

**RFP-23-74149
BUSINESS PROPOSAL
ATTACHMENT E**

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

Business Proposal


- 2.3.1 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.

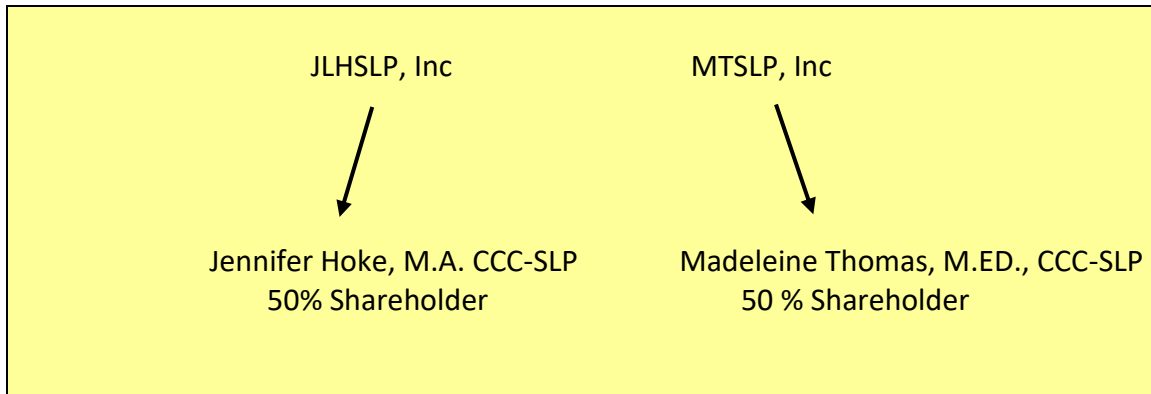
Imagine SLP Consultants LLC was formed by Jennifer Hoke, M.A., CCC-SLP and Madeleine Thomas, M. ED., CCC-SLP who have been providing medical chart reviews as speech-language pathologists for the Disability Determination Bureau for 22 and 21 years respectively. In providing services as Medical Advisors, Ms. Hoke and Ms. Thomas have effectively, efficiently and accurately provided evaluation of speech and language disorders in determining severity of impairments. Ms. Hoke and Ms. Thomas perform case reviews via computer and electronic forms. Ms. Hoke's expertise comes from 40 years of working as an SLP in schools, clinics and private practice. Ms. Thomas' 39 years of experience is in hospital, clinical and private practice settings. Both members of Imagine SLP Consultants LLC regularly pursue continuing education opportunities independently in the field of speech-language pathology.

- 2.3.2 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.

Imagine SLP Consultants LLC was formed specifically for the purpose of reviewing disability cases for the State of Indiana. Imagine has 2 members (JLHSLP, INC and MTSLP, INC) and two officers. Jennifer Hoke serves as the LLC President and Madeleine Thomas serves as the LLC Treasurer.

Imagine SLP Consultants LLC





2.3.3 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.

Currently, Imagine SLP Consultants LLC is a women-owned business. Both owners are Caucasian. We have no immediate plans to grow our business by adding partners or employees, however, if those plans occurred we would prioritize diversity, equity and inclusion.

2.3.4 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.**

Imagine SLP Consultants LLC was formed in December 2010. The members of this LLC performed SLP medical chart reviews as independent contractors from 2000-2010.
See attachment E-1 and E-2 for financial statements

2.3.5 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).

Both Jennifer Hoke, President and Madeleine Thomas, Treasurer, members of Imagine SLP Consultants LLC, take responsibility for the thoroughness and correctness of financial information provided with this proposal and the integrity of the business operation.

2.3.6 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
N/A		

2.3.7 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. **Attachment H** is due on the date listed in Section 1.24 of the RFP. Please provide the customer information for each reference.

Customer 1	
Legal Name of Company or Governmental Entity	n/a (personal reference Hoke)
Company Mailing Address	3897 Coventry Way
Company City, State, Zip	Carmel, IN 46033
Company Website Address	n/a
Contact Person	Sue Mahoney
Contact Title	Asst. Director of Exceptional Learners
Company Telephone Number	317-679-7295
Company Fax Number	n/a
Contact E-mail	Sue.l.mahoney@gmail.com

Industry of Company	Public Education
Customer 2	
Legal Name of Company or Governmental Entity	Former employee State of IN DDB
Company Mailing Address	12638 E. 126 th Street
Company City, State, Zip	Fishers, IN 46037
Company Website Address	n/a
Contact Person	Julie Hunter
Contact Title	Med/psych Staff Supervisor, retired
Company Telephone Number	317-773-2077
Company Fax Number	n/a
Contact E-mail	Ronhunter126@gmail.com
Industry of Company	Government agency
Customer 3	
Legal Name of Company or Governmental Entity	Alliance Home Health Services Inc. (Thomas personal reference)
Company Mailing Address	9607 North College
Company City, State, Zip	Carmel, IN 46280
Company Website Address	n/a
Contact Person	Roselyn Howard
Contact Title	Human Resources Director
Company Telephone Number	317-581-1100
Company Fax Number	n/a
Contact E-mail	rhoward@alliancehhcindy.com
Industry of Company	Home health care services

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.

Imagine SLP Consultants LLC is registered to do business in the State of Indiana. Business ID is 2010112400029.

2.3.9 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.

Jennifer Hoke is legally authorized to commit the organization contractually. See **Attachment E-3**

2.3.10 Diversity Subcontractor Agreements -

- a. 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.

N/A

- b. 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.

N/A

2.3.11 Evidence of Financial Responsibility – Removed at the request of the agency.

2.3.12 General Information - Each Respondent must enter your company's general information including contact information.

Business Information	
Legal Name of Company	Imagine SLP Consultants LLC
Contact Name	Jennifer Hoke
Contact Title	President
Contact E-mail Address	Jlh6218@sbcglobal.net
Company Mailing Address	6218 Carrington Drive
Company City, State, Zip	Indianapolis, IN 46236
Company Telephone Number	317-908-2443
Company Fax Number	n/a
Company Website Address	n/a
Federal Tax Identification Number (FTIN)	27-4030352
Number of Employees (company)	2
Years of Experience	22
Number of U.S. Offices	1
Year Indiana Office Established (if applicable)	2010

Parent Company (if applicable)	N/a
Revenues (\$MM, previous year)	103,300
Revenues (\$MM, 2 years prior)	84,038
% Of Revenue from Indiana customers	100%

- a. 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.

No. A disaster plan is in place at the worksite (2525 N. Shadeland) to which we adhere. Currently SLP medical advisors work from home. In the event of the inability to work from home we would move work stations back to the Shadeland office.

- b. What is your company's technology and process for securing any State information that is maintained within your company?

We are currently providing services using equipment and security provided by the State of Indiana Disability Determination Bureau. Members of Imagine complete all training and procedures relevant to continued security and privacy. No paper records are maintained in our home work spaces.

2.3.13 Experience Serving State Governments - Please provide a brief description of your company's experience in serving state governments and/or quasi-governmental accounts.

This company's sole contract has been with the State of Indiana Disability Determination Bureau. To date we have contracted for medical chart review as independent contractors or with Imagine SLP Consultants LLC for over 22 years.

2.3.14 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 expertise required to accurately and effectively review medical information for disability determination requires basic knowledge of normal speech and language development as well as experience in identifying, understanding and treating a variety of speech and language disorders. As SLPs who have worked in a variety of therapy settings with all ages of clients, we have gained the experience necessary for a knowledge base required for interpreting testing, medical and functional information for medical chart review and disability determination.

2.3.15 Payment – REMOVED AT THE AGENCY REQUEST.

2.3.16 Extending Pricing to Other Governmental Bodies – REMOVED AT THE AGENCY REQUEST.