**23-72798 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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| Established in 1988, KERAMIDA, Inc. (KERAMIDA) is the Environmental, Health & Safety, and Sustainability consulting firm of choice for many high profile private and public clients worldwide, including many power companies. KERAMIDA Inc. is a WBE-certified woman-owned environmental engineering and consulting firm that serves industries, businesses, cities, and governments worldwide. KERAMIDA leads the industry with groundbreaking research, innovative solutions, and a focus on sustainability that is incorporated throughout our approach. Clients rely on our team of technical experts to successfully manage the most complex challenges in the environmental, health & safety, and sustainability arenas. Led by Founder and CEO Vicky Keramida, Ph.D., KERAMIDA's many principals have worked for over 30 years in the sustainability, environmental, health & safety, and remediation areas, and are recognized leaders in their fields. Our engineers, scientists, and planners are renowned for delivering creative, integrated EHS solutions to a broad range of clients throughout the U.S. and abroad. Our firm has one of the highest ratios of highly experienced professionals to general staff in the industry – over 40% of our associates have over 20 years of experience. Our professionals possess certifications and registrations in over 30 different areas of expertise and hold patents and over 25 M.S. and Ph.D. degrees. KERAMIDA has received numerous awards for technical excellence, business innovations, and growth, and is proud to be a woman-owned WBE-certified and WOSB-certified company.  KERAMIDA has extensive experience related to solid waste planning and management, including landfill siting, construction, operation, maintenance, closure, post-closure, and reuse. KERAMIDA professionals are well versed with the requirements of 329 IAC 10 as well as Indiana Department of Environmental Management (IDEM) non-rule policies and guidance documents. KERAMIDA has been providing operation and maintenance services at solid waste and hazard waste landfills for over 30 years. |

* + 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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| KERAMIDA is an S Corporation formed in Indiana. The Certificate of Authority is attached.  Services: We provide strategy and implementation services in: Sustainability, Health & Safety, Greenhouse Gases, Energy, Environmental Compliance, Industrial Hygiene and Indoor Air Quality, Environmental Inspections of Construction and Safety Projects, Waste Management, Operation and Maintenance, Remediation, Environmental Due Diligence, Brownfield Redevelopment, Plant Decommissioning, Training, Risk Management, and ISO Management Systems.  Our organizational chart is attached. |

* + 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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| Company Profile | KERAMIDA Inc.KERAMIDA is a Woman Business Enterprise (WBE) and will lead this team and self-perform most of the work required to complete the project, as a DBE and WBE. Our certifications are attached.  **Supplier Diversity Program**  KERAMIDA's Supplier Diversity Program was initiated alongside the founding of our company in 1988, and our commitment to Supplier Diversity continues to this day. Over the years, KERAMIDA has hired, mentored, and financially supported several minority-owned businesses (MBE), as well as guided minority-owned companies towards achieving their MBE certification. As a WBE-certified woman-owned company, KERAMIDA has also supported other WBEs through hiring, mentoring, and providing financial support, as well as participating in national women business advocacy organizations. |

* + 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 Statements for 2020 and 2021 are provided as attachments. |

* + 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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| Vicky Keramida, CEO and Chief Technical Officer the CEO has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. Our annual financials are reviewed by a third-party accounting firm. |

* + 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** |
| NA | NA | NA |
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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). Please provide the customer information for each reference.

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| **Customer 1** |  |
| Legal Name of Company or Governmental Entity | City of Noblesville |
| Company Mailing Address | 16 S. 10th St. |
| Company City, State, Zip | Noblesville, IN 46060 |
| Company Website Address | Noblesville.in.us |
| Contact Person | Tim Stottlemyer |
| Contact Title | MS4 Coordinator |
| Company Telephone Number | 317-776-6330 x2623 |
| Company Fax Number | NA |
| Contact E-mail | tstottlemyer@noblesville.in.us |
| Industry of Company | City Government |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | Stuart Branigin (representing TERF Board the entity responsible for the management of Tippecanoe Sanitary Landfill) |
| Company Mailing Address | 300 Main Street, Suite 800 |
| Company City, State, Zip | Lafayette, IN 47902 |
| Company Website Address | Stuartlaw.com |
| Contact Person | Tony Beton |
| Contact Title | Attorney |
| Company Telephone Number | 765-428-7048 |
| Company Fax Number | NA |
| Contact E-mail | [asb@stuartlaw.com](mailto:asb@stuartlaw.com) |
| Industry of Company | Law Firm |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | Department Public Works  Environmental Resources Management Division, City of Indianapolis |
| Company Mailing Address | 1761 South West Street |
| Company City, State, Zip | Indianapolis, IN 46225 |
| Company Website Address | https://www.indy.gov/agency/department-of-public-works |
| Contact Person | Joseph Arnold, LPG |
| Contact Title | Sr. Project Manager/Geologist |
| Company Telephone Number | 317-327-2242 |
| Company Fax Number | NA |
| Contact E-mail | Joseph.Arnold@indy.gov |
| Industry of Company | Municipality |

* + 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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| KERAMIDA is not an out of state company. KERAMIDA is registered with both the Indiana Secretary of State and the Indiana Department of Administration, Procurement Division. |

* + 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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| Proof of approval authority is attached. |

* + 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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| The list of approved vendors were reviewed for companies based on the tasks. There are limited tasks that can be performed by subcontractors due to the nature of the work. The tasks included hazardous waste transportation and disposal, mowing, and fence repairs. Potential vendors were contacted and provided the details regarding the proposed tasks to determine if they were interested. All declined except for C&P Lawncare LLC.  Bee Environmental Management, Waste Disposal, Hazardous Waste Disposal, and Used Oil Recycling, WBE, Plainfield, IN  Apollos Waters, LLC, Hazardous waste disposal, WBE, Battle Ground, IN  C&P Lawncare LLC, Mowing Services, WBE, Rochester, IN  KPEM, LLC, Exterior Grounds Maintenance, WBE, La Porte, IN  Fence Boss LLC, Metal/Wood Fencing, WBE Columbus, IN  Eubanks Fencing, Fencing and Rails, IVBE, Greenwood, IN |

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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| MBE – no companies were identified for the scope of work required.  IVBE – only one vendor was identified, and they declined to participate due to the location of the site. |

* + 1. **Evidence of Financial Responsibility** – Removed at request of the agency.
    2. **General Information** - Each Respondent must enter your company’s general information including contact information.

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| **Business Information** |  |
| Legal Name of Company | KERAMIDA Environmental, Inc. |
| Contact Name | Sara Guss |
| Contact Title | Senior Engineer |
| Contact E-mail Address | [sguss@keramida.com](mailto:sguss@keramida.com) |
| Company Mailing Address | 401 North College Avenue |
| Company City, State, Zip | Indianapolis, IN 46202 |
| Company Telephone Number | 317-685-6600 |
| Company Fax Number | 317-685-6610 |
| Company Website Address | [www.keramida.com](http://www.keramida.com) |
| Federal Tax Identification Number (FTIN) | 35-1753261 |
| Number of Employees (company) | 134 |
| Years of Experience | 34 |
| Number of U.S. Offices | 3 |
| Year Indiana Office Established (if applicable) | 1988 |
| Parent Company (if applicable) | Na |
| Revenues ($MM, previous year) | $20,000,000 |
| Revenues ($MM, 2 years prior) | 21,000,000 |
| % Of Revenue from Indiana customers | 40% |

* 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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| No |

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

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| Only authorized users are granted access to information systems, and users are limited to specific defined, documented, and approved applications, levels of access rights, and space facility access. Computer and communication system access control is to be achieved via user IDs that are unique to each individual user to provide individual accountability. A third-party computer specialty company provides oversight and assistance. |

* + 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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| KERAMIDA has substantial experience serving state governments and understands the complexity of this type of project. Our professionals have the familiarity and expertise to successfully execute sophisticated publicly funded projects. Our clients include IDEM, INDOT, Ports of Indiana, and Indiana Finance Authority. In addition, we have performed work for the California State Lottery and the Washington State Department of Ecology. Additional experience with state governments is outlined below in 2.3.14. |

* + 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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| **Douglas Road Superfund Site**  KERAMIDA was retained the Indiana Department of Environmental Management (IDEM) to oversee and implement post-closure activities at Douglas Road Landfill Superfund Site located in Mishawaka, St. Joseph County, Indiana. KERAMIDA’s activities included:   * Operation, maintenance, and monitoring of the landfill gas collection system * Operation, maintenance, and monitoring of the landfill gas monitoring probes * Operation, maintenance, and monitoring of the groundwater extraction system * Operation and maintenance of the remedial pumping system * Operation, maintenance, and monitoring of the wetlands system * Operation, maintenance, and monitoring of the groundwater monitoring well network * Groundwater sampling * Inspection and repairs to the landfill cap * Quarterly and annual reporting * Revisions to the Quality Assurance Project Plan (QAPP) * Revisions to Sampling and Analysis Plan (SAP)   **Tippecanoe Sanitary Landfill Superfund Site**  KERAMIDA has been retained by the Tippecanoe County Local Environmental Response Finance Board (TERF Board) to oversee and implement all activities related to post-closure operation, maintenance, and monitoring of the Tippecanoe Sanitary Landfill (TSL) Superfund Site (Site) located in Lafayette, Tippecanoe County, Indiana. KERAMIDA has been providing operation and maintenance services at the closed TSL Site since 2002.  Remedial Investigation/Feasibility Study  KERAMIDA provided project oversight on behalf of the Potentially Responsible Parties (PRPs), including oversight management and technical consulting services with regard to Remedial Investigation/Feasibility Study (RI/FS) work performed by the PRPs at the site. This included: development and negotiation of RI/FS scope of work; implementation of the RI/FS; supervision of the work - hired contractor for direction, quality, accuracy and cost-effectiveness and review, revise and approve his work product and reports prior to submission to the PRP committee and to the USEPA/IDEM (including the Quality Assurance Project Plan (QAPP) and other work plan documents); receiving, reviewing and recommending action on contractor's invoices; maintaining cost accounting records, files and systems for contractor on behalf of PRPs; producing and submitting progress reports to PRPs, as required; serving as the liaison between the contractor and the PRP remediation committee; representing the PRPs and negotiate on technical issues on their behalf in meetings with the U.S. EPA, Region 5, the USEPA Headquarters, the U.S. Department of Justice, the IDEM, the Indiana Attorney General's Office, and the Indiana Department of Natural Resources; representing the PRPs in public hearings; identifying and advising the PRPs of potential cost savings or cost reduction opportunities; assisting PRPs in PRP search and allocation issues.  Remedial Design/Remedial Action  KERAMIDA is the Project Coordinator for the Remedial Design/Remedial Action (RD/RA), under contract with the Tippecanoe County Local Environmental Response Finance (TERF) Board and serves as the TERF Board’s agent. KERAMIDA is responsible for all technical negotiations with IDEM and U.S. EPA, the drafting of the technical portions of the Consent Decree, and the drafting of the Statement of Work. Due to timing demands, the RD/RA Consent Decree and Statement of Work were drafted, negotiated, and signed in the record time of 60 days.  Operation and Maintenance  KERAMIDA was retained by the TERF Board to perform all O&M Services, following completion of the remedial construction activities. The remedy included a cap, leachate and gas extraction and management, groundwater monitoring, wetlands construction and fencing. The scope of services includes the management of the leachate collection system, management of the passive and active gas system, cap inspections and maintenance, groundwater monitoring and well maintenance, groundwater regulatory reporting and statistical analysis, annul reporting to IDEM/USEPA. (2002-Present)  Reuse Planning and Implementation  Based on the current contaminant data coming from leachate and methane monitoring wells, KERAMIDA believed the TSL Superfund Site was an appropriate NPL site to be allowed for reuse. KERAMIDA was retained by the TERF Board to petition the USEPA and IDEM for considering TSL for Reuse, and to perform the Reuse Study. KERAMIDA conducted a Reuse Specific Risk Assessment and prepared a comprehensive Reuse Study, which was approved by both USEPA and IDEM. The next step of the Reuse process is the amendment of the Consent Decree and ROD. Additionally, KERAMIDA is working on a conceptual site design that will include revenue producing elements, including renewable energy, and will focus on reuse options that provide space for public enjoyment. This conceptual design takes into account all of the major risk factors of building on a superfund site, ensuring that the future uses of the site are protective to human health. (2014-present) |

* + 1. **Payment** –Removed at request of the agency.
    2. **Extending Pricing to Other Governmental Bodies** – Removed at request of the agency.