR’s 25 divisions and 191 properties throughout the State. Items were shipped and invoiced within 15 days. Total yearly volume was $180,000.00. Blackjack has also supplied the DNR Law Division with uniforms and items with a yearly volume of $32,000.00. |

* + 1. **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.**

**Additionally, Respondents that wish to claim the Buy Indiana preference (for any criteria listed below) must have an email confirmation of their Buy Indiana status provided by** [**buyindianainvest@idoa.in.gov**](mailto:buyindianainvest@idoa.in.gov) **included in the proposal response. The email confirmation must have been provided from within one year prior to the proposal due date.**

Buy Indiana

Refer to Section 2.7 for additional information.

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| See attachment |
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* + 1. **Reserved**