**RFP 23-75072**

**Family and Social Services Administration (FSSA)**

**Indiana Pathways for Aging Member Support Services**

**ATTESTATION FORM**

**ATTACHMENT J**

***Respondent Name:***

|  |
| --- |
| ***Indiana Legal Services, Inc.*** |

1. **Mandatory Submissions and Requirements**: Disagreement with these items may result in the response being disqualified.

|  |  |
| --- | --- |
| Section 1.10 Pricing | Have read and meet this requirement |
| Section 2.3.6 Mandatory Contract Terms/Clauses | Have read and understand this section |
| Section 3.2 Executive Summary | Have completed, signed, and submitted |
| Section 3.2 Attachment A: Minority and Women Business Enterprise form | Have completed, signed, and submitted  or  Opting not to submit |
| Section 3.2 Attachment A1: Indiana Veteran Owned Small Business form | Have completed, signed, and submitted  or  Opting not to submit |
| Section 3.2 Attachment C: Indiana Economic Impact | Have read, completed, and submitted |
| Section 3.2 Attachment D: Cost Proposal (Excel Workbook) | Have completed and submitted |
| Section 3.2 Attachment E: Business Proposal | Have completed and submitted |
| Section 3.2 Attachment F: Technical Proposal | Have completed and submitted |
| Attachment L: Case Scenarios | Have completed and submitted |

1. **Confirm mutual understanding and submission.**

|  |  |
| --- | --- |
| 2.3.6 Contract Terms/Clauses | Confirm Respondent’s Legal Representation has read, and accepts Sample Contract language.  or  Confirm Respondent’s Legal Representation has read, and submitted alternative language per section 5.0 and 6.0 of this attachment. |
| 1.15 and 2.2.5 Confidential Information:  The complete list of Confidential and Redacted files is specified in section 4.0 of this attachment. | Have read, and submitted  or  Have read, and does not apply to response |
| 2.2.1 Agreement with Requirements listed in Section One of RFP | Have read, and agree |
| 2.2.2 Ability and Desire to Supply the Required Products or Services | Have read, and agree |
| 2.3.10 Subcontractors | Have read, agree, listed subcontractors in 7.0 of this attachment and submitted documents  or  Have read, and does not apply to response |

1. **Claim clarification**

|  |  |
| --- | --- |
| 2.7 Buy Indiana | YES claiming  or  NO, not claiming |
| 2.7 Buy Indiana | System generated notification submitted  or  Status Letter on company letterhead submitted |

1. **Confidential / Redacted File: confirm submission if applicable**

More rows may be inserted if necessary

Responses must include the following required information:

* List all documents or sections of documents, for which statutory exemption to APRA;
* Specify which statutory exception of APRA applies for each document or section of the document;
* Provide a description explaining how the statutory exception to the APRA applies for each document or section of the document; and
* Provide a separate redacted or confidential, whichever is applicable, version of the document. File name should use the following format:
* (insert rfp #)\_(insert Att letter)\_CONFIDENTIAL
* (insert rfp #)\_(insert Att letter)\_REDACTED
* More rows may be inserted if necessary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Filename** | **Document Section** | **Document**  **Page #** | **Statutory exception reference** | **Rationale for application of the statute** | **Submitted** |
| None |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Attachment B, B1-3 summary of proposed sample contract changes**

More rows may be inserted if necessary

|  |  |  |
| --- | --- | --- |
| **Section** | **Topic** | **Rationale for suggested change** |
| 7 | Audits | ILS already is subject to the federal Single Audit requirement, and this contract would be a major program requiring a compliance audit under the federal Single Audit standard. The text of this section should be changed to state that ILS’s federal Single Audit is sufficient. |
| 9 | Changes in Work | The State shall agree to negotiating in good faith to increase the size of the contract if the State’s assumptions about the volume of services required under the contract prove substantially inaccurate. |
| 12 | Confidentiality | In paragraph 1, the Contractor will maintain confidentiality of any information the State specifically designates as confidential. The language as written is impracticable. |
| 45 | Termination for Convenience | This term should be mutual. If the State’s assumptions about the volume of services required under the contract prove substantially inaccurate and no satisfactory changes can be negotiated in the contract, termination for convenience would be ILS’s only method to avoid substantial economic losses and contractual penalties for failure to perform. |
| 47 | Travel | The contract should state that employee travel under the terms of the RFP (to provide in-person services to Pathways recipients) is reimbursable. |
| 7 | Audits | ILS already is subject to the federal Single Audit requirement, and this contract would be a major program requiring a compliance audit under the federal Single Audit standard. The text of this section should be changed to state that ILS’s federal Single Audit is sufficient. |
| 9 | Changes in Work | The State shall agree to negotiating in good faith to increase the size of the contract if the State’s assumptions about the volume of services required under the contract prove substantially inaccurate. |

1. **Respondent additional attachments**

More rows may be inserted if necessary

|  |  |
| --- | --- |
| **Filename** | **RFP Attachment Reference** |
| Att E-1 ILS Organization Chart.pdf  Att E-1a ILS- IRS Tax exempt status 3 17 2021.pdf | Business Proposal 2.3.2 |
| Att E-2 ILS Final 2022-2025 Strategic Plan .pdf | Business Proposal 2.3.3 |
| Att E-3 ILS- 2020 Audited Financial Statements - Final.pdf  Att E-4 ILS 2021 Audited Financial Statements.pdf  Att E-5 2022 Income & Expense ILS.pdf | Business Proposal 2.3.4 |
| Att E-6 IN SOS -Business Information 5-8-2023 | Business Proposal 2.3.8 |
| Att E-7 Bylaws as revised 2021.pdf | Business Proposal 2.3.9 |
| Att E-8 ILS Disaster Plan .pdf | Business Proposal 2.3.12 |
| Att E-9 Buy Indiana Certificate Confirmation ILS 5-23.pdf | Business Proposal 2.3.15 |
| Att F-1 Job Descriptions.pdf | Technical Proposal 10 |

1. **Subcontractors per RFP 2.3.10**

More rows may be inserted if necessary

|  |  |  |
| --- | --- | --- |
| **Subcontractor Name** | **Function to be performed** | **Document Submitted** |
| NONE |  | Executed contract  Letter of Agreement |