**1st RFP 23-73695 BUSINESS PROPOSAL**

**ATTACHMENT E**

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

***Business Proposal***

* + 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. Additionally, list any additional terms and definitions used by your company or industry that you would like the State to consider incorporating in the contract. The State will not accept terms and definitions introduced after award during contract finalization and implementation. Finally, confirm you have carefully reviewed all requirements listed in RFP Section 1.4 and the Scope of Work (Attachment K). Should your company have any exceptions, substitutions, or conditions for the State’s consideration, please list them below. The State will not accept exceptions, substitutions, or conditions introduced after award, during contract finalization and implementation.

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| 1st Kids, Inc. has successfully contracted with the State of Indiana and its First Steps program since the inception of the SPOE and is the current incumbent of the System Point of Entry & Local Planning and Coordinating Councils contractor for regions A, B, C and D. 1st Kids, Inc. or its Administrative Staff have worked with the First Steps program since 1996 and bring a great deal of expertise and experience to this project. 1st kids has carefully reviewed and understands all requirements listed in RFP Section 1.4 and the Scope of Work (RFP Attachment K). 1st Kids does not request any exceptions, substitutions or conditions. |

* + 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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| 1st Kids, Inc. is an Indiana based not for profit social service organization that grew out of the “Lake County First Steps Council” and was officially formed July 25, 2002, as “Beyond Play, Inc.” The organization underwent a name change March 12, 2004, to 1st Kids, Inc. see attached **Appendix A**- State of Indiana Certificate of Amendment to the Articles of Incorporation (nonprofit) as well as the original Articles of Incorporation. 1st Kids has consistently focused all resources on the administration of the First Steps SPOE and LPCC for the thirty-five counties included in regions A, B, C and D. **Appendix B** includes the current 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 composition of Respondents’ Executive Staff and Board Members, if applicable.

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| 1st Kids prides itself in mirroring the diversity of the communities we serve through our team members and Board of Directors. 1st Kids ability to maintain representation of diverse team members occurs naturally as we seek to hire team members in the communities we serve. Our current Executive Staff consists of 33% minority representation. The 1st Kids Board of Directors currently consists of 40% minority representation. |

* + 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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| Please see **Appendix C** for 1st Kids, Inc. most recent Dunn & Bradstreet Business report as well as two most recently completed audited financial statements. |

* + 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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| 1st Kids, Inc. annually contracts a state approved independent audit firm to conduct a thorough independent audit in compliance with requirements described in the OMB Circular A-133. Audits are in accordance with auditing standards generally accepted in the US and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Audits for the previous two years have been conducted by Swartz, Retson & CO., P.C. Certified Public Accountants. No member of the 1st Kids, Inc. Board of Directors or any employee has any affiliation with Swartz, Retson or its affiliates. Clara M. Mann, Executive Director, fulfills the responsibilities of CEO. Clara M. Mann agrees to take personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. |

* + 1. **Contract Terms/Clauses** - Please provide the requested information in RFP Section 2.3.6. Additional rows may be added if necessary.

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| **Contract Term Identifier and Header** | **Suggested Language Change** | **Rationale for Suggested Change** |
| N/A |  |  |
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* + 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 entities with whom the Respondent has worked or collaborated with during their normal course of business. Please note that the references may not come from the agency requesting services (FSSA). **Attachment H** should be

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| **Customer 1** |  |
| Legal Name of Company or Governmental Entity | Jacob’s Ladder |
| Company Mailing Address | 1595 Calumet Rd. #1 |
| Company City, State, Zip | Chesterton, IN |
| Company Website Address | Jacobskids.org |
| Contact Person | Mariann Frigo |
| Contact Title | Executive Director |
| Company Telephone Number | 219-764-4888 |
| Company Fax Number | 219-898-4258 |
| Contact E-mail | Mariann.frigo@jacobskids.org |
| Industry of Company | Pediatric Therapy Services – First Steps Agency Provider |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | Mental Health America |
| Company Mailing Address | 5311 Hohman Avenue |
| Company City, State, Zip | Hammond, IN 46320 |
| Company Website Address | [**https://mhanwi.org**](https://mhanwi.org) |
| Contact Person | Wendy Hensley |
| Contact Title | Senior Director of Programs and Partnerships |
| Company Telephone Number | **219-937-7733** |
| Company Fax Number | **219-937-7433** |
| Contact E-mail | [**whensley@mhanwi.org**](mailto:whensley@mhanwi.org) |
| Industry of Company | Social Services |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | Northwest Allen County Schools |
| Company Mailing Address | 3606 Baird Rd. |
| Company City, State, Zip | Fort Wayne, IN 46818 |
| Company Website Address | <https://hc.nacs.k12.in.us/> |
| Contact Person | Maureen Fulk |
| Contact Title | LEA – Director of Special Education |
| Company Telephone Number | 260-637-3758 |
| Company Fax Number | 260-637-2081 |
| Contact E-mail | [maureen.fulk@nacs.k12.in.us](mailto:maureen.fulk@nacs.k12.in.us) |
| Industry of Company | Public School |

* + 1. submitted to [idoareferences@idoa.in.gov](mailto:idoareferences@idoa.in.gov). **Attachment H** should be submitted by the due date listed in Section 1.24 of the RFP. Please provide the customer information for each reference.
    2. **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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| 1st Kids, Inc. maintains a current and active registration with the Indiana Secretary of State. |

* + 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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| Please see Appendix D for current Board Representative Resolution. |

* + 1. **Diversity Subcontractor Agreements** -

1. 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.

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| Eagan, Inc. – Accounting – WBE contracted to provide ongoing accounting services through the term of the contract. |

1. 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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| MBE and IVOSB – The proposed contract does not allow for the subcontracting of the primary services. Over 90% of the requested funds will be used toward personnel salaries and benefits with the remaining funds utilized for personnel related travel, Insurance and direct service supplies as this is a service contract. 1st Kids will create opportunities for a diverse workforce through this contract in spite of the inability to provide extensive MBE-IVOSB subcontractor partnerships. |

* + 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 | 1st Kids, Inc. |
| Contact Name | Clara M. Mann |
| Contact Title | Executive Director |
| Contact E-mail Address | [cmann@1st-kids.org](mailto:cmann@1st-kids.org) |
| Company Mailing Address | 11045 Broadway suite F |
| Company City, State, Zip | Crown Point, IN 46307 |
| Company Telephone Number | 219-662-7790 |
| Company Fax Number | 219-662-7510 |
| Company Website Address | Indianafirststeps.org |
| Federal Tax Identification Number (FTIN) | 32-0026299 |
| Number of Employees (company) | 125 |
| Years of Experience | 20 years |
| Number of U.S. Offices | 5 |
| Year Indiana Office Established (if applicable) | 2002 |
| Parent Company (if applicable) | N/A |
| Revenues ($MM, previous year) | $8,658,048 |
| Revenues ($MM, 2 years prior) | $8,099,743 |
| % Of Revenue from Indiana customers | 100% |

* 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 – Please see Appendix E for high level 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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| 1st Kids maintains a secure data system which includes appropriate firewalls, security, back-up and encryption. The entire system is monitored and managed by Proven IT. 1st Kids uses Microsoft One Drive for the secure storage of all agency and individual child record information. |

* + 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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| 1st Kids or its administrative staff have held and worked on State Government contracts since 1996 Clara M. Mann, the agency Executive Director has worked with the First Steps program since the implementation of the System Point of Entry in 1996. Additionally, the organization employs site directors with comparable levels of experience. 1st Kids understands the expectations of state government delivers consistent results. |

* + 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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| 1st Kids, Inc. is the current contract holder for First Steps Regions A, B, C and D. 1st Kids, Inc. or its administrative staff have held and worked on the First Steps contract since its inception. While the needs and expectations of the program have changed over the years, 1st Kids has consistently delivered quality services. |

* + 1. **Payment -** Removed at the request of the agency.