**RFP 22-69439**

**ATTACHMENT E BUSINESS PROPOSAL**

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

***Business Proposal***

* + 1. **General -** 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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| OxBow Data Management Systems, LLC has integrated and managed 23 CDC grant funded programs with various State and Native programs for over 20 years. In the last 2 years we have successfully converted 4 programs from the IMS supported CaST data management application. Our project management plan and data migration/conversion plan is well versed and tested and will always be verified by IMS and the State prior to final implementation, training and the Go Live date. The secret to our success is the ability to share knowledge and experience among so many partners to support these amazing and important programs for long and continued success. By sharing the other programs’ experience and approach to managing the various CDC programs, we provide shared insight and the ability to collaborate better than any other competitor or program. |

* + 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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| OxBow Data Management Systems, LLC is a wholly owned subsidiary of McCallie Associates, Inc and was organized in 2009 as a spin off from our parent company McCallie Associates, Inc. Our only business venture is Data Management and Software as a Service in support of various CDC funded programs, and as such are experts in the field. Attached you will find our certificate of good standing (AttE1) within the state of Nebraska and a chart of the organization (AttE2). |

* + 1. **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.

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| OxBow Data Management will continue to offer equal opportunities to all persons and will continue to promote diversity, equity and inclusion of all people. As a wholly owned subsidiary to an Alaskan Native Corporation, their Board Members are all Alaskan Native. |

* + 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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| OxBow Data Management Systems is a Privately owned company and has no requirement to be audited. However, we are attaching the previous 3 years of financials. OxBow 2019 Financial Statements (AttE3), 2020 Financial Statements (AttE4), 2021 Through NOV Financial Statements (AttE5). |

* + 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 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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| As President of OxBow Data Management Systems, LLC, I have verified the thoroughness and correctness of any and all financial information supplied with the proposal. All budget and financial information is provided to and reviewed by the parent company of McCallie Associates, Inc, Alutiiq, LLC and Afognak Native Corporation. |

* + 1. **Contract Terms/Clauses** - Please provide the requested information in RFP Section 2.3.6. Additional rows may be added if necessary.

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| **Contract Term**  **Identifier and Header** | **Suggested Language Change** | **Rationale for suggested change** |
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* + 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 **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 within five (5) 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 | Washington State Department of Health |
| Company Mailing Address | River View Corporate Center, Suite 1500 |
| Company City, State, Zip | Spokane Valley, WA 99216 |
| Company Website Address | www.doh.wa.gov/YouandYourFamily/IllnessesandDisease/Cancer/ComprehensiveCancerControl |
| Contact Person | Kelly Shaw |
| Contact Title | Manager, Breast, Cervical and Colon Health Program and Manager, WISEWOMAN Program |
| Company Telephone Number | 360-236-2934 |
| Company Fax Number |  |
| Contact E-mail | [Kelly.shaw@doh.wa.gov](mailto:Kelly.shaw@doh.wa.gov) |
| Industry of Company | State Government |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | South Carolina Department of Health and Environmental Control |
| Company Mailing Address | 2600 Bull Street |
| Company City, State, Zip | Columbia, SC, 29201 |
| Company Website Address | [www.SCDHEC.gov](http://www.SCDHEC.gov) |
| Contact Person | Beth Williams |
| Contact Title | Senior Data Manager |
| Company Telephone Number | 803-545-4470 |
| Company Fax Number |  |
| Contact E-mail | [williame@dhec.sc.gov](mailto:williame@dhec.sc.gov) |
| Industry of Company | State Government |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | Rhode Island Department of Health |
| Company Mailing Address | 3 Capitol Hill, Room 408 |
| Company City, State, Zip | Providence, RI 02908 |
| Company Website Address | https://health.ri.gov/programs/detail.php?pgm\_id=10 |
| Contact Person | Eric Lamy |
| Contact Title | Women’s Cancer Screening Program Manager |
| Company Telephone Number | 401-222-1161 |
| Company Fax Number |  |
| Contact E-mail | [Eric.Lamy@health.ri.gov](mailto:Eric.Lamy@health.ri.gov) |
| Industry of Company | State Government |

* + 1. **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.

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| We are registered with the State of Indiana Office of the Secretary of State as a Foreign Limited Liability Company as of February 03, 2022. Business ID 202202021562559. |

* + 1. **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.

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| Attached is the OxBow Resolution Appointment President C.Jones appointing Charles Jones as the President of OxBow Data Management to include full authority to commit the organization contractually (AttE6). |

* + 1. **Diversity Subcontractor Agreements** -

1. 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.

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| We did not invite any businesses to discuss any opportunity for potential partnership. |

1. 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.

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| We are a very small company and have many years’ experience supporting these programs. We do so to keep the cost to a minimum and provide the customer with the best product for a great price to allow them to spend their money supporting Screenings for their programs. By adding partnerships, we would have to raise our prices and pass that on to our customers. |

* + 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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| OxBow Data Management, LLC has the ability to provide the mandatory evidence of financial responsibility, when required. While we have the ability to do so, this will need to be further discussed before final acceptance. As shown in the 3 years of financials supplied with the proposal, we are very well established and support 23 programs and States and are continuing to show growth year after year. |

* + 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 | OxBow Data Management Systems, LLC |
| Contact Name | Charlie Jones |
| Contact Title | President |
| Contact E-mail Address | [Charlie.Jones@oxbowdms.com](mailto:Charlie.Jones@oxbowdms.com) |
| Company Mailing Address | 3906 Raynor Parkway, Suite 200 |
| Company City, State, Zip | Bellevue, NE 68123 |
| Company Telephone Number | 531-205-2101 |
| Company Fax Number | 402-991-9331 |
| Company Website Address | [www.oxbowdms.com](http://www.oxbowdms.com) |
| Federal Tax Identification Number (FTIN) | 27-0819235 |
| Number of Employees (company) | 7 |
| Years of Experience | 29yrs |
| Number of U.S. Offices | 1 |
| Year Indiana Office Established (if applicable) | n/a |
| Parent Company (if applicable) | McCallie Associates, Inc |
| Revenues ($MM, previous year) | $1,249,647.67 through 30 November 2021 |
| Revenues ($MM, 2 years prior) | $1,316,650.99 |
| % Of Revenue from Indiana customers | 0% |

* 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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| Yes |

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

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| OxBow Data Management Systems, LLC continues to follow applicable best practices, NIST access controls to ensure all information is safely kept. Currently Med-IT and all IT systems practice the principle of least privilege for access to relevant systems. Employees and business partners receive training on HITECH requirements to ensure organizational adherence to “Meaningful use” of EHR technology and privacy/security rules. All systems containing PHI data are secured in a locked server cabinet with very limited Physical access to them. Additionally, we never share the physical IP address or allow direct connections to those servers from outside of our firewall or network. The only connection to the server is through secure connection through the application or by select personnel on a as needed request by the customer. Additionally, we control all access to our systems through a firewall and as additional protection or limit malicious activity, we also practice geo-blocking to prevent any user or actor external to the United States from passing through the firewall. |

* + 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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| OxBow Data Management has been serving State Governments for 29 years supporting CDC funded programs and currently support 24 State and Federal Tribal Programs. |

* + 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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| One of our customers is the State of Pennsylvania Department of Health. We support their NBCCEDP and WW program and before they lost their funding, we supported their CRC program. We are constantly working with the programs to improve processes and work together with other programs to improve and make a better product in support of these programs. The State of PA has a very large area and Med-IT provides their program with a de-centralized solution that allows their providers to see patients across the state and get the data entered real-time, saving the state many hours data entry and allows them to more quickly evaluate the effectiveness of the program. We work very closely with both the BCC and WW program to update queries and screens and do so in a very responsive development environment. |

* + 1. **Payment -** Please provide the requested information in RFP Section 2.3.15.

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| OxBow Data Management Does not accept Credit Card Payments at this time, but does accept ACH and Check. |

* + 1. **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. Please include details on any marketing or active solicitation activities your company will undertake to encourage use of the contract.

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| As stated in the Executive Summary, OxBow Data Management Systems would be willing to extend prices of awarded products and/or services to other governmental bodies per RFP section 2.3.17 if our Med-IT product would provide that governmental body similar data management support. |