**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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| Four County Comprehensive Mental Health Center (DBA 4C Health) is a non-profit 5013c certified in the State of Indiana as Community Mental Health Center (CMHC) and Private Mental Health Institution (PMHI) by the Division of the Mental Health and Addictions. 4C Health specializes in mental health and substance use care in rural communities. An organizational chart is included as an attachment to this document. |

* + 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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| At the level of the organization (system-wide impact), 4C Health supports diversity, equity, and inclusion through several initiatives:   * National Standards for Culturally and Linguistically Appropriate Services in Healthcare (CLAS Standards)- since 2016, 4C Health has completed an annual CLAS assessment which included goal setting to support fulfilling CLAS objectives. This is headed by Diversity & Interpretation Coordinator who report directly to our Chief Clinical Officer. Results, achievements, goals/objectives are presented annually to the 4C Health Board of Directors * Joint Commission standards- 4C Health through our Utilization Review/Clinical Outcomes Committee supports implementation and evaluation of the Joint Commission standards to reduce health care disparities through data review. This enhances our CLAS initiative with goals and objectives to support equity and inclusion. This also allows us to be aware of the county demographics as compared to 4C Health demographics both in consumers served and staff demographics and develop goals/objectives around that. * Diversity, Equity, Inclusion Committee – This 4C Health committee is connected to our Clinical Service Organization chartered committee.   4C Health is currently engaged the statewide CMHC IN CLAS assessment. We will be receiving feedback and technical assistance specific to our organization to further advance diversity, equity, and inclusion.  For our Clinicians, we provide multicultural orientation training at hire and annually. 4C Health also has in 2023-2024 a series of clinical trainings being held for therapists on diversity and mental health. We are also currently evaluating OutCare (a nationally recognized organization for LQBTQ+ healthcare training) for use at that Center. Diversity, Equity, and Inclusion topics are part of the standard center department meeting agenda. |

* + 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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| The last two years audited financials are attached to this proposal. Further, please note that 4C Health is already required annually to submit audited financials to the State of Indiana. Also, by statute Indiana Community Mental Health Center’s are to evidence regularly solid fiscal health. |

* + 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 CEO of 4C Health, Carrie Cadwell, takes full personal responsibility for the thoroughness and correctness of all financial information supplies in this proposal. 4C Health’s annual, independent financial audit is completed by Blue & Company. Blue & Company is a reputable accounting/auditing firm. No member of the 4C Health executive team or board works or has any relationship with Blue & Co that would constitute of conflict of interest. Included in this proposal as an attachment is Four County’s Independent Audit policy. |

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

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| None to request |

**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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| 4C Health is an already registered entity with the Secretary of State and evidence of such is attached to this proposal. |

**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 CEO of 4C Health has the organization authority to engage grants and commit or discontinue contracts for the organization. Two 4C Health policies providing evidence of that authority are included as attachments. 4C Health policies are approved by the 4C Health board of directors. Further, the CEO of 4C Health has been the signing agent for all contracts and grants with the State of Indiana to date of which we have had many. |

**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 | Four County Comprehensive Mental Health Center (DBA 4C Health) |
| Contact Name | Carrie Cadwell |
| Contact Title | CEO |
| Contact E-mail Address | ccadwell@fourcounty.org |
| Company Mailing Address | 2355 S Business 31 |
| Company City, State, Zip | Peru, In, 46970 |
| Company Telephone Number | 574-722-5151 |
| Company Fax Number | 574 722 9523 |
| Company Website Address | www.4CHealthIN.org |
| Employer Identification Number (EIN) or Federal Tax Identification Number (FTIN) (please specify which) | 35-1362298 (EIN) |
| Number of Employees (company) | 417 |
| Years of Experience | 48 |
| Year Indiana Office Established (if applicable) | 1975 |
| Parent Company (if applicable) | Not applicable |
| Revenues ($MM, previous year) | 35,089,546 |
| Revenues ($MM, 2 years prior) | 37,228,711 |
| % Of Revenue from Indiana | 100% |