

ATTACHMENT E:

Business Proposal

**22-67771 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 (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.

Indiana Disability Determination Consultants (IDDC) is a nationally award-winning group of twelve psychologists who have unique expertise in disability assessments and case reviews. IDDC currently has a contract with the State of Indiana to review cases alleging mental disability. IDDC is ethnically and professionally diverse and has over 235 years of combined experience in reviewing mental disability applications for the State of Indiana.

- 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.

IDDC is composed of seven members and five subcontractors whom are all HSPP licensed psychologists. We are a Limited Liability Corporation in the State of Indiana. Our only business venture is providing mental review for DDB, hence, we are quite motivated to provide reliable and high-quality services to the state (see Attachments 3, 4 & 5).

- 2.3.3 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.

We have attached an income statement for the past two years (See Attachment E2). The funds received by the company are redistributed to each consultant according to the number of cases completed during a given time period. Each consultant is then responsible for their own tax liability.

- 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).

The President/Chair of Indiana Disability Determination Consultants has taken personal responsibility for all financial information supplied in this proposal. Each consultant in our company provides their own audit function in that each consultant assures that they have been paid according to the number of cases completed during a given time period. We employ an accountant to prepare company taxes and audit functions and each consultant is responsible for their own taxes (see Attachment E1).

- 2.3.5 Contract Terms/Clauses** - Please provide the requested information in RFP Section 2.3.5.

As stated in the Transmittal Letter, IDDC accepts the terms of the Contract.

- 2.3.6 References** - Reference information is captured on **ATTACHMENT X [AGENCY SHOULD INSERT ANY DETAILS OR ADDITIONAL REFERENCE REQUIREMENTS INTO ATTACHMENT X FOLLOWING THE TEMPLATE FORMAT]**. Respondent should complete the reference information portion of the **ATTACHMENT X** 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 X** should be completed by the reference and either **mailed or emailed DIRECTLY** to the State. The State should receive **[AGENCY INSERT NUMBER NEEDED] (#) ATTACHMENT Xs** 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 X** should be submitted to idoareferences@idoa.in.gov or mailed to the address listed in section 1.8 of the RFP. **Attachment X** 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.

Customer 1	
Legal Name of Company or Governmental Entity	Thomas Germand (see Appendix 7)
Company Mailing Address	
Company City, State, Zip	
Company Website Address	
Contact Person	Thomas Germand

Contact Title	Previous Indiana DDB, Operations Director
Company Telephone Number	317-773-2654
Company Fax Number	NA
Contact E-mail	Tomkar53@sbcglobal.net
Industry of Company	Indiana DDB, Operations Director (retired)
Customer 2	
Legal Name of Company or Governmental Entity	Patricia S. Carew-Ceesay (see Appendix 7)
Company Mailing Address	7826 Penobscot Drive, Apt. B
Company City, State, Zip	Indianapolis, IN 46239
Company Website Address	
Contact Person	Patricia A. Carew-Ceesay, Director (retired) Indiana Disability Determination Bureau from June 12, 1995 – December 31, 2015.
Contact Title	Retired Director of Indiana DDB
Company Telephone Number	
Company Fax Number	
Contact E-mail	pareedcarew@yahoo.com
Industry of Company	Disability Determination Bureau
Customer 3	
Legal Name of Company or Governmental Entity	Julie Hunter Indiana Disability Determination Bureau (retired)
Company Mailing Address	12638 E. 126 th Street
Company City, State, Zip	Fishers, IN 46037
Company Website Address	
Contact Person	Julie Hunter
Contact Title	Retired Indiana DDB Supervisor
Company Telephone Number	317-332-5890
Company Fax Number	
Contact E-mail	Ronhunter126@sbcglobal.net
Industry of Company	Indiana DDB, Supervisor (retired)

2.3.7 Registration to do Business - Selected out-of-state Respondents providing the products and/or services required by this RFP must be registered to do business within the State by the Indiana Secretary of State and the Indiana Department of Administration, Procurement Division. The address contact information for this office 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.

Indiana Disability Determination Consultants is registered to do business with the State of Indiana and has been a registered LLC since 1995. We are included in the bidder

registration database (see Attachment E6)

- 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. Please enter your response below and indicate if any attachments are included.

We have included a company resolution authorizing the President/Chair of our company to commit the organization contractually. (See Attachment E1).

- 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 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, 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 Enterprises or Women's Business Enterprises under IC 4-13-16.5-1. See Section 1.21 and Attachment A for Minority and Women's Business Enterprises information. Please enter your response below and indicate if any attachments are included.

IDDC has five (5) HSPP level psychologists who are willing to subcontract on this contract. Attached for each subcontractor is a Statement of

Function/Qualifications/Experience (Attachment F3), a copy of the subcontract (Attachment E7), and a completed Subcontractor Commitment Form (Attachment A). As reflected in the attachments/appendices, each subcontractor brings unique skills and experience, which enhance and support the primary contract services provided directly to IDDC. Four of the five contractors qualify as either Minority or Women Owned Business under IC 4-13-16.5-1.

2.3.10 Evidence of Financial Responsibility - This section will indicate the ability to provide the mandatory evidence of financial responsibility. See Section 1.25 of RFP for details.

Section 1.25 appears to be deleted on RFP 22-67771

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

Business Information	
Legal Name of Company	Indiana Disability Determination Consultants
Contact Name	Joelle J. Larsen
Contact Title	President/Chair
Contact E-mail Address	Joellelarsen@att.net
Company Mailing Address	10702 Elm Ridge Court
Company City, State, Zip	Indianapolis, IN 46236
Company Telephone Number	317-490-0033
Company Fax Number	
Company Website Address	See above
Federal Tax Identification Number (FTIN)	35-1954877
Number of Employees (company)	n/a
Years of Experience	235 combined
Number of U.S. Offices	n/a
Year Indiana Office Established (if applicable)	1995
Parent Company (if applicable)	n/a
Revenues (\$MM, previous year)	\$2,161,260
Revenues (\$MM, 2 years prior)	\$1,757,462
% 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.

Yes. We follow the State's rules and regulations. We use only State equipment within a State facility or remotely under the guidance of the State.

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

IDDC uses the State approved and provided technology. We follow all the State's rules and regulations and remain current with training.

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

IDDC is ethnically and professionally diverse and has over 235 years of combined experience in reviewing mental disability applications for the State of Indiana. We have proven the combination of our collective rich experiences has better prepared us to effectively and efficiently adjudicate mental disability claims and maintain a significantly high standard of accuracy. **Our long-standing accuracy rating of 99% or above significantly benefits the State of Indiana.** By making the correct initial decision whether the applicant meets the State's definition of having a mental health disability, IDDC saves the State of Indiana the significant additional costs of ordering and paying for further mental status consultant examinations.

2.3.13 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.

Beginning 16 years ago, IDDC began reviewing Social Security Mental Health Disability cases for other states. IDDC has assisted Minnesota, Illinois, Wisconsin, and Michigan over the years. IDDC is currently still assisting Minnesota, to date. In Appendix 7, please see past letters of reference and a current letter from Minnesota DDB praising IDDC's professionalism, expeditious case completion, and benefit to each state. Through this work, IDDC has generated revenue for the state of Indiana (these case reviews are reimbursed from federal funds) that would have otherwise gone to our neighboring states. We would be very pleased to continue to assist other states in the future. **Previously, IDDC's provision of these services to other states has generated in excess of \$1,000,000 in additional revenue for the State of Indiana over the period of the previous contract.** No other vendor is able to offer this opportunity to the State.

2.3.14 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.**

Additionally, Respondents that wish to claim the Buy Indiana preference (for any criteria listed below) must have an email confirmation of their Buy Indiana status provided by buyindianainvest@idoa.in.gov included in the proposal response. The email confirmation must have been provided from within one year prior to the proposal due date.

Buy Indiana

Refer to Section 2.7 for additional information.

2.3.14 Indiana Preferences:

Yes, as IDDC is a business whose principal place of business is located in Indiana, as well as, one that pays 100% of its payroll (in dollar volume) to residents of Indiana we intent to claim eligibility for Buy Indiana points (see Attachment E6).

All IDDC consultants/contractors are Indiana residents

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

This section was not found on the RFP.