**3RFS 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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| Hamilton Center, Inc. is a not-for-profit regional behavioral health system in Central and West Central Indiana with corporate offices located in Terre Haute, Indiana. Services and treatment are provided to children, adolescents and adults, with specialized programs for expectant mothers, infants, and people with substance use disorders.  **Behavioral Health Service Line**  Counseling and therapy services are provided for people who may be struggling with stress, life changes, or relationship issues as well as problems such as depression, anxiety disorders, and serious mental illnesses.  Services may be provided in tandem with case management and skills training services when needed.  Hamilton Center’s Residential Services are rooted in the belief that the treatment of persons in need of long-term care is based in an authentic and least restrictive environment which is community-based and encourages interaction with others. Our goal is to assist clients in living in the community with independence, self-worth, and dignity. Residential services include 24-hour supervised group homes and supported living arrangements where a client obtains his/her own apartment and receives supervision from Hamilton Center’s staff.  **Wraparound Services**  The principles of Wraparound include family voice and choice: the family’s needs are priority. The program is team based and revolves around each area working collaboratively to share the responsibility for the child. Wraparound is community-based and culturally competent working towards goals until no longer required.  **Employment Solutions Service Line**  Employment Solutions provides employment assistance and guidance for workers with barriers to employment who are seeking competitive employment. We support them in their area of interest and work to facilitate their personal career path. Our goal is to produce a marriage of productive employment for workers and the west central Indiana business community. We expand the labor pool by providing viable candidates who are willing and able to work.  **Clubhouse Service Line**  The Infinity House, a Clubhouse program sponsored and supported by Hamilton Center Inc., has been awarded accreditation through Clubhouse International, by achieving fidelity to the International Standards for Clubhouse Programs. The Clubhouse model is an evidence-based practice that creates a peer driven environment for the members. It promotes socialization, engagement, and skill building which are areas that many individuals recovering from mental health issues lack in their lives  **Substance Use Service Line**  Hamilton Center is licensed as a community mental health center and managed care provider for the State of Indiana by the Indiana Division of Mental Health and Addiction. The organization is accredited by The Joint Commission.  Hamilton Center has been providing comprehensive substance use services for close to fifty years. The organization provides outpatient programs in each community it serves in central and west central Indiana. Additionally, substance use services such as residential and inpatient services are available in Vigo County, Terre Haute Indiana. Hamilton Center offers access to substance abuse services by priority of need. Priority will be given to pregnant women using intravenous drugs, pregnant women with substance use disorders, and individuals using intravenous drugs. In addition, staff work closely with community partners and referring agencies to facilitate access to specialized services targeted at at-risk woman and children.  **Crisis Diversion Service Line**  Hamilton Center provides assistance to individuals, families and communities who may need support with mental health or substance abuse emergencies. We can be contacted 24 hours a day for crisis/diversion assessments and referrals. Hamilton Center, Inc. operates a 24-hour adult psychiatric inpatient unit which is licensed by the Indiana Division of Mental Health and Addiction. Our 16-bed unit provides short-term stabilization and treatment for behavioral, and substance use disorders.  **Military Veteran Program**  Hamilton Center’s Military Veteran Program appreciates the dedication and sacrifice required of our current military, veterans, and their family members. Current service members, veterans, and family members face specific and very unique challenges that Hamilton Center is prepared to serve.  **Primary Care**  Hamilton Center, Inc. believes that every individual should have access to excellent medical, dental, and behavioral healthcare. Hamilton Center provides primary care through our FQHC look-a-like in Vigo and Putnam Counties. We are committed to serving all patients regardless of age, race, color, national origin, ethnicity, culture, religion, sex, gender, sexual orientation, gender identity expression, socioeconomic status and/or physical or mental disability. A sliding fee scale in line with federal poverty guidelines is in place for those patients meeting specific guidelines. No one will be turned away for inability to pay.  **Medication Assited Treatment**  Hamilton Center, Inc. has opened three certified opioid treatment programs across west central Indiana, in Terre Haute, Vincennes, and Plainfield. These clinics provide help, hope, and recovery from the debilitating disease of opioid use disorder, a disorder normally associated with the misuse of prescription pain medication and/or heroin. |

* + 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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| The Hamilton Center Inc. Has been progressive in aligning with Diversity Equity Inclusion and Culture.  The President and CEO implemented a Diversity Equity and Inclusion program in 2020. With this program, an Executive Director of Diversity Equity and Inclusion was assigned. Following, in 2022 the Chief of Culture encompassing all Diversity Equity and Inclusion Programming was positioned. The Chief of Culture works in close partnership with the President/Chief Executive Officer to establish a progressive vision for organizational culture that promotes excellence. Promote a culture of high performance and continual learning. Establish and manage leadership development programs. This vision for culture will best serve Hamilton Center consumers and partners in a way that is proactive and consistently brings communities together. Essential areas of focus include strategic planning, training, community relations, policy development, and programs. The Chief of Culture helps to review and create fair company policies and inclusion programs in support of objective hiring practices. The Chief of Culture has a team of Culture Specialist who travel within the corporation providing information and education to all staff in regard to culture.  **Hamilton Center Inc. Diversity Statement**  We respect and support all employees and want to maximize each individual’s unique contribution to the organization which leads to discovering new and innovative business solutions to improve service delivery and quality of life of those served.  Human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but also our reputation and our company’s achievement as well.  We understand our employees’ differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.  Core Values:  (1) We believe in the worth of all people and believe that they should be treated with dignity, respect, and compassion.  (2) We work to improve the quality of life of those we serve and the communities in which we live.  (3) We believe in the least restrictive care, which allows people to live as independently as possible.  (4) We believe treatment works, recovery is possible, and quality of life can be improved.  (5) We believe in working with and supporting other stakeholders in the community and working with them collaboratively to provide a holistic team approach to care.  (6) We strive to find the resources to serve people regardless of payer source.  (7) We believe that integrated healthcare, primary and behavioral healthcare, is essential for positive health outcomes and cost-effective care.  (8) We value our employees and the unique contributions they make to the organization  The Hamilton Center Executive Staff is made up of a diverse population. Of 17 executive staff members, 52% are female end 47% are male. Eight of the 17 executive leaders are persons of color. All of the executive staff bring a unique skillset including diverse education, experience, personal and professional background.  Hamiliton center is committed to increasing representation of diverse population throughout all staff members. |

* + 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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| HCI is submitting audited consolidated financial statements for fiscal years 2021 and 2022 (See shared drive). Both were clean audits with no findings. The financial statement for fiscal year 2023 also resulted in a clean audit with no findings and is still being finalized. |

* + 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 Chief Fiscal Officer of Hamilton Center, Inc. takes personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. |

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

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| HCI has reviewed the contract terms and in consultation with legal counsel recommends the following changes:   1. Modify Section 12.I to read, “Except to the extent reasonably required by Contractor for its health and business records, upon request by the State or upon termination of this Contract …. “ 2. Modify Section 12.N to read, “Contractor, to the extent caused or contributed to by Contractor, will indemnify and hold the State harmless …. “ 3. Modify Section 36.A to read, “Except to the extent created, used and retained by Contractor in the ordinary course of its operations, all documents, records, programs, applications …. “ |

**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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| Hamilton Center, Inc. is recognized by the Secretary of State as a Domestic Nonprofit Corporation. HCI’s business status is active, and the next business entity report due date is 10/31/2024. See supporting documentation - Section 2.3.6 Indiana Secretary of State on flash drive. |

**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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| Enclosed (shared drive) you will find HCI’s organization bylaws updated on 04/12/2022, signed by the President. The bylaws state the following:  *The President/CEO of the Corporation shall be responsible for the management and operation of the Corporation as outlined by the specified responsibilities in the job description and is directly accountable to the Board of Directors in carrying out this responsibility.* |

**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 | Hamilton Center, Inc. |
| Contact Name | Art Fuller |
| Contact Title | Chief of CCBHC |
| Contact E-mail Address | afuller@hamiltoncenter.org |
| Company Mailing Address | 620 8th Avenue |
| Company City, State, Zip | Terre Haute, Indiana 47804 |
| Company Telephone Number | 812.231.8363 |
| Company Fax Number |  |
| Company Website Address | Hamiltoncenter.org |
| Employer Identification Number (EIN) or Federal Tax Identification Number (FTIN) (please specify which) | EIN - 35-1140758 |
| Number of Employees (company) | 612 |
| Years of Experience | 51 |
| Year Indiana Office Established (if applicable) | 1967 |
| Parent Company (if applicable) | NA |
| Revenues ($MM, previous year) | $53,099,378 |
| Revenues ($MM, 2 years prior) | $53,138,575 |
| % Of Revenue from Indiana | 99.28% |