**RFS 24-77045 BUSINESS PROPOSAL**

**ATTACHMENT C**

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

***Business Proposal***

* + 1. **Respondent’s Organizational Structure** - Please include in this section the legal form of the Respondent’s organization, the state in which it is formed (accompanied by a certificate of authority), the types of ventures in which the organization is involved, and a chart of the organization. Please enter your response below and indicate if any attachments are included.

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| Adult and Child Health (A&C) is registered as a 501(c)(3) nonprofit entity within the state of Indiana. We have attached our IRS determination letter (Appendix A), Certificate of Existence (Appendix B), and our Organizational Chart (Appendix C). |

* + 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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| A&C believes in people and the strength of diversity. We deeply respect the ideas, backgrounds, and lived experiences of those we serve to create safe, inclusive environments where everyone is welcome. We currently incorporate Diversity, Equity, and Inclusion (DEI) efforts in a variety of ways, including in onboarding and ongoing training of employees, through recruiting efforts, and embedded in the overall organizational culture. Recruiting efforts occur in various settings, such as at educational institutions, within online platforms (including social media), training experiences presented by community partners, and a wide range of community events, including Indy Pride and the Black Expo. Every new hire, both client-facing and administrative, is required to attend our Cultural Responsiveness and Safe Zone trainings, which are facilitated by internal trainers who have developed specific skills and obtained certifications related to DEI and are members of diverse cultural groups. The ongoing training required for all staff is an annual cultural competency training completed through our web-based training platform. In addition, the A&C training team and other clinical leaders offer a monthly Cultural Responsiveness Clinical Supervision Group and a monthly LGBTQ+ Clinical Supervision Group, either of which any staff member can attend to seek additional information and supervision on DEI-specific topics. A&C also hosts an optional monthly Lunch & Learn on various topics, which any staff member can attend, and previous topics have included Affirmative Care for LGBTQ+ Clients, Black Cultural Awareness, and Cultural Responsiveness.  In addition, A&C has a diverse Executive Leadership and Board that brings unique perspectives and lived experiences to our organization. Our Board Members are made up of 6 females, 7 males, and 4 members identify from BIPOC populations. A&C’s board has experience in various service areas, including healthcare, finance, IT, social welfare, criminal justice, and more. A&C has 6 board members who are also patients within our organization, providing a unique insight into our services and care. At the time of this submission, one of A&C’s board members recently passed away in a tragic and unexpected accident. As a result, our board is out of compliance with the number of members required in our bylaws. However, we are in the process of recruiting and fulfilling our board requirements. A&C’s Executive Leadership has a strong female presence, with 8 female leaders in executive leadership and 1 male. We have one Executive Leader who identifies with the BIPOC population, and our other Executive Leaders identify as Caucasian.  A&C is also a proud home to two taskforces that focus on culturally diverse groups and their needs: the LGBTQ+ Taskforce and the Black Cultural Awareness Taskforce. Both groups focus on initiatives to support both staff and clients who are members of culturally diverse groups. In addition, the agency recently began developing a DEIB Commission, which comprises a group of culturally diverse staff at various levels who focus on continuing the DEI efforts of the agency with both staff and clients. One early output of early members of the DEIB Commission is “The Beauty in Equality, Diversity, and Inclusivity” activities that are promoted in leadership meetings (leaders participate during leadership meetings), shared in internal agency newsletters, and integrated within team meetings by leaders who have participated in these activities themselves during leadership meetings. We support these teams for the value they add and their efforts to enhance cultural sensitivity and awareness, in addition to supporting agency-related diversity initiatives. Our agency taskforce and resource groups are resources related to diversity initiatives, program development, cultural celebration, idea implementation, and recruitment. A&C is proud of the cultural tools & teams embedded in our organization. We will continue to commit lifelong to DEI efforts that reflect the demographics of the counties we serve. We have attached A&C’s Diversity, Equity, Inclusion, and Belonging Plan to demonstrate our DEIB efforts further. |

* + 1. **Organization Financial Information** - This section must include documents to demonstrate the Respondent’s financial stability. Examples of acceptable documents include the Respondent’s most recent Single Audit (if applicable) or other 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 RFS. 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 RFS.**

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| A&C is financially sound, and our stability is supported through the required attached documentation. Our audited financial documents from the last two fiscal years have been attached – FY 2021 (Appendix D) and FY 2022 (Appendix E). |

* + 1. **Integrity of Organizational 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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| A&C’s CEO, Allen Brown, has reviewed all information supplied for this submission and validates its correctness to the state. Our audits conducted for the agency are external through Blue and Company. As outlined in our Board Responsibilities Governance: *An annual audit will be conducted by an independent Certified Public Accountant for review and approval by the Board. Any audit findings or recommendations for action will be followed up with a corrective action plan within 30 days of the final report. Board members will have an opportunity to review and approve the Form 990 prior to submission.* Our Board Responsibilities Governance has been attached (Appendix F) |

* + 1. **Contract Terms/Clauses** - Please provide the requested information in RFS Section 2.3.5.

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| A&C has reviewed all mandatory clauses and agrees to comply with the drafted contract provided. |

**2.3.6 Registration to do Business** – Per RFS 2.3.6,Respondents providing the services required by this RFS 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 RFS. 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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| A&C is registered with the Indiana Secretary of State, which can be verified with the attached Certificate of Existence (Appendix B). Our organization is in good standing and complies with all state requirements. |

**2.3.7 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 organization bylaws or an organizational 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 Bylaws of A&C have been attached (Appendix G) and show legal authorization of the personnel signing the Executive Summary. |

**2.3.8** **General Information -** Each Respondent must enter your organization’s general information including contact information.

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| **Organizational Information** |  |
| Legal Name of Organization | Adult and Child Mental Health Center, Inc |
| Contact Name | Alika Altmiller |
| Contact Title | Contracts and Grants Administrator |
| Contact E-mail Address | aaltmiller@adultandchild.org |
| Company Mailing Address | 8320 Madison Ave |
| Company City, State, Zip | Indianapolis, IN, 46227 |
| Company Telephone Number | 317-882-5122 |
| Company Fax Number | 317-888-8642 |
| Company Website Address | Adultandchild.org |
| Employer Identification Number (EIN) or Federal Tax Identification Number (FTIN) (please specify which) | 35-1534713 |
| Number of Employees (company) | 579 |
| Years of Experience | 74 years |
| Year Indiana Office Established (if applicable) | 1949 |
| Parent Company (if applicable) | N/A |
| Revenues ($MM, previous year) | $62,902,767 |
| Revenues ($MM, 2 years prior) | FY22 $59,664,101  FY21 $57,174,098 |
| % Of Revenue from Indiana | 100% |