**RFP-24-78769**

**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 (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.

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| As the State’s current vendor providing evidence-based school and community prevention programming in the Southern Region, Youth First, Inc. (YF) is pleased to submit this proposal to continue this critical work. YF has 22 years of experience implementing evidence-based programs and has long been committed to program fidelity and independent evaluations. Over the past four years of its current contract, YF has grown the State’s school-based prevention coverage from nine to 14 counties and from 83 to 119 schools. This growth demonstrates YF’s experience and familiarity with the region, and, because it was achieved using less than 30¢ of the State’s money for every dollar spent, it demonstrates the agency’s strong fiscal stewardship, sustainability, and scalability.  Unserved Local Education Agencies in the Southern Region regularly contact YF to explore the potential for a partnership that would benefit their students and families. If awarded this contract, YF would welcome the ability to further assess these communities for additional growth within one or more counties while also assessing our ability to go deeper within existing counties. |

* + 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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| Founded in Evansville, IN in 1998, YF is a 501(c)(3) charitable organization, incorporated in the state of Indiana (see IRS Determination Letter attached as **Exhibit 8**). The corporation is organized exclusively for charitable purposes and, according to the corporation’s by-laws (attached as **Exhibit 9**), is “operated exclusively for the purpose of providing substance abuse prevention and intervention programs that will improve overall functioning of area children and families” and with a mission to “strengthen youth and families by providing evidence-based programs that promote mental health, prevent substance misuse, and maximize student success.” Our signature program is a Student Assistance Program that is coupled with the delivery of evidence-based and evidence-informed prevention programs both in-school and out-of-school.  Under the current contract, the agency is implementing 230 school and community-based evidence-based programs and is supervising 88 embedded master’s-level mental health professionals in schools across a 14-county service area. The Vice President of Programs and Services and five other Licensed Clinical Social Workers hire, train, and supervise the Student Assistance professionals. The Program Team consists of 7 prevention specialists who ensure program delivery with fidelity. Three of these team members are Certified Prevention Specialists (CPS) and the other four are currently in the process of obtaining their CPS. The organization also utilizes 50-75 individuals annually who are trained and hired on a part-time, temporary basis to facilitate or support programs.  Youth First is governed by a 36-member Board of Directors. (A current list is attached as **Exhibit 10**.) The Board’s organizational structure includes an Executive Committee and other standing committees which meet in between Board meetings. The corporation’s governance and committee structure is attached as **Exhibit 11**.  The Board-appointed President/CEO is responsible for recruiting and leading a high performing, mission-focused, results-driven team to grow and operate an effective, efficient, and ethical organization. Currently, 129 regular full-time or part-time employees are organized into the following teams: Executive Office, Programs & Services, Strategy & Operations, Development, Marketing & Communications, and Human Resources. In addition to the in-school professionals, a total of 36 employees are based out of the central office in Evansville, IN. The corporation’s organizational chart is attached as **Exhibit 12**. |

* + 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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| In alignment with YF’s Board-endorsed DEIB statement that “a conscious commitment to diversity, equity, inclusion, and social justice is essential to fulfilling our mission to strengthen youth and families,” the agency has increased its investment in health equity by addressing gaps caused by language barriers. YF continues to grow its Spanish-language programs and communications. It also now employs two bilingual Outreach & Engagement Coordinator (O&EC) positions to better support Latinx students and families. Since 2019, YF has utilized a state-funded MBE subcontractor to provide DEIB trainings and administer the Intercultural Development Inventory to all employees, which assesses cultural competencies. The assessment and subsequent individual coaching sessions help employees understand their orientation and how to further develop their competencies. Collectively, YF landed in the middle of the IDI continuum with an orientation of “Minimization.” This suggests we are more comfortable with seeing commonalities, while perhaps overlooking differences. Through the formation of a new DEIB Council, ongoing trainings, and individual development, YF hopes to progress toward the “Acceptance” orientation, which also recognizes and values differences. Demographically, the YF Board and Executive Staff are 94% non-Hispanic white and 58% female. |

* + 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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| Youth First’s audited financial statements for the two most recently completed fiscal years (FY22 and FY23) are attached as **Exhibit 13**. These documents report the financial health of Youth First, Inc. and not a parent or holding company. |

* + 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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| YF undergoes annual independent financial audits through Kemper CPA Group LLP, located in Evansville, IN. Every year, Board members complete and sign a Conflict of Interest Statement, and none has acknowledged a conflict regarding these auditors,  Financial oversight of YF is the responsibility of the Finance Committee, chaired by the Board’s Treasurer and including committee members who are chief financial officers, controllers, accountants and financial advisors within various industries. The Finance Committee meets 8-10 times annually and its duties include oversight of annual budget preparations and monthly financial statements, asset preservation responsibilities, and ensuring the organization has acceptable financial control policies and procedures in place.  In addition, the Board has assigned the review and approval of the annual independent financial audit to the Audit and Risk Committee. Responsibilities include selecting the independent auditor and receiving, reviewing, and approving all reports and management letters from the independent auditor. The Audit & Risk Committee also reviews each year’s IRS Form 990 prior to filing. Parri O. Black, YF’s President and CEO, has reviewed all financial information submitted within this proposal and affirms the completeness and accuracy of said information. |

* + 1. **Contract Terms/Clauses** - Please provide the requested information in RFP Section 2.3.6.

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| Youth First, Inc. acknowledges and accepts the Mandatory Clauses and Non-Mandatory Clauses contained within the sample Professional Services Contract provided by the State in RFP 24-78769. |

* + 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 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 H** should be submitted to [idoareferences@idoa.in.gov](mailto:idoareferences@idoa.in.gov). **Attachment H** 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 | Evansville Vanderburgh School Corporation |
| Company Mailing Address | 951 Walnut Street |
| Company City, State, Zip | Evansville, IN 47713 |
| Company Website Address | <https://district.evscschools.com/home> |
| Contact Person | Kim McWilliams, Jr. |
| Contact Title | Chief Officer, Center for Family, School, & Community Partnerships |
| Company Telephone Number | 812-435-8457 |
| Company Fax Number | 812-435-8388 |
| Contact E-mail | [kim.mcwilliams@evsck12.com](mailto:kim.mcwilliams@evsck12.com) |
| Industry of Company | PK-12 Education |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | Orleans Community Schools |
| Company Mailing Address | 173 West Marley Street |
| Company City, State, Zip | Orleans, IN 47452 |
| Company Website Address | <http://www.orleans.k12.in.us/> |
| Contact Person | Jimmy Ellis |
| Contact Title | Superintendent |
| Company Telephone Number | 812-865-2688 |
| Company Fax Number | N/A |
| Contact E-mail | [jellis@orleans.k12.in.us](mailto:jellis@orleans.k12.in.us) |
| Industry of Company | K-12 Education |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | Catholic Diocese of Evansville Schools |
| Company Mailing Address | 4200 N. Kentucky Ave. |
| Company City, State, Zip | Evansville, IN 47724 |
| Company Website Address | [www.evdio.org](http://www.evdio.org) |
| Contact Person | Michelle Priar |
| Contact Title | Superintendent |
| Company Telephone Number | 812-424-5536 |
| Company Fax Number | N/A |
| Contact E-mail | [mpriar@evdio.org](mailto:mpriar@evdio.org) |
| Industry of Company | K-12 Education |

**2.3.8 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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| Youth First, Inc. is registered with the Indiana Secretary of State and its Articles of Incorporation are attached as **Exhibit 14**. We are also registered with the Indiana Department of Administration, with Bidder ID: EXT0000022985. |

* + 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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| The President and CEO of Youth First, Inc. is legally authorized by the corporation to commit the corporation contractually. Documentation of this authorization can be found in Section 4.6 of the corporation by-laws, attached to this application as **Exhibit 9**. |

* + 1. **Diversity Subcontractor Agreements**

a. 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.

b. 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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| Using the list provided on the Division of Supplier Diversity website, multiple businesses were invited to discuss their interest in and qualifications for potential partnership that would successfully meet this project’s identified needs for value-added services to the project in the defined Southern Region (fully described in Section 2.4.1 of the Technical Proposal, submitted as **Attachment F**). The following businesses accepted our invitation and ultimately submitted proposals to be included in YF’s application as subcontractors: Media Mix Advertising (WBE), Thomas E. Slade, Inc. (WBE), The Well Counseling and Consulting Group (MBE), Inclusion and Beyond (MBE), and JAM Printing and Promotions (IVOSB). |

* + 1. **Evidence of Financial Responsibility** – Removed at the request of the agency. This section will indicate the ability to provide the mandatory evidence of financial responsibility. See Section 1.25 of RFP for details.

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| N/A |

* + 1. **General Information** - Each Respondent must enter your company’s general information including contact information.

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| **Business Information** |  |
| Legal Name of Company | Youth First, Inc. |
| Contact Name | Wade Lowhorn |
| Contact Title | Vice President of Strategy and Operations |
| Contact E-mail Address | wlowhorn@youthfirstinc.org |
| Company Mailing Address | 111 SE Third St Ste 405 |
| Company City, State, Zip | Evansville, IN 47708 |
| Company Telephone Number | (812) 421-8336 |
| Company Fax Number | (812) 421-0659 |
| Company Website Address | <https://www.youthfirstinc.org/> |
| Federal Tax Identification Number (FTIN) | 35-2050168 |
| Number of Employees (company) | 204 |
| Years of Experience | 26 |
| Number of U.S. Offices | 1 |
| Year Indiana Office Established (if applicable) | 1998 |
| Parent Company (if applicable) | N/A |
| Revenues ($MM, previous year) | $8,206,789 |
| Revenues ($MM, 2 years prior) | $7,681,257 (2022 audit) $7,638,704 (2023 audit) - *which one?* |
| % Of Revenue from Indiana customers | School Fee-For-Service = 100% Indiana Clients  Private Donors = 81% Indiana residents, foundations, corporations, churches, civic groups, etc. |

* 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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| No. Youth First does not have a formal (written) disaster recovery plan but has the following systems and processes in place:  IT SECURITY: YF utilizes a cloud-based Microsoft Azure SharePoint server managed by a contracted managed services provider to ensure firewall protections and manages real-time data backup systems. Additionally, we contract with three reputable information technology vendors to host important systems. We use Social Solutions (program data management), Salesforce (private fundraising database) and Sage Intacct (financial management) for cloud-based systems that are data encrypted, backed up, and recoverable under those company’s policies and procedures.  EMERGENCY LEADERSHIP SUCCESSION: We have an emergency succession plan in place for executive leadership, and the board’s Audit & Risk Committee annually conducts a tabletop exercise to test this plan.  REMOTE WORK CAPABILITY: All YF staff responsibilities can be performed remotely, including program delivery in all three prevention tiers. This capability was developed and tested during the COVID-19 pandemic. |

* 1. What is your company’s technology and process for securing any State information that is maintained within your company?

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| For this type of contracted service, we do not foresee the necessity of obtaining any State information that would need to be maintained within our company. In the unlikely event this were to occur, the information would be maintained according to our existing infrastructure described in the above answer. Additionally, all company information is stored within systems that are password protected, with multi-factor authentication, and with system access limited to only authorized users. |

* + 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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| In addition to being the State’s contracted provider for the Southern Region with this particular source of funding for the past four years, YF has a long history of providing evidence-based programs to Indiana schools and communities with revenue obtained through competitive grants offered by the Indiana Department of Health, the Indiana Family and Social Services Administration, and the Indiana Criminal Justice Institute. Through these funding opportunities, we have obtained vital experience in how to scale our model of services, including how to conduct community assessments and build relationships with new school partners in a short period of time, and how to create effective mechanisms for accountability reporting to our state government funders on both our scaling efforts and our program outputs and outcomes. |

* + 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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| We have no experience serving any other state governments other than our home state of Indiana. |

* + 1. **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.**

Approval will be system generated and sent to the point of contact email address provided within the Bidder Registration profile. This is to be attached as a screenshot (copied/pasted) for response evaluation.

Buy Indiana

Refer to Section 2.7 for additional information.

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| Youth First has claimed its Buy Indiana Status as a domestic company, founded and headquartered in Evansville, IN. We had exactly 200 Indiana resident full-time and part-time employees on our last IRS Form W-2 distribution. Documentation of our active Buy Indiana Status is attached as **Exhibit 15**. |

* + 1. **Payment –** Removed at the agencies request

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| N/A |

* + 1. **Extending Pricing to Other Governmental Bodies** – Removed at the agencies request.

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| N/A |