**RFP 24-76888: Name-Based Background Checking Services**

**Attachment E: Business Proposal**

**Indiana Department of Administration**

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

* + 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.

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| Barada Associates, Inc. is a pre-employment background screening company operating in Indiana and has operated in Indiana since its establishment in 1981. Barada Associates, Inc. has been providing background screening services to the State of Indiana since 2008. Barada Associates, Inc. is capable of customizing its processes, services, etc. to accommodate our clients’ needs. |

* + 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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| Barada Associates, Inc. is a Sub S Corporation under the State of Indiana laws. Barada Associates, Inc. was incorporated in Indiana (see Exhibit E-1). Barada Associates, Inc. is a pre-employment background screening company. See Exhibit E-2 for Barada Associates, Inc. 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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| Our executive staff is comprised of two men and three women. Barada Associates, Inc. is a family-owned business and the Board is comprised of Paul Barada, Sr., Chairman of the Board, and his only three children, Paul Barada, Jr., William Barada, and Jonathan Barada. Barada Associates, Inc. team of associates processing the background screens is made up of approximately 93% women. |

* + 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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| Our financial information is attached as Exhibit E-3. |

* + 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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| Barada Associates, Inc.’s Chief Financial Officer affirms the financial information supplied in this proposal is complete and correct. See Exhibit E-4. |

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

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| Barada Associates, Inc. has reviewed the sample contract and agrees to the mandatory clauses and does not have any other suggested changes. |

* + 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 | Archdiocese of Indianapolis |
| Company Mailing Address | 1400 N. Meridian Street |
| Company City, State, Zip | Indianapolis, IN 46202 |
| Company Website Address | [www.archindy.org](http://www.archindy.org) |
| Contact Person | Andrea Wunnenberg |
| Contact Title | Director, Human Resources |
| Company Telephone Number | 317.236.1533 |
| Company Fax Number | 317.261.3389 |
| Contact E-mail | [awunnenberg@archindy.org](mailto:awunnenberg@archindy.org) |
| Industry of Company | Catholic churches, schools, and charities |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | Reid Health |
| Company Mailing Address | 1100 Reid Parkway |
| Company City, State, Zip | Richmond, IN 47374 |
| Company Website Address | [www.reidhealth.org](http://www.reidhealth.org) |
| Contact Person | Calista Rihm |
| Contact Title | Director of Human Resources |
| Company Telephone Number | 765.983.3229 |
| Company Fax Number | 765.983.3210 |
| Contact Email | [calista.rihm@reidhealth.org](mailto:calista.rihm@reidhealth.org) |
| Industry of Company | Healthcare |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | College Mentors for Kids |
| Company Mailing Address | 6081 E 82nd Street, Suite 420 |
| Company City, State, Zip | Indianapolis, IN 46250 |
| Company Website Address | [www.collegementors.org](http://www.collegementors.org) |
| Contact Person | Erin Cosler |
| Contact Title | National Director of Operations |
| Company Telephone Number | 317.921.1798 |
| Company Fax Number | 317.921.1799 |
| Contact Email | [ecosler@collegementors.org](mailto:ecosler@collegementors.org) |
| Industry of Company | Nonprofit |

**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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| Barada Associates, Inc. / Business ID: 198112-264 / Status: Active |

* + 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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| A copy of Barada Associates, Inc.’s corporate bylaws are attached as Exhibit E-1. |

* + 1. **Diversity Subcontractor Agreements -** 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. 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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| Barada Associates, Inc. prides ourselves in providing high quality background screens. We choose to work with only those suppliers that can provide the highest quality services in our industry. At this time, Barada Associates, Inc. has not found a supplier that can both meet our expectations and your criteria. However, Barada Associates, Inc. is always actively networking in hopes to find a supplier that meets your criteria and able to provide us the same quality of product the State of Indiana is accustomed. |

* + 1. **Evidence of Financial Responsibility** – If the contract is greater than One Million Dollars ($1,000,000.00), financial surety or protection may be required. This will require the successful bidder to submit evidence of financial responsibility prior to submission of a fully executed contract. The evidence of financial responsibility shall not exceed 10% of the contract price. If the section is deleted for more than a $1,000,000 resulting contract, the agency must provide documentation to IDOA of their desire to remove it. This should include the reasoning behind that decision.

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| Understood. |

* + 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 | Barada Associates, Inc. |
| Contact Name | Kelley Carter |
| Contact Title | Vice President |
| Contact E-mail Address | [kcarter@baradainc.com](mailto:kcarter@baradainc.com) |
| Company Mailing Address | 130 E 2nd Street |
| Company City, State, Zip | Rushville, IN 46173 |
| Company Telephone Number | 765.932.5917 |
| Company Fax Number | 877.576.2806 |
| Company Website Address | [www.baradainc.com](http://www.baradainc.com) |
| Federal Tax Identification Number (FTIN) | 35-1523676 |
| Number of Employees (company) | 25 |
| Years of Experience | 43 |
| Number of U.S. Offices | 1 |
| Year Indiana Office Established (if applicable) | 1981 |
| Parent Company (if applicable) | N/A |
| Revenues ($MM, previous year) | $3.5 |
| Revenues ($MM, 2 years prior) | $3.7 |
| % Of Revenue from Indiana customers | 78% |

* 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. See Exhibit E-5, Disaster Recovery Plan. |

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

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| Barada Associates, Inc. utilizes an online platform that is hosted by ClearStar. Barada Associates, Inc. through ClearStar’s platform is integrated with SAP SuccessFactors so information is transferred directly from SAP SuccessFactors into our online platform as well as status updates and links to completed reports are sent from our online platform to SAP SuccessFactors through the integration. Information is stored in our online platform for five years. ClearStar is SOC 2 compliant as well as ISO 27001 certified. |

* + 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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| Barada Associates, Inc. has been providing background screening services to the State of Indiana since 2008. Barada Associates, Inc. has also provided background screening services to the following local governmental agencies: All Indiana county Clerk’s and Prosecutor’s office since 2020; LaPorte County Indiana Government since 2013; Elkhart County, Indiana since 2008; Wayne County, Indiana since 2014; Madison County JobSource in Indiana since 2016; City of South Bend since 2014; City of Martinsville since 2023; Community Action Program of Western Indiana since 2014; Community Action Program of Northeast Indiana since 2014; Committee for a New Missouri since 2016; Indiana Historical Society since 2007; Indiana State Teachers Association since 2007; Interlocal Community Action Program since 2016; North Central Community Action Agencies, Inc. since 2014; Pike Township Indiana Trustee since 2012; Shelby County Indiana Government since 2011; Indiana Housing and Community Development Authority since 2007; Town of Greensfork since 2010; Town of Carthage since 2010; Town of New Carlisle since 2014; Town of Whitestown since 2016; Town of Culver since 2018; and Vigo County Emergency Management Agency since 2015. The services provided to the other governmental agencies include academic verifications, employment verifications, reference interviews, and criminal background checks. |

* + 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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| Barada Associates, Inc. has been providing background screening services to the Archdiocese of Indianapolis for more than 15 years. The Archdiocese of Indianapolis has approximately 40,000 employees and volunteers. Barada Associates, Inc. conducts various levels of criminal searches along with driving record searches, references, and credit reports, as needed. While the Archdiocese of Indianapolis is the biggest diocese in Indiana, Barada Associates, Inc. also serves the Diocese of Lafayette and the Diocese of Fort Wayne-South Bend, which have a significant number of employees and volunteers, in the same capacity. Barada Associates, Inc. provides background screening services to several universities in Indiana. Butler University, University of Evansville, Indiana Wesleyan, Marian University, University of Southern Indiana, Holy Cross College, Huntington University, Manchester University, and Rose-Hulman Institute of Technology are a few of the universities that we currently work with along with many other schools districts in Indiana. Barada Associates, Inc. also serves many large companies such as Hopebridge, Emerson, BKD, Jarden Corporation, Emmis, Reid Hospital, Columbus Regional Hospital, Meridian Health Services, Acorda Therapeutics, to name a few. We provide a wide range of services to these companies from criminal checks to references, drug screening, employment verifications, academic verifications, media searches, professional license searches, credit reports, bankruptcy searches, etc. |

* + 1. **Payment -** Please provide the requested information in RFP Section 2.3.15.

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| Barada Associates, Inc. uses Authorize.net to process credit card payments. These payments can be setup to automatically charge when invoiced or can be processed manually upon authorization. Barada Associates, Inc. will also accept checks or electronic transfers as payment options. |

* + 1. **Extending Pricing to Other Governmental Bodies** – Indicate your willingness to extend prices of awarded products and/or services to other governmental bodies per RFP section 2.3.17.

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| Barada Associates, Inc. agrees to extend our pricing to the State of Indiana and other governmental bodies. |