**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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* + 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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| SafeMetrics is a registered LLC company in the State of Indiana. We provide consultancy services including risk management technical services to assist businesses in managing people-based risks including workplace safety, work based training and occupational health. |

* + - 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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| Shepherd and SafeMetrics recognizes that diversity enhances our performance, strengthens the communities where we live and work, and enriches the lives of our employees, clients, and vendors. As our workforce evolves, we remain committed to understanding, valuing, and embracing differences.  Shepherd’s Executive team is made up of 10 white males and 1 white female. |

* + 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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| Shepherd Insurance and SafeMetrics have provided the 2 most recent years of requested fiscal documentation. These documents are included as separate files and listed in Attachment J.  SafeMetrics is a DBA of Shepherd Insurance. The relationship is provided visually on the supplied organizational chart. |

* + 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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| A written statement is provided by the CFO of Shepherd Insurance, Steve Strigler. Shepherd does not have individually audited financial statements because we are a private company and is not required to do so. |

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

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| The contract format proposed by the State under this RFP is acceptable and no changes are being suggested. |

* + 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 | AFC International, Inc. |
| Company Mailing Address | 715 Almond St. SW #C |
| Company City, State, Zip | DeMotte, IN 46310 |
| Company Website Address | Afcintl.com |
| Contact Person | Jim Seneczko |
| Contact Title | Vice President |
| Company Telephone Number | 800-952-3292 |
| Company Fax Number | none |
| Contact E-mail | jseneczko@afcintl.com |
| Industry of Company | Sales and service of gas detection equipment |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | Duffy’s Sports Grill |
| Company Mailing Address | 1926 10th Ave. N. Suite 300 |
| Company City, State, Zip | Lake worth, FL 33461 |
| Company Website Address | https://www.duffysmvp.com |
| Contact Person | Kisa Speck |
| Contact Title | Director of Training |
| Company Telephone Number | 561-629-2787 |
| Company Fax Number | None |
| Contact E-mail | [lspeck@duffysmvp.com](mailto:lspeck@duffysmvp.com) |
| Industry of Company | Restaurant |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | Big Time Restaurant Group |
| Company Mailing Address | 400 Clematis Street |
| Company City, State, Zip | West Palm Beach, FL 33401 |
| Company Website Address | [www.bigtimerestaurants.com](http://www.bigtimerestaurants.com) |
| Contact Person | Marc Chaskalson |
| Contact Title | Corporate Trainer |
| Company Telephone Number | 561-659-1940 |
| Company Fax Number | None |
| Contact E-mail | [marc@bigtimerestaurants.com](mailto:marc@bigtimerestaurants.com) |
| Industry of Company | Hospitality/Restaurant |

**2.3.7** **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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| SafeMetrics is registered with the State of Indiana. |

* + 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 Confirmation of Authorization letter is attached confirming Christy’s Jennings legally authorized by the organization to commit the organization contractually. |

* + 1. **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.

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.

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| We evaluated the WBE list provided by the State and entities with skill or services specialties were not available. |

* + 1. **Evidence of Financial Responsibility** – Removed at the 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 | SafeMetrics LLC |
| Contact Name | Christy Jennings |
| Contact Title | Director of Risk and Compliance |
| Contact E-mail Address | christy.jennings@safemetrics.net |
| Company Mailing Address | 111 Congressional Blvd. #200 |
| Company City, State, Zip | Carmel, IN 46032 |
| Company Telephone Number | 317-650-0187 |
| Company Fax Number | 866-586-6070 |
| Company Website Address | Safemetricsllc.net |
| Federal Tax Identification Number (FTIN) |  |
| Number of Employees (company) | 5 |
| Years of Experience | 20 |
| Number of U.S. Offices | 1 |
| Year Indiana Office Established (if applicable) | 2006 |
| Parent Company (if applicable) | Shepherd Insurance LLC |
| Revenues ($MM, previous year) | Income 2024 - $97,838,138.85 |
| Revenues ($MM, 2 years prior) | Income 2023, 2024 – $183,332,598.35 |
| % Of Revenue from Indiana customers | 45% |

* 1. Does your Company have a formal business continuity and/or disaster recovery plan? Please provide a yes/no response. If not, 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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| Not in writing. While SafeMetrics is a DBA of Shepherd Insurance, we do not have a formal written Business Continuity Plan. Our team has established practical measures to ensure uninterrupted service delivery. These include redundant data storage and backups, the ability to transition work to remote systems, and cross-trained staff who can assume critical responsibilities if needed. In the event of an unexpected disruption, we would immediately activate these measures to minimize downtime and maintain essential functions. Additionally, we are committed to working with the IURC to align with its continuity expectations and can formalize a BCP specific to this project as part of implementation. |

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

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| Our company follows strict data security practices to safeguard State information. All information is stored on secure servers with role-based access controls, strong password protections, and multi-factor authentication. Data is encrypted both in transit and at rest, and regular backups are maintained to prevent data loss. Access is limited to authorized personnel working on the project. Ongoing online training is provided to staff on data security and confidentiality requirements. In addition, our systems are monitored for unauthorized access attempts, and we adhere to applicable State of Indiana security standards to ensure full compliance. |

* + 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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| SafeMetrics worked directly with IndyGo on an Environmental Services RFP. We received the initial contract, executed the 1st year renewal and subsequently received the renewal contract engaging in an 8-year business relationship. The contract ended in 2022. This RFP was also closed and not re-awarded. |

* + 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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| SafeMetrics provides services in a variety of states and to companies with a national presence. We service customers that utilize online module training platform and learning management system, is geographically present in several midwestern states. Through our Administration oversight each employee receives an established library of safety modules to complete through an online delivery system. Each new hire participates in this training as part of their onboarding process. We additionally provide initial IT support including password and username resets, user access management, report generation and certificate management.  Founded in 2010, Home of Training specializes in large-scale compliance training and LMS operations for complex, distributed organizations. We have iterated multiple versions of our platform and content toolchain to meet enterprise and statewide needs with rigorous reporting and certificate requirements.  We host every client deployment in our AWS environment and manage the full application lifecycle: separate staging/production, change control and documented approvals, scheduled updates, monitoring/alerts, daily backups, and release management. On the content side, we (re)develop modern SCORM 1.2/xAPI courses aligned to accessibility and multi-device playback, with certificate automation and role-based reporting.  Home of Training’s portfolio includes national brands—McDonald’s, Burger King corporate, RaceTrac, Wingstop—and state restaurant associations in California, Massachusetts, Delaware, New Mexico, Oregon, and Rhode Island. These engagements match the State’s scope: statewide or enterprise audiences, public-facing registration, high-volume throughput, structured approval workflows, and continuous operations. This mix demonstrates our capacity to serve a customer the size of the State with a similar scope, delivering stable operations, clear governance, and measurable compliance outcomes. |

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

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| Credit cards are accepted as a form of payment, yet electronic funds transfer (EFT) is the preferred method of payment. |

* + 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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| yes |

* + 1. **Cloud Terms and Conditions** – Additional Terms and Conditions related to Cloud-based systems the State expects to execute with the successful Respondent(s) are provided in Attachments B1, B2, and B3, respectively Infrastructure-as-a-Service (IaaS), Platform-as-a-Service (PaaS) and Software-as-a-Service (SaaS). Depending on your proposed System, you could be required to agree to one or more of the Additional Terms and Conditions. It is the State’s strong desire not to 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.

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. Redlines proposed shall be accompanied by a detailed comment outlining the rational for the update.

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| Software-as-a-Service |