**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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| ProKids was formed for the sole purpose of meeting the growing needs of the First Steps early intervention system, and has served as the First Steps SPOE in one or more central Indiana counties since its incorporation in 1999. ProKids has successfully served as the SPOE for cluster G since the current regions were defined in 2006. We are now serving approximately 31% of the state’s First Steps population. Throughout our 23 years providing First Steps SPOE services, ProKids has consistently demonstrated the ability to efficiently manage state funding while delivering high quality services. This proposal supports our desire to continue in this capacity. We have carefully reviewed all requirements listed in RFP Section 1.4 and the Scope of Work (Attachment K), and have no 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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| ProKids, Inc. is an Indiana Non-Profit Domestic Corporation and a 501(c)(3) tax-exempt charitable corporation. ProKids was incorporated in 1999 in the State of Indiana. See the Articles of Incorporation, Attachment I for certificate of authority. ProKids exists to promote the health and development of young children through: 1) access to available programs and, 2) services related to early intervention, and 3) education of family members and those who provide services to families and children. ProKids was designed and incorporated to serve Part C contracts and activities and is heavily invested in providing SPOE services (including LPCC and eligibility determination) for First Steps. ProKids’ organizational chart is attached (see Attachment II: ProKids 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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| ProKids is proud to be an equal opportunity employer with an established history and reputation for welcoming staff members from a variety of racial, ethnic, generational, religious, and socio-economic backgrounds, as well as staff members with disabilities. ProKids strives to hire the most qualified employee for each position, with the recognition that cultural competence is required in order to provide the highest quality service to the diverse population in cluster G. ProKids will promote training and events that bring awareness to diversity, equity, and inclusion (DE&I) in the workplace. ProKids will also review workplace policies and procedures to ensure that DE&I are encouraged. Exit interviews are conducted with staff members that leave employment with ProKids to help measure DE&I and provide insight for potential policy changes. ProKids actively evaluates barriers to developing a diverse staff and eliminates obstacles that cause inequities.  As an example of ProKids’ commitment to prioritizing DE&I, leadership staff identified a degree requirement for some positions as a potential barrier to hiring otherwise qualified applicants from racial/ethnic minority populations who may be more likely to gain valuable experience through work rather than by obtaining a college degree. As a result, applicants with experience in lieu of a degree are routinely considered and hired for these positions.  ProKids demonstrates diverse cross-level representation. Executive staff identify as follows: 100% female; 50% Black, 50% white. Board members identify as follows: 86% female, 14% male; 86% white, 14% Black. |

* + 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 Attachment III: Audit Report 2022 and Attachment IV: Audit Report 2021 for the current ProKids’ annual financial reports, prepared by our auditors at RJ Pile LLC, covering fiscal years 2021 and 2022. |

* + 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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| Debbi Davis is ProKids’ Executive Director. Ms. Davis assumes personal responsibility for the thoroughness and correctness of any and all financial information supplied with this proposal. Audit functions are performed by a locally-owned and well-respected independent accounting firm. The State Board of Accounts approves their engagement annually. The firm of RJ Pile, LLC communicates with the board of directors annually through the required management letter, also known as the SAS 114 Communication. RJ Pile, LLC performs no consulting work for ProKids. Bylaws describing the Conflict of Interest policy for all board members are attached and labeled Attachment V: ProKids, Inc. Bylaws (see Article V, Section 5. Conflict of Interest). The annual Conflict of Interest statement, which must be signed by the board's members, is attached and labeled VI: Conflict of Interest Policy and Annual Statement. |

* + 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 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.

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| **Customer 1** |  |
| Legal Name of Company or Governmental Entity | VIPS |
| Company Mailing Address | Meredith Howell |
| Company City, State, Zip | Regional Director |
| Company Website Address | 1100 West 42nd Street, Suite 228 |
| Contact Person | Indianapolis, IN 46208 |
| Contact Title | https://www.vips.org |
| Company Telephone Number | (317) 902-0931 |
| Company Fax Number | (317) 924-5469 |
| Contact E-mail | mhowell@vips.org |
| Industry of Company | Social Service/Education |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | Children’s Therapy Connection |
| Company Mailing Address | Jason Berty |
| Company City, State, Zip | President and co-owner |
| Company Website Address | 7209 N Shadeland Ave |
| Contact Person | Indianapolis, IN 46250 |
| Contact Title | https://childrenstherapyconnection.com/ |
| Company Telephone Number | (317) 288-7606 |
| Company Fax Number | (317) 288-7607 |
| Contact E-mail | jberty@childrenstherapyconnection.com |
| Industry of Company | Therapy |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | Covering Kids and Families of Health and Hospital Corporation  Health and Hospital Corporation of Marion County |
| Company Mailing Address | Pamela Humes |
| Company City, State, Zip | Director |
| Company Website Address | 3838 North Rural Street |
| Contact Person | Indianapolis, IN 46205 |
| Contact Title | https://hhcorp.org/CoveringKids.html |
| Company Telephone Number | (317) 221-3117 |
| Company Fax Number | (317) 221-3188 |
| Contact E-mail | phumes@hhcorp.org |
| Industry of Company | Health/Social Service |

* + 1. **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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| ProKids, Inc. has been registered to do business with the Indiana Secretary of State since 1999 and remains current (see Attachment VII, Secretary of State Registration). |

* + 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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| Bylaws providing proof of authority are attached and labeled Attachment V: ProKids, Inc. Bylaws (see Article VII, Section 2. Duties of Executive Director). |

* + 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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| N/A |

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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| ProKids does not have subcontractor partnerships with any entity, including Minority Business Enterprises. More than 90% of the budget is dedicated to personnel, who cannot be subcontracted, either as a stipulation of the contract (e.g. SPOE staff), or the nature of the work (e.g. ED team staff). The remaining grant funds are needed for all other functions of the contract, such as rent, travel, equipment, etc. which are not suited for subcontractor arrangements.  ProKids does not have subcontractor partnerships with any entity, including Women Business Enterprises. More than 90% of the budget is dedicated to personnel, who cannot be subcontracted, either as a stipulation of the contract (e.g. SPOE staff), or the nature of the work (e.g. ED team staff). The remaining grant funds are needed for all other functions of the contract, such as rent, tavel, equipment, etc. which are not suited for subcontractor arrangements.  ProKids does not have subcontractor partnerships with any entity, including Minority Business Enterprises. More than 90% of the budget is dedicated to personnel, who cannot be subcontracted, either as a stipulation of the contract (e.g. SPOE staff), or the nature of the work (e.g. ED team staff). The remaining grant funds are needed for all other functions of the contract, such as rent, travel, equipment, etc. which are not suited for subcontractor arrangements.  ProKids does not have subcontractor partnerships with any entity, including Indiana Veteran Owned Small Business Subcontractors. More than 90% of the budget is dedicated to personnel, who cannot be subcontracted, either as a stipulation of the contract (e.g. SPOE staff), or the nature of the work (e.g. ED team staff). The remaining grant funds cover all other functions of the contract, such as rent and equipment, which are not suited for subcontractor arrangements. |

* + 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 | ProKids, Inc. |
| Contact Name | Debbi Davis |
| Contact Title | Executive Director |
| Contact E-mail Address | [ddavis@cibaby.org](mailto:ddavis@cibaby.org) |
| Company Mailing Address | 1776 N. Meridian Street, Suite 300 |
| Company City, State, Zip | Indianapolis, IN 46202 |
| Company Telephone Number | 317-257-2229 |
| Company Fax Number | 317-205-2592 |
| Company Website Address | www.cibaby.org |
| Federal Tax Identification Number (FTIN) | 35-2066072 |
| Number of Employees (company) | 106 |
| Years of Experience | 23 |
| Number of U.S. Offices | 1 |
| Year Indiana Office Established (if applicable) | 1999 |
| Parent Company (if applicable) | N/A |
| Revenues ($MM, previous year) | $6,516,864.78 |
| Revenues ($MM, 2 years prior) | $6,211,314.80 |
| % 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, see attachment VIII, Business Continuity 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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| ProKids utilizes SIM2K (IT provider) on a fee for service basis to provide managed firewall, backup, off-site backup, managed anti-virus, EDR, MDR, patch management, and secure DNS for RDP. ProKids also uses a Remote Desktop Gateway in front of a terminal server.  Data back-up policies, including the frequency of back-ups, the technology used, and the storage method used are server image-based backups which are taken to an on-site NAS using Veeam on a nightly basis.  Server images are also backed up to an encrypted cloud based (air gapped) storage facility nightly.  Small restores of the backups are tested monthly. ProKids also maintains cyber security insurance through CFC which protects against the financial loss resulting from a range of cyber threats including cybercrime, data breaches, and system interruption.  ProKids has the following controls implemented within our IT infrastructure: Asset Inventory, DNS Filtering through Umbrella, Email Filtering through Fusemail, Endpoint Protection through Bitdefender, Intrusion Detection System through Sonicwall at the firewall level, Mobile Device Encryption enforce in iOS, Network Monitoring, Perimeter Firewalls, Web Content Filtering through Sonicwall and Umbrella.  ProKids employees receive training on confidentiality (FERPA) and data security. Electronic devices are password protected and ProKids has the ability to disable and wipe contents from devices that are lost or stolen. |

* + 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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| ProKids was formed for the sole purpose of meeting the growing needs of the First Steps early intervention system, and has served as the First Steps SPOE in one or more central Indiana counties since its incorporation in 1999. ProKids has successfully served as the SPOE for cluster G since the current regions were defined in 2006. We are now serving approximately 31% of the state’s First Steps population. The current Executive Director/SPOE Director and Associate Director/LPCC Director both started their employment with as First Steps intake coordinators in 1998, with the entity that later became ProKids. Every employee in a leadership or management position at ProKids started out as a First Steps service coordinator, administrative assistant, or provider. Senior leadership staff have an average of 20 years of experience with First Steps. Service coordinator team managers have an average of 16 years of experience with First Steps.  ProKids served as the fiscal agent for the former statewide First Steps Unified Training System (UTS) Programmatic Training grant from 2006 to 2014. ProKids served as the fiscal agent for First Steps Peer Monitoring, Focused Monitoring, and/or Quality Review grants for a combined 13 years. ProKids has also served as the fiscal agent for conferences and First Steps projects of limited scope. Examples include: Access to Success, JUMPSTART, GSEG, and the Hamilton County Legacy Fund.  ProKids is proud of the extensive knowledge, experience, expertise, and commitment to First Steps exhibited by ProKids’ delivery of consistently high quality SPOE services for 23 years. |

* + 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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| ProKids has not served any client similar in size to the State of Indiana. |

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