**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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| See attached documents in response to 2.3.1:  Southwestern Behavioral Healthcare, Inc. Articles of Incorporation  DMHA CMHC Certificate  Organizational Chart  Southwestern Behavioral Healthcare (SBH) provides comprehensive mental health and addiction services as required by Indiana Administrative Code for CMHC designation. In addition, SBH provides Employee Assistance Programs to over 20 local companies, including the City of Evansville and Vanderburgh County employees. Through EAP services, SBH is invited to industry health fairs to promote access to mental health and addiction services—which leads to outreach to underserved communities, including ESL individuals. SBH is the primary contact for critical incident debriefing for our first responders and provides all mandatory debriefings after gun discharges. The vision of “Improving Lives Together” is achieved through provision of comprehensive mental health and substance use disorder treatment throughout the lifespan. |

* + 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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| Southwestern Behavioral Healthcare (SBH) has an active Diversity Equity and Engagement Committee (DEE) which was formed in 2021. SBH is celebrating receiving the City of Evansville Mayor’s Workforce Diversity Award in October 2023. The efforts of this committee focus on Celebration of Heritage, Cultural Humility, Engagement Champions, and Climate Assessments.  SB makes embracing diversity a priority at all levels with the mission focusing on fostering a climate of mutual respect and inclusion for clients, employees, and the community. DEE understands the importance of being intentional about keeping pace with the ever-changing needs of our community. With this understanding SBH continues to initiate cultural awareness efforts through several initiatives. SBH publishes a newsletter called “Connect” that informs and educates employees about issues related to race, ethnicity, gender, LGBTQ+, ages, and disability status. Connect also spotlights individual employees in sharing personal stories of diversity. SBH participates actively in celebrating cultural heritage, including celebration of Black History Month events, Juneteenth, and Kwanzaa. SBH also has increased presence in the community by hosting a booth at Fiesta Evansville, recognizing Asian cultural events, and spotlighting Native American history. In addition, SBH is a vocal support of LGBTQ+ rights. Beginning at orientation, employees are offered pronoun pins that they can select to represent their preferred pronouns. SBH also develops and implements trainings rooted in the spirit of cultural humility to ensure that all employees feel equipped to identify, acknowledge, and address barriers stemming from unique lived experiences. SBH has quarterly panel style forums which have included experts from outside the company as guest speakers with topics such as microaggressions, privilege, neurodiversity, and a pride panel. Most recent cultural humility panel discussed Culturally Responsive Services, highlighting the importance of not just accessing interpretation services for verbal understanding, but how important body language is, and understanding the experience of the immigrant and his/her unique cultural background. SBH also participated in the annual local Pride Festival parade and designed a Pride t-shirt that was offered to employees to purchase with more than 130 sold. SBH’s championship of diversity has led to a naturally diverse leadership team. SBH’s leaders are Black, white Hispanic, Asian, gay, straight, bisexual, nonbinary, and representative of varied cultures and religions. Employees have reported coming to SBH because they feel they can be their authentic selves. This has also translated to becoming known as a safe place for everyone to seek treatment for mental health and substance use concerns. For more information, see our website [www.southwestern.org/dee](http://www.southwestern.org/dee)  A Climate Assessment was completed by an external consultant in 2021, and the second bi-annual climate assessment was completed and provided as an attachment. The employee response rate for the 2023 Climate Assessment was over 70%, which highlights the engagement of our staff in these priorities. Efforts related to creating a safe environment for all are measured through this assessment and in 2023 we can measure our progress through comparison with the 2021 Climate Assessment. In addition, two-year goals are developed by the Leadership Team in response to the findings of the Climate Assessment. Significant differences in these two years include:   1. +13.8% (Southwestern Behavioral has done a good job providing training programs that promote understanding of unconscious bias.) 2. +11.9% (I have a voice in the decision-making that affects my work in my unit.) 3. +9.6% (Southwestern Behavioral has done a good job providing training programs that promote diversity and inclusion.) 4. +8.9% (My ideas are seriously considered in my unit.) 5. -8.3% (I feel like I may have been passed over for a promotion based on my unique characteristics.)    1. Since this item is reverse-coded, it is good that *fewer* people now feel this way.   37% of staff respondents identified themselves as a member of a marginalized group.  SBH leadership plans and efforts to measure and prioritize diversity, equity, and inclusion include an annual demographic survey of staff, leadership, and Board of Directors. The diversity of staff and governance is monitored through this survey, which identifies gaps to inform recruitment efforts. The 2023 demographic data is as follows (rounding led to instances of going over/under 100%).  **Southwestern Behavioral Healthcare Staff Demographics:**   |  |  |  | | --- | --- | --- | | Are you a current or former client of a Community Mental Health Center? | Yes | 12.89% | | No | 82.27% | | I would prefer not to answer | 4.84% | | Do you or an immediate family member have lived experience with mental or behavioral health issues? | Yes | 86.69% | | No | 13.31% | | What is your race? | African American | 7.77% | | Caucasian | 85.73% | | American Indian | 0.66% | | Asian | 1.05% | | Hawaiian/Pacific Islander | 0.23% | | Other Single Race | 2.44% | | Unknown Race | 2.11% | | What was your assigned sex at birth? | Male | 16.59% | | Female | 83.41% | | Gender not exclusively male or female | 0.00% | | What is your gender identity? | Female/Cisgender | 77.73% | | Male/Cisgender | 15.01% | | Non-binary/gender fluid | 2.51% | | Prefer not to answer | 2.48% | | Transgender (Female to Male) | 0.54% | | Transgender (Male to Female) | 0.00% | | Not sure/questioning | 1.08% | | Prefer to self-describe | 0.65% | | What is your sexual orientation? | Heterosexual/Straight | 77.16% | | Bisexual | 9.05% | | Prefer not to answer | 2.86% | | Gay | 0.81% | | Lesbian | 1.61% | | Asexual | 1.97% | | Pansexual | 4.25% | | Not sure/questioning | 0.94% | | Queer | 1.35% | | Prefer to self-describe | 0.00% | | Do you identify as a person with a physical disability? | Yes | 11.62% | | No | 88.38% | | Do you identify as a person with an intellectual/developmental disability? | Yes | 4.58% | | No | 95.42% | | Do you identify as a person with a cognitive disability? | Yes | 2.23% | | No | 97.66% | | What is your ethnicity? | Not Hispanic/Latino | 92.98% | | Other Hispanic/Latino | 1.24% | | Puerto Rican | 0.00% | | Mexican | 1.24% | | Cuban | 0.00% | | Latino, Unknown Origin | 0.00% | | Unknown Ethnicity | 1.24% | | Prefer Not To Share | 3.31% | | What is your primary language? | English | 98.70% | | Spanish | 0.00% | | Arabic | 0.00% | | Armenian | 0.00% | | Chinese | 0.00% | | French | 0.00% | | German | 0.00% | | Greek | 0.00% | | Gujarati | 0.00% | | Hebrew | 0.70% | | Hindi | 0.00% | | Hmong | 0.00% | | Italian | 0.00% | | Japanese | 0.00% | | Khmer | 0.00% | | Korean | 0.70% | | Laotian | 0.00% | | Navajo | 0.00% | | Perisan | 0.00% | | Polish | 0.00% | | Portuguese | 0.00% | | Russian | 0.00% | | Serbo-Croatian | 0.00% | | Tagalog | 0.00% | | Thai | 0.00% | | Urdu | 0.00% | | Vietnamese | 0.00% | | Yiddish | 0.00% | | Other | 0.00% | | Burmese or other language of Burma/Myanmar | 0.00% |   **Southwestern Behavioral Healthcare Board of Director Demographics**:   |  |  |  | | --- | --- | --- | | Are you a current or former client of a Community Mental Health Center? | Yes | 33.00% | | No | 66.67% | | I would prefer not to answer | 0.00% | | Do  you or an immediate family member have lived experience with mental or behavioral health issues? | Yes | 87.00% | | No | 13.33% | | What is your race? | African American | 6.67% | | Caucasian | 86.67% | | American Indian | 0.00% | | Asian | 6.67% | | Hawaiian/Pacific Islander | 0.00% | | Other Single Race | 0.00% | | Unknown Race | 0.00% | | What was your assigned sex at birth? | Male | 26.67% | | Female | 73.33% | | Gender not exclusively male or female | 0.00% | | What is your gender identity? | Female/Cisgender | 73.33% | | Male/Cisgender | 20.00% | | Non-binary/gender fluid | 0.00% | | Prefer not to answer | 0.00% | | Transgender (Female to Male) | 0.00% | | Transgender (Male to Female) | 0.00% | | Not sure/questioning | 0.00% | | Prefer to self-describe | 6.67% | | What is your sexual orientation? | Heterosexual/Straight | 100.00% | | Bisexual | 0.00% | | Prefer not to answer | 0.00% | | Gay | 0.00% | | Lesbian | 0.00% | | Asexual | 0.00% | | Pansexual | 0.00% | | Not sure/questioning | 0.00% | | Queer | 0.00% | | Prefer to self-describe | 0.00% | | Do you identify as a person with a physical disability? | Yes | 13.33% | | No | 86.67% | | Do you identify as a person with an intellectual/developmental disability? | Yes | 6.67% | | No | 93.33% | | Do you identify as a person with a cognitive disability? | Yes | 6.67% | | No | 93.33% | | What is your ethnicity? | Not Hispanic/Latino | 80.00% | | Other Hispanic/Latino | 0.00% | | Puerto Rican | 0.00% | | Mexican | 0.00% | | Cuban | 0.00% | | Latino, Unknown Origin | 0.00% | | Unknown Ethnicity | 0.00% | | Prefer Not To Share | 20.00% | | What is your primary language? | English | 100.00% | | Spanish | 0.00% | | Arabic | 0.00% | | Armenian | 0.00% | | Chinese | 0.00% | | French | 0.00% | | German | 0.00% | | Greek | 0.00% | | Gujarati | 0.00% | | Hebrew | 0.00% | | Hindi | 0.00% | | Hmong | 0.00% | | Italian | 0.00% | | Japanese | 0.00% | | Khmer | 0.00% | | Korean | 0.00% | | Laotian | 0.00% | | Navajo | 0.00% | | Persian | 0.00% | | Polish | 0.00% | | Portuguese | 0.00% | | Russian | 0.00% | | Serbo-Croatian | 0.00% | | Tagalog | 0.00% | | Thai | 0.00% | | Urdu | 0.00% | | Vietnamese | 0.00% | | Yiddish | 0.00% | | Other | 0.00% | | Burmese or other language of Burma/Myanmar | 0.00% |   **Southwestern Behavioral Healthcare Executive Staff Demographics:**   |  |  |  | | --- | --- | --- | | Are you a current or former client of a Community Mental Health Center? | Yes | 29% | | No | 71% | | I would prefer not to answer | 0% | | Do you or an immediate family member have lived experience with mental or behavioral health issues? | Yes | 100% | | No | 0% | | What is your race? | African American | 14% | | Caucasian | 86% | | American Indian | 0% | | Asian | 0% | | Hawaiian/Pacific Islander | 0% | | Other Single Race | 0% | | Unknown Race | 0% | | What was your assigned sex at birth? | Male | 14% | | Female | 86% | | Gender not exclusively male or female | 0% | | What is your gender identity? | Female/Cisgender | 71% | | Male/Cisgender | 14% | | Non-binary/gender fluid | 14% | | Prefer not to answer | 0% | | Transgender (Female to Male) | 0% | | Transgender (Male to Female) | 0% | | Not sure/questioning | 0% | | Prefer to self-describe | 0% | | What is your sexual orientation? | Heterosexual/Straight | 71% | | Bisexual | 29% | | Prefer not to answer | 0% | | Gay | 0% | | Lesbian | 0% | | Asexual | 0% | | Pansexual | 0% | | Not sure/questioning | 0% | | Queer | 0% | | Prefer to self-describe | 0% | | Do you identify as a person with a physical disability? | Yes | 14% | | No | 86% | | Do you identify as a person with an intellectual/developmental disability? | Yes | 0% | | No | 100% | | Do you identify as a person with a cognitive disability? | Yes | 0% | | No | 100% | | Do not identify with any of the above disability categories. | Yes | 0% | | No | 100% | | Other Disability: | Yes | 0% | | No | 100% | | What is your ethnicity? | Not Hispanic/Latino | 86% | | Other Hispanic/Latino | 14% | | Puerto Rican | 0% | | Mexican | 0% | | Cuban | 0% | | Latino, Unknown Origin | 0% | | Unknown Ethnicity | 0% | | Prefer Not To Share | 0% | | What is your primary language? | English | 100% | | Spanish | 0% | | Arabic | 0% | | Armenian | 0% | | Chinese | 0% | | French | 0% | | German | 0% | | Greek | 0% | | Gujarati | 0% | | Hebrew | 0% | | Hindi | 0% | | Hmong | 0% | | Italian | 0% | | Japanese | 0% | | Khmer | 0% | | Korean | 0% | | Laotian | 0% | | Navajo | 0% | | Persian | 0% | | Polish | 0% | | Portuguese | 0% | | Russian | 0% | | Serbo-Croatian | 0% | | Tagalog | 0% | | Thai | 0% | | Urdu | 0% | | Vietnamese | 0% | | Yiddish | 0% | | Other | 0% | | Burmese or other language of Burma/Myanmar | 0% |   In addition, SBH has an active Continuous Quality Improvement CLAS Workgroup with specific goals and action steps to exceed each standard (CLAS Work Plan in Attachments).  Attachments: CLAS Work Plan, 2023 Climate Assessment |

* + 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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| Attachments include:  2022 Final Financial Audit provided by Harding, Shymanski, & Company (FY22)  2021 Final Financial Audit provided by Harding, Shymanski, & Company (FY21)  FY23 (July 1, 2022 – June 30, 2023) Final Financial Audit is estimated to be complete by December 1, 2023, per Blue & Company after which it will be available so share upon request |

* + 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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| The SBH CEO and CFO take personal responsibility in the thoroughness and correctness of any/all financial information supplied with this proposal. The corporation has an annual Single Audit with an external independent accounting firm in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in Government Auditing Standards. Management is responsible for the preparation and fair presentation of the financial statements and does not engage the independent auditors in consulting on the preparation or presentation. The Audit, Finance and Investment Board Committee reviews the report and makes a motion to the full Board for a motion to approve the audited financial statements and management letter issued by the independent auditor. The Audit, Finance and Investment Board Committee also oversees the selection of the external independent auditors, and the Committee reviews performance annually and makes the decision to retain the current auditors or rebid. An annual statement must be signed by each board director acknowledging the receipt and review of the conflict-of-interest policy as well as disclosure of any known conflicts of interest.  In addition, SBH has a corporate compliance program, which includes a Compliance Risk Assessment and Management Plan with quarterly stakeholder meetings via Compliance Committee. The Chair of the Compliance Committee reports to the Board of Directors quarterly. |

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

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| SBH agrees to the provided contract boilerplate provided in Attachment B. |

**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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| Southwestern Behavioral Healthcare is registered to do business by the Indiana Secretary of State. |

**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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| Katy Adams, President/CEO is authorized to commit the organization contractually. Southwestern Behavioral Healthcare’s By-Laws are included as an attachment.  Attachment: Southwestern Behavioral Healthcare By-Laws |

**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 | Southwestern Behavioral Healthcare, Inc. |
| Contact Name | Katy Adams |
| Contact Title | President/CEO |
| Contact E-mail Address | [adamsk@southwestern.org](mailto:adamsk@southwestern.org) |
| Company Mailing Address | 415 Mulberry Street |
| Company City, State, Zip | Evansville, IN, 47713 |
| Company Telephone Number | 812-436-4228 |
| Company Fax Number | 812-422-7558 |
| Company Website Address | Southwestern.org |
| Employer Identification Number (EIN) or Federal Tax Identification Number (FTIN) (please specify which) | EIN # 351160722 |
| Number of Employees (company) | 265 |
| Years of Experience | 52 |
| Year Indiana Office Established (if applicable) | 1971 |
| Parent Company (if applicable) | N/A |
| Revenues ($MM, previous year) | FY23 $25,771,422 |
| Revenues ($MM, 2 years prior) | FY22 $24,197,607 |
| % Of Revenue from Indiana | 100% |