**23-73841 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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| Early Learning Ventures (ELV) is a not-for-profit, shared services organization dedicated to providing business owners much-needed back-office support through an online Resource Platform and a licensing-compliant online child care management system (Alliance CORE).  Nationwide, 640 child care providers in 14 states are using Alliance CORE, serving over 26,000 children. We have extensive experience connecting our system to other state-level programs and subsidy systems. Our Alliance CORE technology was uniquely designed to bring value to all network stakeholders – providers, parents, third-party payers, and the network back-office.  Early Learning Ventures (ELV) offers four web-based applications, and four mobile applications.  **Web Based Applications include:**   * Alliance CORE - Child Care Management System * ELV Kiosk - attendance solution for child and staff attendance * ELV Parent Portal - parent access used to maintain current information, approve attendance, report a child absence, setup bank cards or accounts for electronic payment, pay bills, generate reports on billing, etc. * ELV Provider Payment - used by child care providers to pay periodic subscription to services.   **Mobile applications include:**   * ELV Provider/Staff – Used by child care provider staff. Check-In/Out using touchless QR Code scanning, room change tracking, reports on my (own) attendance, take child photos (for internal system use only), record meals served, perform name-to-face checks, view Daily Reported Events list, view today’s activity (children/staff in attendance, absent children, birthdays, child to staff ratios by room). Daily Reporting events can be enabled for provider use within Alliance CORE, allowing mobile users to send reports for: Comments/Kudos, Notes/Learning, Medication Administered, Bottles given (infants), Items Needed, Bathroom Visits, Diaper Changes, Naps taken, and sharing a photo with parent(s). Push Notifications for Instant Messages sent from parents. * ELV Mobile Kiosk – Functional parity with web-based Kiosk. * ELV Mobile Parent – Has all the features of the parent portal plus some additional features. Touchless check-in/out by scanning QR Code that is present on the Kiosk. Display of Daily Reporting events reported by the child care provider. Instant Messaging capability to communicate with teachers. Push Notifications for both Instant Messages and Daily Reporting events. * ELV Mobile Authorized Pickup – Used by Non-Parents that are authorized to drop-off or pick up children. Offers touchless check-in and check-out by scanning the QR Code that is presented by the Kiosk.   Additionally, our Client Support and Product Development teams offer high quality, superior technical support, training, and customer service to our partners and end-users of our Alliance CORE system. |

* + 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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| Early Learning Ventures is a 501(c)(3) charitable organization. Early Learning Ventures was established in Colorado in 2009 as a private foundation. In 2016, Early Learning Ventures transitioned to an independent public charity and remains committed to improving the quality of early child care by supporting providers.  The following attachments are included:   1. Articles of Incorporation 2. IRS Public Charity Letter 3. Organizational Chart |

* + 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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| Early Learning Ventures is committed to providing education, resources, and support services to child care providers which allows them to foster equitable, high quality learning environments for children and families. Diversity, equity and inclusion are deeply embedded in our work at ELV, both internally throughout our organization and externally through our work with child care providers nationwide.    In 2020, Early Learning Ventures worked extensively with a DEI consultant to help center diversity, equity, and inclusion in the work we do. This included convening staff and key stakeholders to learn new skills to integrate culturally responsive techniques into their daily interactions with children, families, and one another. This work resulted in a DEI Statement and Guiding Principles, which are:  **DEI Statement:**  Early Learning Venture’s mission is to provide education, resources, and support services to child care providers. Our goal is to foster equitable, high quality learning environments for children and families. Diversity, equity and inclusion are deeply embedded internally throughout our organization and externally through our work with child care providers nationwide.  **I IAACT Guiding Principles:**   * **Intentional**: Our focus is on providing access to tools and means to interrupt cycles of poverty and oppression for marginalized communities. * **Imperative**: We believe this work is necessary to inspire cultural responsiveness, institutional accountability and a lifetime of learning and equitable outcomes. * **Action**: We advocate for and advance practices of learning communities that prioritize DEI work, while honoring that a variety of support is needed to adjust any imbalance. * **Authenticity**: All members of our community are embraced to bring their full and authentic selves, regardless of identity or representation. * **Champion**: We recognize that personal growth is accelerated when we engage with differences such as: race, culture, languages, gender expression, sexual orientation, work experience, abilities, etc. * **Teamwork**: We start where we are, build on each other’s strengths, listen with interest and curiosity, and continue to learn and evolve together.   The demographic compositions of Early Learning Ventures is as follows:   * Executive Staff   + Hispanic/Latino: 2   + White/Caucasian: 1 * Board Members   + Other (Iranian): 2   + White/Caucasian: 1 |

* + 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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| Audited financials from 2020 and 2021 are attached. |

* + 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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| Early Learning Ventures CEO, Judy Williams, takes personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. Early Learning Ventures is a 501(c)(3) tax exempt organization governed by a Board of Directors which assumes all fiduciary responsibility. At the direction of the Board of Directors, Judy Williams, CEO, oversees all fiscal responsibilities for the material accuracy and compliance of all ELV funding. ELV follows all GAAP and OMB regulations and qualifies for a low-risk auditee. ELV completes an annual external audit of the organization’s financials, the 2 most recent of which are attached to this proposal. |

* + 1. **Contract Terms/Clauses** - Please provide the requested information in RFP Section 2.3.6.

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| Early Learning Ventures will not be requiring additional contract terms. See Attachment J. |

* + 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 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 | Early Childhood Alliance, Inc. |
| Company Mailing Address | 3800 N Anthony Blvd |
| Company City, State, Zip | Fort Wayne, IN 46805 |
| Company Website Address | <https://www.ecalliance.org/> |
| Contact Person | Shannon Gage |
| Contact Title | Chief Community Relations Officer |
| Company Telephone Number | 260-745-2501 |
| Company Fax Number | 260-744-3473 |
| Contact E-mail | [sgage@ecalliance.org](mailto:sgage@ecalliance.org) |
| Industry of Company | Early Childhood Education |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | Wisconsin Early Childhood Association/Wisconsin Early Education Shared Service Network |
| Company Mailing Address | 2908 Marketplace Dr, Suite 101 |
| Company City, State, Zip | Fitchburg, WI 53719 |
| Company Website Address | <https://wisconsinearlychildhood.org/> |
| Contact Person | Kelly Matthews |
| Contact Title | Co-Director |
| Company Telephone Number | 608-230-8046 |
| Company Fax Number | 877-248-7662 |
| Contact E-mail | [kmatthews@wisconsinearlychildhood.org](mailto:kmatthews@wisconsinearlychildhood.org) |
| Industry of Company | Early Childhood Education |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | Louisiana Department of Education |
| Company Mailing Address | 1201 N. Third St, 4-296P-2 |
| Company City, State, Zip | Baton Rouge, LA 70802 |
| Company Website Address | <https://www.louisianabelieves.com/> |
| Contact Person | Shallan Jones |
| Contact Title | Manager of Center Improvement Supports, Early Childhood |
| Company Telephone Number | 877-453-2721 |
| Company Fax Number |  |
| Contact E-mail | [Shallan.Jones@la.gov](mailto:Shallan.Jones@la.gov) |
| Industry of Company | Education |

**2.3.8 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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| Early Learning Ventures has registered and received a Bidder Number, and if selected to move forward, is fully committed to registering to do business with the Indiana Secretary of State. |

* + 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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| Early Learning Ventures’s CEO is authorized by the Board of Directors to commit the organization contractually. Please see attached Board Consent that changed the position’s title from Executive Director to CEO. |

* + 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. Per instructions in **Attachment A**, 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 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, subcontractor’s 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 Enterprise, Women’s Business Enterprise, or Veteran Owned Business under IC 4-13-16.5-1 and IC 5-22-14-3.5. [See Sections 1.21](about:blank), [1.22](about:blank) and **Attachments A/A1** for Minority, Women, and Veteran Business information.

IVOSB entities (whether a prime or subcontractor) must have a Bidder ID. If registered with IDOA, this should have already been provided (as with MWBEs). IVOSBs that are only registered with the Federal Center for Veterans Business Enterprise will need to ensure that they also have a Bidder ID provided by IDOA (please see [section 2.3.](about:blank)8 for details).

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| We will not be utilizing any Subcontractors to fulfill the scope of work in this contract. All work will be done by Early Learning Ventures staff. |

* + 1. **Reserved**
    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 | Early Learning Ventures |
| Contact Name | Tristan Clerihew |
| Contact Title | ELV Product Manager |
| Contact E-mail Address | [tclerihew@earlylearningventures.org](mailto:tclerihew@earlylearningventures.org) |
| Company Mailing Address | 18 Inverness Place East |
| Company City, State, Zip | Englewood, CO 80112 |
| Company Telephone Number | 844-293-2820 |
| Company Fax Number |  |
| Company Website Address | <https://www.earlylearningventures.org/> |
| Federal Tax Identification Number (FTIN) | 26-4053609 |
| Number of Employees (company) | 33 |
| Years of Experience | 14 |
| Number of U.S. Offices | 1 |
| Year Indiana Office Established (if applicable) | N/A |
| Parent Company (if applicable) | N/A |
| Revenues ($MM, previous year) | $7,396,606.00 |
| Revenues ($MM, 2 years prior) | $6,688,844.88 |
| % Of Revenue from Indiana customers | <1% |

* 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. Please reference attached Disaster Recovery Plan 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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| Please reference our System Security Framework document. (We do not currently hold any State-level data in our CCIMS.) |

* + 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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| Early Learning Ventures has worked with the Colorado Department of Human Services and Louisiana Department of Education, as well as various State-level partner organizations. ELV also works with the Federal Early Head Start Program as a Grantee. |

* + 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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| ELV provides similar scope of services to the State of Colorado and Louisiana, leveraging our Alliance CORE CCIMS and providing one-on-one technical support and customization to equip child care organizations statewide. For the State of Colorado, we currently have a State-level API connection set up between our system and the State’s to automatically deliver child care subsidy attendance for Colorado Providers using our CCIMS. For the State of Louisiana, we work with the Louisiana Department of Education around individual child care provider contracts/agreements, in terms of funding the providers are allotted by the State to pay for CCIMS services. We are also working with the State of Louisiana to set up an API connection that will pass appropriate provider-level data to the State for data tracking purposes. |

* + 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.**

Approval will be system generated and sent to the point of contact email address provided within the Bidder Registration profile. This is to be attached as a screenshot (copied/pasted) for response evaluation.

Buy Indiana

Refer to Section 2.6.2 for additional information.

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| We do not intend to claim any Buy Indiana preferences. |

* + 1. **Payment –** Removed at request of agency.

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| N/A, as this was removed by agency. |

* + 1. **Extending Pricing to Other Governmental Bodies** – Remove at request of agency.

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| N/A, as this was removed by agency. |

**2.3.18 Additional Terms and Conditions**

* 1. Additional Terms and Conditions related to Cloud-based systems the State expects to execute with the successful Respondent(s) are provided in Attachment B1, B2, and B3. Depending on your proposed System, you could be required to agree to one or more of the following sets of Additional Terms and Conditions:
     1. Attachment B1 – IOT Additional Terms and Conditions - Infrastructure as a Service Engagements (IaaS)
     2. Attachment B2 – IOT Additional Terms and Conditions - Platform as a Service Engagements (PaaS)
     3. Attachment B3 – IOT Additional Terms and Conditions - Software as a Service Engagements (SaaS)

Please indicate in your response below which of these sets of Additional Terms and Conditions you believe applies to your proposed System. Review these Additional Terms and Conditions and indicate acceptance and / or any redlined edits, via Track Changes. It is the State’s strong desire to not deviate from the Additional Terms and Conditions that are provided in these attachments and as such the State reserves the right to reject all requested changes. Any or all portions of this RFP and any or all portions of your response may be incorporated as part of the final contract.

* 1. In addition to your response below, Respondents are also required to review and respond to the questions included in Attachment N, Cloud Questionnaire if a Cloud-based system is proposed.

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| 1. Our CCIMS is a SaaS, and we accept the Additional Terms and Conditions outlined in Attachment B3. 2. Attachment N has been completed and will be submitted with our RFP proposal. |