**RFP 0000003389 BUSINESS PROPOSAL**

**ATTACHMENT E**

**Instructions**: Please use the yellow shaded fields to indicate your answers to the following questions. The yellow fields will automatically expand to accommodate content. Every attempt should be made to preserve the original format of this form. A completed Business Proposal is a requirement for proposal submission. Failure to complete and submit this form may impact your proposal’s responsiveness. Supplemental materials should be referenced within the relevant answer field and included as legible attachments.

***BUSINESS PROPOSAL***

**2.3.1 General (optional)** - This section of the business proposal may be used to 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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| Leadership Indianapolis has long history of working with volunteers, nonprofits, and companies. We have deep relationships with large entities and small grassroots efforts. We have worked across the silos of race, gender, sector, and industry for many years. All of this uniquely positions us to develop a robust curriculum that is both meaningful and practical. We will utilize strategies from our experience of relationship strengthening, community building, and conversation convening to build a learning path that welcomes employers of various sizes and volunteer experiences into the stewardship of our state.  The smaller size of our organization allows us to be nimble and innovative while maintaining our focus of developing civic leaders who collaborate for the greater good. |

**2.3.2 Respondent’s Company Structure -** 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 are to be included in this section. If the organization includes more than one 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.

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| Leadership Indianapolis is a 501 (c) (3) nonprofit organization, formed in the state of Indiana. The mission of the organization is to educate, inspire, connect, and mobilize leaders to strengthen the community. This is done through a variety of programs, workshops, and trainings. Leadership Indianapolis works with individuals, companies, and organizations across numerous industries, sectors, and lived experiences.  A streamlined organization, the organization chart is fairly simple:  Board of Directors  |  President & CEO  / \  Program & Communications Manager Office Manager & Executive Assistant |
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**2.3.3 Company Financial Information -** This section must include documents or a link to the 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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| As a small nonprofit, we do not have a full audit each year. I have attached our 990 from the past two years in order to demonstrate our financial stability. |

**2.3.4 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 particular 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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| The CEO of Leadership Indianapolis has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. |

**2.3.5 Contract Terms/Clauses -** A sample contract that the State expects to execute with the successful Respondent(s) is provided in Attachment B. This contract contains both mandatory and non-mandatory clauses. Mandatory clauses are listed below and are non-negotiable. Other clauses are substantively required. It is the State’s expectation that the final contract will be substantially similar to the sample contract provided in Attachment B.

In your Transmittal Letter please indicate acceptance of these mandatory contract terms (see section 2.2.2). In this section please review the rest of the contract and indicate your acceptance of the non-mandatory contract clauses. If a non-mandatory clause is not acceptable as worded, suggest specific alternative wording to address issues raised by the specific clause. If you require additional contract terms please include them in this section. To reiterate it’s the State’s strong desire to not deviate from the contract provided in the attachment and as such the State reserves the right to reject any and all of these requested changes.

**The mandatory contract and substantively required terms are as follows:**

**• Duties of Contractor, Consideration, and Term of Contract**

**• Authority to Bind Contractor**

**• Compliance with Laws**

**• Drug-Free Workplace Certification**

**• Employment Eligibility Verification (E-Verify)**

**• Funding Cancellation**

**• Governing Law**

**• Indemnification**

**• Information Technology Enterprise Architecture Requirements**

**• Nondiscrimination Clause**

**• Ownership of Documents and Materials**

**• Payments**

**• Penalties/Interest/Attorney’s Fees**

**• Termination for Convenience**

**• Non-Collusion and Acceptance**

Any or all portions of this RFP and any or all portions of the Respondent’s response may be incorporated as part of the final contract.

**2.3.6 References -** Reference information is captured on ATTACHMENT E1. Respondent should complete the reference information portion of the ATTACHMENT E1 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 E1 should be completed by the reference and emailed DIRECTLY to the State. The State should receive two (2) ATTACHMENT E1s 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 E1 should be submitted to idoareferences@idoa.in.gov. ATTACHMENT E1 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 | Central Indiana Corporate Partnership |
| Company Mailing Address | 1210 Waterway Blvd, Suite 5000 |
| Company City, State, Zip | Indianapolis, IN 46202 |
| Company Website Address | www.cicpindiana.com |
| Contact Person | Latoya Botteron |
| Contact Title | Chief Financial Officer, Chief Operating Officer |
| Company Telephone Number | 317.638.2440 |
| Company Fax Number |  |
| Contact E-mail | lbotteron@cicpindiana.com |
| Industry of Company | Includes multiple industries under its umbrella |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | Indianapolis Power & Light Company |
| Company Mailing Address | One Monument Circle |
| Company City, State, Zip | Indianapolis, IN 46204 |
| Company Website Address | www.iplpower.com |
| Contact Person | Tanya Sovinski |
| Contact Title | Director of Community Relations |
| Company Telephone Number | 317.261.8213 |
| Company Fax Number |  |
| Contact E-mail | Tanya.sovinski@aes.com |
| Industry of Company | Utility |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity |  |
| Company Mailing Address |  |
| Company City, State, Zip |  |
| Company Website Address |  |
| Contact Person |  |
| Contact Title |  |
| Company Telephone Number |  |
| Company Fax Number |  |
| Contact E-mail |  |
| Industry of Company |  |

**2.3.7 Registration to do Business - Secretary of State**

If awarded the contract, the Respondent will be required to be registered, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. The Respondent must indicate the status of registration, if applicable, in this section of the proposal.

Department of Administration, Procurement Division

Additionally, respondents must be registered with the IDOA. This can be accomplished on-line at https://www.in.gov/idoa/2464.htm.

The IDOA Procurement Division maintains two databases of vendor information. The Bidder registration database is set up for vendors to register if you are interested in selling a product or service to the State of Indiana. Respondents may register on-line at no cost to become a Bidder with the State of Indiana. To complete the on-line Bidder registration, go to https://www.in.gov/idoa/2464.htm. The Bidder registration offers email notification of upcoming solicitation opportunities, corresponding to the Bidder’s area(s) of interest, selected during the registration process. Respondents do need to be registered to bid on and receive email notifications. Completion of the Bidder registration will result in your name being added to the Bidder’s Database, for email notification. The Bidder registration requires some general business information, an indication of the types of goods and services you can offer the State of Indiana, and locations(s) within the State that you can supply or service. There is no fee to be placed in Procurement Division’s Bidder Database. To receive an award, you must be registered as a bidder. Problems or questions concerning the registration process or the registration form can be e-mailed to Art Sample at [Asample@idoa.in.gov](mailto:Asample@idoa.in.gov).

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| Leadership Indianapolis is registered with the Secretary of State. |

**2.3.8 Authorizing Document -** Respondent personnel signing the Transmittal Letter 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.

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| I have included the Leadership Indianapolis bylaws as a separate attachment. |

**2.3.9 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. 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 into 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 or 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 or services. The subcontractor’s responsibilities under the proposal, anticipated dollar amount for subcontract, the 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, Women, Owned Business under IC 4-13-16.5-1 and IC 5-22-14-3.5. See Sections 1.21 and Attachment A for Minority, Women Business information.

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**2.3.10 Evidence of Financial Responsibility - RESERVED**

**2.3.11 General Information -** Each Respondent must enter your company’s general information including contact information.

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| Rebecca Hutton  President & CEO  Leadership Indianapolis  [rhutton@leadershipindianapolis.com](mailto:rhutton@leadershipindianapolis.com)  317.860.3673  615 N Alabama St, Suite 300  Indianapolis, IN 46204 |

**2.3.12 Experience Serving State Governments -** Each Respondent is asked to please provide a brief description of your company’s experience in serving state governments and/or quasi-governmental accounts.

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| Traditionally, our programming has brought together people from different sectors, industries, and lived experiences to learn about how to engage as volunteer leaders. We have had several state government employees participate in these programs. On a more local level, we are a partner on the Indianapolis Mayor’s Youth Leadership Council that was relaunched in 2018 and work closely with government officials to develop curriculum focused on the civic engagement of young people. |

**2.3.13 Experience Serving Similar Clients -** Each Respondent is asked to please describe your company’s experience in serving clients of a similar size to the State that also had a similar scope. Please provide specific clients and detailed examples.

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| We are currently partnering with Central Indiana Corporate Partnership (CICP) and 16 Tech to develop curriculum for the newly established 16 Tech district in Indianapolis. Several companies and initiatives will be moving into the district, including CICP which has already moved into the space. We are leading the development and facilitation of curriculum that educates employees about the neighboring communities and how they can be good neighbors as they begin engaging and volunteering in the community. We have worked with the district leadership and company leadership to design a multi-session, multi-modal training curriculum that is rooted in an asset-based community development approach, empathy, and respect for those the volunteers are seeking to serve. Additionally, we are also working with CICP and 16 Tech to develop a separate multi-session, multi-modal curriculum that is rooted in these same principles but focuses on issues of race and racial justice. |

**2.3.14 Indiana Preferences - RESERVED**

**2.3.15 Payment - RESERVED**