**RFP 22-71497 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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| Indiana State University (ISU) has a long tradition of service to Indiana and to education. Originally chartered in 1865 as the Indiana Normal School for teacher preparation it now serves as a training site for pre-service teachers ready to enter the profession as well as a resource for support and professional development for  educators and administrators state-wide.  The Bayh College of Education is home to the Blumberg Center for Interdisciplinary Studies in Special Education. Established in 1985, the Blumberg Center’s mission is to provide access to high-quality learning experiences and support to all stakeholders committed to a more inclusive culture for individuals with exceptionalities. Blumberg currently hosts three state-wide programs that provide technical assistance and support to students with special needs, their families, their educators and their service providers. The programs are the Indiana Deaf-Blind Project, funded by the U.S. Department of Education, Promoting Achievement for Students with Sensory Loss (PASS) funded by the IDOE, and the Indiana IEP Resource Center funded by the IDOE since 2009.  Because the Indiana IEP Resource Center (IEPRC) is located within the State of Indiana and charged with serving Indiana schools, the agency’s experience exemplifies that which is described in RFP-22-71497 IEP Technical Assistance Work. Since its inception in 2009, the IEPRC has provided technical assistance to schools, corporations, and special education cooperatives throughout the state. In doing so, the IEPRC has worked closely and collaboratively with the Indiana Department of Education (IDOE) to ensure provided services align and reinforce the values, mission, and vision of the IDOE. Additionally, the IEPRC has collaborated with other providers in the Indiana Resource Network, as well as the Indiana Council of Administrators of Special Education to build a comprehensive network of support for Indiana schools and families.  The Blumberg Center has the fiscal infrastructure of ISU to support them administratively and a highly trained, professional staff in-place to carry-on providing technical assistance state-wide. |

* + 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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| Indiana State University is an institution of higher education created by Indiana statute (See IC 21-21 et seq.) as a perpetual body corporate and governed by a Board of Trustees. The Board of Trustees is composed of nine trustees appointed by the Governor of the State of Indiana. For information on those who serve on the Board of Trustees, please visit <https://www.indstate.edu/about/administration/trustees/board-members>. The Board of Trustees is responsible for the establishment and maintenance of the University and has been granted all, rights, privileges, powers, duties, and responsibilities for the operation, maintenance, and financing of Indiana State University. (See IC 21-27-5). The Board of Trustees is responsible for appointment of a University president, who serves as the chief administrative officer for campus operations. Dr. Deborah J. Curtis  Please see the *ISU Organizational Chart* in the appendices. The IEPRC is a program of the Blumberg Center, which reports to the Dean of the Bayh College of Education. The academic colleges report to the Provost and Vice-President for Academic Affairs. |

* + 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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| ISU Board of Trustees has appointed Dr. Rana Johnson to the position of Associate Vice President for Inclusive Excellence and Strategic Initiatives. The position reports to the Provost/Vice-President for Academic Affairs.  The University is currently focused on implementing a new strategic plan for 2021 through 2025. Under the new plan “Focusing on Our Future Together” Goal 1 focuses on ISU’s commitment to advance equity and inclusive excellence. The Goal has four strategies: 1. Develop an inviting and culturally competent community that fosters individual and institutional commitments to equity and inclusion. Success will be measured via a satisfaction survey taken in year 1 for baseline data and then repeated in year 3 to measure for possible change in campus climate with regards to Diversity, Equity and Inclusion (DEI).  2. Cultivate and sustain structures free from systemic obstacles to increase curricular and co-curricular achievement (i.e. on-time progression and degree attainment) among diverse students. Anticipate a change/improvement in the 4-year graduation achievement gap between white and minority students. 3. Cultivate and sustain structures free from systemic obstacles to increase hiring, retention, and promotion of diverse faculty, staff, and student employees 4. Infuse a commitment to equity, inclusion and social justice into each academic major through discipline-specific, career-related curricular or co-curricular experiences. Strategies 3 & 4 will be measured by percentage of minority employees hired and retained and percentage of employees who annually engage in DEI professional development.  The President’s Cabinet, campus leadership, has 11 members. This includes 7 women and 4 men, and 3 of the 11 represent a minority. The ISU Board of Trustees has nine members who are appointed by the Governor. Five members are women and four are men, and three of the members represent a minority. |

* + 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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| Financial Reports for FY21 and FY20 are attached, as well as the most recent audit report for FY21.  Audit reports for past five years made be found at: https://www2.indstate.edu/controller/grants/a133AuditReports.htm |

* + 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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| Indiana law provides that the Board of Trustees appoint a Treasurer. (IC 21-21-4-2) The Treasurer is responsible for the receipt, custody, accounting and proper protection of all funds due and accruing to the University and the Board of Trustees. The Board of Trustees has appointed Diann McKee, Senior Vice President for Finance and Administration, as Treasurer.  The Division of Finance and Administration at Indiana State University provides an array of daily services and support to the University community including business functions of accounting, budgeting, investing, procurement, facilities management, payroll, risk management, public safety, audit, and human resource management.  In performing these functions, every effort is made to ensure the protection of University assets and compliance with all laws, regulations, and business practices.  Each area operates with values and principles that emphasize teamwork and integrity and focus on quality assurance that make a significant contribution to the University.    The Financial Transparency Project was created by House Enrolled Act 1004-2011 through Indiana Code 5-14-3.6. The Act requires Indiana's publicly funded higher education institutions to submit audited financial statements, outstanding debt information, and other public financial documents to the Commission to ensure public access and transparency. While many institutions already had most of this information available via their websites, IC 5-14-3.6-3 requires the Indiana Commission for Higher Education to establish and maintain a website that consolidates this information. This information may be found at <https://www.indstate.edu/vp-finance-admin#accordion-business-affairs-index=2> |

* + 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** |
| No changes requested |  |  |
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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 by the 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 | MSD Warren Township |
| Company Mailing Address | 975 North Post Road |
| Company City, State, Zip | Indianapolis, IN 46219 |
| Company Website Address | <https://www.warren.k12.in.us/> |
| Contact Person | Allison Wood |
| Contact Title | Assistant Superintendent for Exceptional Learners and Whole Child |
| Company Telephone Number | 317-869-4405 |
| Company Fax Number | 317-869-4399 |
| Contact E-mail | [awoods@warren.k12.in.us](mailto:awoods@warren.k12.in.us) |
| Industry of Company | Education |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | Duneland School Corporation |
| Company Mailing Address | 601 West Morgan Ave. |
| Company City, State, Zip | Chesterton, IN 46304 |
| Company Website Address | <https://www.duneland.k12.in.us/> |
| Contact Person | Donna Biggs |
| Contact Title | Director of Teaching and Learning, K-12 |
| Company Telephone Number | 219-983-3600 |
| Company Fax Number | N/A |
| Contact E-mail | [dbiggs@duneland.k12.in.us](mailto:dbiggs@duneland.k12.in.us) |
| Industry of Company | Education |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | Elkhart Community Schools |
| Company Mailing Address | 2720 California Road |
| Company City, State, Zip | Elkhart, IN 46514 |
| Company Website Address | <https://www.elkhart.k12.in.us/> |
| Contact Person | Tony England |
| Contact Title | Assistant Superintendent of Exceptional Learners |
| Company Telephone Number | 574-262-5540 |
| Company Fax Number | 574-262-5548 |
| Contact E-mail | [aengland@elkhart.k12.in.us](mailto:aengland@elkhart.k12.in.us) |
| Industry of Company | Education |
| **Customer 4** |  |
| Legal Name of Company or Governmental Entity | Garrett-Keyser-Butler Community School District |
| Company Mailing Address | 801 E. Houston St |
| Company City, State, Zip | Garrett, IN 46738 |
| Company Website Address | <https://www.gkb.k12.in.us> |
| Contact Person | Tonya Weaver |
| Contact Title | Superintendent |
| Company Telephone Number | 260-357-3185 |
| Company Fax Number | 260-357-4565 |
| Contact E-mail | [tweaver@gkb.k12.in.us](mailto:tweaver@gkb.k12.in.us) |
| Industry of Company | Education |
| **Customer 5** |  |
| Legal Name of Company or Governmental Entity | MSD Wayne Township |
| Company Mailing Address | 1220 S. High School Road |
| Company City, State, Zip | Indianapolis, IN 46241 |
| Company Website Address | <https://district.wayne.k12.in.us/> |
| Contact Person | Tara Rinehart, Ph.D. |
| Contact Title | Director of Special Education |
| Company Telephone Number | 317-988-8636 |
| Company Fax Number | 317-243-5744 |
| Contact E-mail | [tara.rinehart@wayne.k12.in.us](mailto:tara.rinehart@wayne.k12.in.us) |
| Industry of Company | Education |
| **Customer 6** |  |
| Legal Name of Company or Governmental Entity | Warrick County School Corporation |
| Company Mailing Address | 330 East Gum Street |
| Company City, State, Zip | Boonville, IN 47601 |
| Company Website Address | <https://www.warrick.k12.in.us/> |
| Contact Person | Tish Wagner |
| Contact Title | Special Education Director |
| Company Telephone Number | 812-897-6578 |
| Company Fax Number | 812-897-6033 |
| Contact E-mail | [twagner@warrick.k12.in.us](mailto:twagner@warrick.k12.in.us) |
| Industry of Company | Education |

1. Does your company have any pending litigation regarding contract disputes? Please provide a yes/no response. If yes, please provide details of dispute without violating any confidentiality requirements.

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| No litigation regarding contract disputes. |

1. Please list any contracts lost or terminated in the last 3 years and provide reasons for loss or termination, and contact information.

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| Not applicable |

* + 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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| Indiana State University is not a registered company with the Secretary of State because it is a public institution of higher education authorized as an entity of the State of Indiana and governed by a nine-member Board of Trustees appointed by the Governor of the State of Indiana. The State of Indiana has established the Board of Trustees as a perpetual body corporate and has designated both general powers of operation and rights, duties and responsibilities for certain activities to the Board of Trustees. As such, the University does not have articles of incorporation because of its statutory creation and existence as a public entity. The Board of Trustees has adopted bylaws for its operation. See <https://www.indstate.edu/policy-library/isu-board-trustees-bylaws>.  ISU is a registered bidder with the Department of Administration, Procurement Division. Bidder ID # 0000016142. |

* + 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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| ISU Policy Section 620 Contract Approval, Signatory, and Reporting  **620.1 Approval and Signatory Authority.**  The ISU Board of Trustees delegates authority to approve and sign certain common ISU contracts for budgeted expenditures and receipt of funds:  **Policy 620.1.9 Sponsored Programs**. Grants or contracts for third party funding of a University project not otherwise covered by this policy require the approval and signature of the Chief Research Officer (CRO). Complete ISU Policy Library may be viewed at <https://www.indstate.edu/policy-library/>  **Principal Contact Information for Authorized Signatory**:  Greg Bierly, Ph.D.  Chief Research Officer  Indiana State University  200 North Seventh Street  Terre Haute, IN 47809  (812)237-3088  [ISU-CRO2@mail.indstate.edu](mailto:ISU-CRO2@mail.indstate.edu)  Bidder ID# 16142  FEIN 356001670  Bus. Type Public Institution of Higher Education  NAICS 611310 |

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

1. Per RFP Section 1.21, Minority & Women’s Business Enterprises (MBE/WBE), explain process followed to engage with potential MBE and WBE 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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| The proposed IEP-TA Center will subcontract with two MBE/WBE consulting firms to provide diversity, equity, inclusion and belonging services to staff and educators. Virtuoso Education Consulting, LLC and Inclusion and Beyond, Inc. have both been certified in the State of Indiana as MBE/WBE.  Prior to engaging with MWBE, needs were assessed. It was determined that the IEP TA Team identified within this proposal and Indiana school districts could use additional support in the areas of cultural responsiveness and equity. Initially, contacts were made with organizations that have a current relationship with the existing IEPRC team. Virtuoso Education Consulting, LLC is familiar with the work of the existing Center and supports local school districts, making this collaboration a perfect fit. Next, the list of subcontractors provided by the IDOE was reviewed. From the list provided by IDOE, Inclusion and Beyond, Inc. was selected based on their previous work focused on equity. Both of these organizations have different perspectives and provide additional insight in terms of diversity and inclusion and will have a positive impact on our work. In addition to these two entities, the pre-networking forms were reviewed and two additional businesses reached out via email to determine if their services were needed. After reviewing their services (i.e., consulting, technology and marketing services), it was determined that these businesses do not serve a valuable scope contribution and that these services are met in-house. |

1. If not proposing each MBE or WBE subcontractor partnership, explain the rationale for declining to do so. Complete this for each category not proposed.
   * 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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| RFP states on page 15 of 31: 1.25 **Evidence of Financial Responsibility (25 IAC 1.1-1-5)** Removed at the request of the agency. |

* + 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 | Indiana State University |
| Contact Name | Greg Bierly, Ph.D. |
| Contact Title | Chief Research Officer |
| Contact E-mail Address | [ISU-CRO2@mail.indstate.edu](mailto:ISU-CRO2@mail.indstate.edu) |
| Company Mailing Address | 200 North Seventh Street |
| Company City, State, Zip | Terre Haute, IN 47809 |
| Company Telephone Number | (812)237-3088 |
| Company Fax Number | (812)237-3092 |
| Company Website Address | https://www.indstate.edu |
| Federal Tax Identification Number (FTIN) | 35-6001670 |
| Number of Employees (company) | 1607 |
| Years of Experience | ISU has been in operation for over 150 years, the IEPRC has been serving Indiana for 14 years |
| Number of U.S. Offices | 1 |
| Year Indiana Office Established (if applicable) | ISU was chartered in 1865. The Blumberg Center was established in 1985. The IDOE has funded the IEPRC since 2009. |
| Parent Company (if applicable) |  |
| Revenues ($MM, previous year) | Please see ISU’s FY21 and FY20 Audited  Financial Reports at <https://www2.indstate.edu/controller/financial-reports.html> |
| Revenues ($MM, 2 years prior) |
| % Of Revenue from Indiana customers | The two main sources of funding for a publicly supported state institution is the State’s appropriation and student tuition. This year, 71.2% of ISU’s total enrollment are in-state students. But it is not clear if that meets what IDOA is looking for in revenue from Indiana customers. Please see budget details in two most recent financial reports. |

* 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, the full Emergency Preparedness/Response Plan 2021/22 has been attached.  In the event of an emergency, the continuity of operations ensures that the University will provide the essential  functions needed to:   1. Sustain the safety and welfare of University employees, students, and visitors 2. Deliver academic programs to students 3. Preserve critical research 4. Maintain critical business, finance and infrastructure operations   This plan provides a framework to continue these essential functions in the event of an emergency, whether at the University or in the region, that threatens operations or requires the relocation of select personnel and functions.  The Continuity of Operations Plan (COOP) presents our approach to:   1. Begin continuity operations within 12 hours of activation 2. Continue essential functions within the identified recovery time objectives 3. Maintain essential functions for up to 30 days |

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

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| Please see attachment entitled: Indiana State University Data Security Plan for Controlled/Regulated Data Sets |

* + 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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| Indiana State University serves the State of Indiana in many ways. The university’s primary mission is to serve the residents of Indiana by providing a distinctive, high-quality education infused with experiential learning, community engagement and career-readiness. Our students succeed within a culture of inclusion and support that provides the skills and knowledge to impact Indiana and beyond. We are proud to be educating the next generation of entrepreneurs, teachers, artists, and researchers.  ISU has a government liaison who works with the Indiana legislature to ensure that the university is meeting the needs of the State’s future workforce needs.  ISU hosts several programs that were enacted by the General Assembly of the State of Indiana.  The Indiana Principal Leadership Institute was enacted in 2013 with a focus on school principals; to provide resources, training, and mentorship to increase their leadership capabilities.  High Tech Crime Units (HTCU) were formed last year through HB 1082. ISU hosts an HTCU within the School of Criminology and Security Studies to assist the Vigo County Prosecutors office in investigating, collecting evidence, and prosecuting high tech crimes.  Area Health Education Network (AHEC) - The State of Indiana has appropriated state funds to supplement AHEC which is federally funded by the Health Resources and Services Administration for the purpose of promoting health careers and supporting current health professionals with additional training. ISU has hosted the West Central Indiana AHEC since 2002. |

* + 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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| **PASS Project** - The purpose of **Promoting Achievement for Students with Sensory Loss (PASS)**is to provide statewide support, technical assistance and professional development opportunities for educators that will improve instructional quality, promote academic achievement, and foster successful post-secondary transition outcomes for students with sensory loss. Through Indiana State University we offer a Deaf/Hard of Hearing Licensure Program and a Visual Impairment Licensure Program that allows current Indiana teachers to become licensed in these areas. PASS provides professional development opportunities for Teachers of the Deaf, Teachers of the Visually Impaired and Educational Interpreters.  **West Central Indiana Small Business Development Center (WCISBDC)-** ISU has served as the host institution for the WCISBDC for more than 30 years. This center receives state funding from the Indiana Economic Development Center. The WCISBDC is one of the top performing offices in the state, consistently exceeding metric goals in business starts, capital injection, long term clients, and number of clients seen. In 2018 the center received the Excellence in Innovation Award from the Indiana SBA and in 2019 the Regional Director, Courtney Richey-Chipol, was named the Indiana State Star. In 2021, the U.S. Dept of Small Business Administration awarded the WCISBDC was a $1 million grant to conduct a Community Navigator Pilot Program. One of only two awards in the state of Indiana.  **West Central Indiana Area Health Education Center (WCI-AHEC) -** WCI-AHEC improves health by recruiting, training, and retaining a diverse health work force for the underserved communities of Clay, Fountain, Greene, Montgomery, Owen, Parke, Putnam, Sullivan, Vermillion, Vigo, and Warren. Along with ISU support the center receives both federal and state funds for operations. In operation since 2002, WCI-AHEC works closely with area high schools to promote careers in the health professions. |