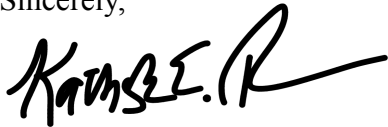


**State of Indiana RFS 22-67778
Clarification Questions Response
K. E. Tompkins, Inc d/b/a Unity of Indiana**

Below is the response from Unity of Indiana (Unity) to the clarification request due September 24, 2021. Thank you for the opportunity to provide additional information to further clarify and elaborate upon our Request for Services (RFS) response. Please do not hesitate to reach out if there is a need for additional information or clarification.

Sincerely,



Kathyleen Tompkins
President/CEO
Unity of Indiana

1. **The scope of work states, "Case Managers must be W-2 employees, not contractors. For the purposes of this work, the State considers an employee as someone who is guaranteed a regular wage amount for an hourly, weekly, or other period of time, even when supplemented by a commission or other incentive, and not a flat fee payment as defined by the Internal Revenue Service (<https://www.irs.gov/newsroom/understanding-employees-contractor-designation>). This employee definition and pay structure is directly related to the ability of a case management contractor to be conflict free in the service provision of case management." How does your current or future W-2 employees' compensation structure align with the description above?**

As noted in Unity of Indiana's RFS response (Attachment D: Technical Proposal, Section 6.1) all Unity of Indiana staff are W-2 employees, including Case Managers and Case Manager Supervisors. These employees meet the elements of the Internal Revenue Service (IRS) designation of an employee including behavioral control, financial control, and relationship. All Unity of Indiana Case Managers are eligible to enroll in Unity's comprehensive benefits package and state and federal taxes are deducted each pay period. Unity's future compensation structure will remain as-is and continue to align with the IRS definition of an employee as required and described in the RFS Scope of Work. We understand that to provide conflict free case management all Case Managers must be W-2 employees, and Unity does not utilize contractors to provide case management services. All future Case Managers be W-2 employees as well.

