**22-71500 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.

| The East Central Educational Service Center is a leading state educational organization that is charged with serving members in the 14 county region in East Central Indiana. Through collaboration with other agencies in the state, the ESC is positioned to leverage those relationships to execute this project. |
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* + 1. **Respondent’s Company Structure** - Please include in this section the legal form of the Respondent’s business organization, the state in which it was 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.

| The East Central Educational Service Center (ECESC) is an agency authorized by state statute to operate under the guidelines of the State Board of Education. We are an agency that provides every school corporation in its service area an opportunity to participate and governed by the participating school corporations  Purpose  What are the purposes of an Educational Service Center?  ● To offer educational services which can be provided on a cooperative basis more effectively and efficiently than on an individual basis  ● To supplement educational services available in the local school districts  ● To support activities provided within the local school districts  ● To better equalize educational opportunities and costs for all students  The East Central Educational Service Center (ECESC) was organized in 1987 and became operational in 1988. The ECESC is one of nine educational service centers in the state of Indiana and is designated as Region 4. The service area includes fourteen counties: Bartholomew, Decatur, Delaware, Fayette, Franklin, Hancock, Henry, Johnson, Madison, Randolph, Rush, Shelby, Union, and Wayne. |
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* + 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.

| ECESC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind. |
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* + 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.**

| These documents are included as additional attachments: Referenced as 71500ATT7. |
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* + 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).

| Kathryn (Katie) Lash serves as the Executive Director of the East Central Educational Service Center. She will be active in the RFP review process and, if awarded, supervise the project administratively. |
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* + 1. **Contract Terms/Clauses** - Please provide the requested information in RFP Section 2.3.6. Additional rows may be added if necessary.

| **Contract Term**  **Identifier and Header** | **Suggested Language Change** | **Rationale for suggested change** |
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| Approved |  |  |
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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 **two (2)** **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 by the due date listed in Section 1.24 of the RFP. Please provide the customer information for each reference.

| **Customer 1** |  |
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| Legal Name of Company or Governmental Entity | Blue River Valley School Corp |
| Company Mailing Address | 4713 North Viking Trail |
| Company City, State, Zip | New Castle, IN 47365 |
| Company Website Address | https://www.brv.k12.in.us/ |
| Contact Person | Lori Dickerson |
| Contact Title | Assistant Superintendent |
| Company Telephone Number | 765-836-4851 |
| Company Fax Number | – |
| Contact E-mail | lori.dickerson@brv.k12.in.us |
| Industry of Company | School Corporation |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | Southern Indiana Educational Service Center |
| Company Mailing Address | 1102 Tree Lane Drive |
| Company City, State, Zip | Jasper IN 47546 |
| Company Website Address | https://www.siec.k12.in.us/ |
| Contact Person | Judy Bueckert |
| Contact Title | Director |
| Company Telephone Number | 812.482.6641 |
| Company Fax Number | 812.482.6652 |
| Contact E-mail | jbueckert@siec.k12.in.us |
| Industry of Company | Education |

* + 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.

| The Business Entity Report is uploaded as an attachment. |
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* + 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.

| Kathryn (Katie) Lash, Executive Director  East Central Educational Service Center  705 West 21st Street  Connersville IN 47331  Federal ID Number: 32-0188896  Please see business entity report for this authority. |
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* + 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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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.

| Due to the quick timeline of the RFP response window, we have chosen not to propose subcontractor agreements. While we do anticipate collaboration, this is true for all subcontractor partnerships prior to submission. |
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* + 1. **Evidence of Financial Responsibility** – Not required - Removed at the request of the agency.
    2. **General Information** - Each Respondent must enter your company’s general information including contact information.

| **Business Information** |  |
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| Legal Name of Company | East Central Indiana Educational Service Center |
| Contact Name | Katie Lash |
| Contact Title | Executive Director |
| Contact E-mail Address | klash@ecesc.k12.in.us |
| Company Mailing Address | 705 West 21st Street |
| Company City, State, Zip | Connersville IN 47331 |
| Company Telephone Number | 7650-825-1247 |
| Company Fax Number | 765-825-2532 |
| Company Website Address | https://www.ecesc.k12.in.us/ |
| Federal Tax Identification Number (FTIN) | 32-0188896 |
| Number of Employees (company) | 7 |
| Years of Experience | 34 |
| Number of U.S. Offices | 1 |
| Year Indiana Office Established (if applicable) | 1987 |
| Parent Company (if applicable) | Not applicable |
| Revenues ($MM, previous year) | See financial attachment |
| Revenues ($MM, 2 years prior) | See financial attachment |
| % Of Revenue from Indiana customers | Estimated 90% |

* 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.

| In the event of a disaster, the company will engage board action and be supported by school districts. The agency carries property and liability coverage. |
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* 1. What is your company’s technology and process for securing any State information that is maintained within your company?

| The ECESC operates under cybersecurity guidance as outlined by IDOE, our liability insurance companies, and we employ a technology coordinator. |
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* + 1. **Experience Serving State Governments -** Please provide a brief description of your company’s experience in serving state governments and/or quasi-governmental accounts.

| Our agency is a government entity and functions frequently in programs alongside school districts and the Indiana Department of Education. |
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* + 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.

| The East Central Educational Service Center frequently serves many school districts in projects like this one.  For example, the ECESC is currently operating an ARP-HCY program with over 140 districts.  Also, the ECESC is engaged with projects with higher education partners as this project outlines. For example, our HB 1008 project includes participation from Ball State University and we navigated a GEER grant with aspects similar to this project (offering graduate classes to teachers) with Indiana University East. |
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