**RFS-24-77904**

**BUSINESS PROPOSAL**

**ATTACHMENT D**

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

***Business Proposal***

* + 1. **General (optional) -** Please introduce or summarize any information the Respondent deems relevant or important to the State’s successful acquisition of the products and/or services requested in this RFS.

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| GAP-LOC is a coalition of five organizations that serve individuals with disabilities: Opportunity Enterprises, Logan Center, Corvilla, Pathfinders and Goodwill of Northeast Indiana. This coalition has partnered since 2016. Opportunity Enterprises (OE) will continue to act in the capacity of Respondent and fiduciary agent for GAP-LOC. |

* + 1. **Respondent’s Company Structure** - Please include in this section the legal form of the Respondent’s business organization, the state in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization. If the organization includes more than one (1) product division, the division responsible for the development and marketing of the requested products and/or services in the United States must be described in more detail than other components of the organization. Please enter your response below and indicate if any attachments are included.

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| The Respondent of this proposal is Opportunity Enterprises (OE), an Indiana-based 501(c)(3) disability services organization that has been serving individuals with intellectual and developmental disabilities since 1967. Today, OE serves over a thousand people through day programs, respite, residential support, social enterprises and career services. OE’s Pre-ETS program falls under the supervision of Kathleen Parks, the organization’s Senior Director of Employment and Transition Services. Parks has been with OE for 25 years. In addition to Pre-ETS, Parks supervises OE’s Vocational Training & Empowerment Center, JobSource career placement and coaching, and pre-vocational services divisions. In addition to Parks and her administrative staff, OE’s Pre-ETS services are directed by Kent Butler, who oversees a staff of approximately 15.  OE’s organizational chart is attached as “Attachment D.1 Org Chart.” |

* + 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 compositions of Respondents’ Executive Staff and Board Members, if applicable.

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| Opportunity Enterprises (OE) is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. OE’s employees are their most valuable asset. The collective sum of the individual knowledge, unique capabilities and talent that OE employees invest in their work represents a significant part of OE’s culture and reputation.  OE embraces and values its 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 its employees unique. Attached is OE’s DEI policy.  Further, GAP-LOC’s commitment to DEI is represented in the work of each partner thin e coalition, and we believe it is important to demonstrate this. As such, the DEI/cultural competency statement for each partner is attached as “Attachment D.2 DEI.” |

* + 1. **Company Financial Information** - This section must include documents to demonstrate the Respondent’s financial stability. Examples of acceptable documents include most recent Dunn & Bradstreet Business Report (preferred) or 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 RFP. 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 RFP.**

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| The two most recently completed financial audits for Opportunity Enterprises are attached as “Attachment D.3 Audit Report.” If the state would like to see the financial audits for all GAP-LOC organizations, those documents will be made available upon request. |

* + 1. **Integrity of Company 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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| This statement confirms that Opportunity Enterprises’ CFO Mark Fisher is responsible for the thoroughness and correctness of any/all financial information supplied with this proposal. Further, he confirms that financial audits are conducted by a third party, independent of the corporate board and board members. |

* + 1. **Contract Terms/Clauses** - Please provide the requested information in RFP Section 2.3.6.

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| The Contract Terms/Clauses document is attached. |

* + 1. **References** - Reference information is captured on **Attachment G** Respondent should complete the reference information portion of the **Attachment G** which includes the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information if the State elects to do so. The rest of **Attachment G** should be completed by the reference and **emailed DIRECTLY** to the State. The State should receive THREE (3) **Attachment Hs** from clients for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. **Attachment G** should be submitted to [idoareferences@idoa.in.gov](mailto:idoareferences@idoa.in.gov). **Attachment G** should be submitted no more than ten (10) business days after the proposal submission due date listed in Section 1.24 of the RFP. Please provide the customer information for each reference.

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| **Customer 1** |  |
| Legal Name of Company or Governmental Entity | Strack and Van Til Food Market |
| Company Mailing Address | 2244 45th Street |
| Company City, State, Zip | Highland, IN 46322 |
| Company Website Address | Strackandvantil.com |
| Contact Person | Richard Bugajski II |
| Contact Title | HR Director |
| Company Telephone Number | 219-924-7588 |
| Company Fax Number | N/A |
| Contact E-mail | [bugajskir@s-vt.com](mailto:bugajskir@s-vt.com) |
| Industry of Company | Grocery Store |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | Purdue Polytechnic Institute |
| Company Mailing Address | 635 S. Lafayette Blvd., Suite 128 |
| Company City, State, Zip | South Bend, IN 46601 |
| Company Website Address | Polytechnic.purdue.edu/locations/south-bend |
| Contact Person | Justin Zobrosky |
| Contact Title | Principal |
| Company Telephone Number | 574-279-9471 |
| Company Fax Number | N/A |
| Contact E-mail | [jzobrosky@pphs.purdue.edu](mailto:jzobrosky@pphs.purdue.edu) |
| Industry of Company | Education |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | Huntington Community School Corporation |
| Company Mailing Address | 450 MacGhan Street |
| Company City, State, Zip | Huntington, IN 46750 |
| Company Website Address | Hccs.k12.in.us |
| Contact Person | Sara Landrum |
| Contact Title | Transition Coordinator |
| Company Telephone Number | 260-356-6104 |
| Company Fax Number | 260-359-2210 |
| Contact E-mail | [slandrum2@hccsc.k12.in.us](mailto:slandrum2@hccsc.k12.in.us) |
| Industry of Company | Public School |

* + 1. **Registration to do Business** – Per RFP 2.3.8,Respondents providing the products and/or services required by this RFP 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 RFP. 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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| Opportunity Enterprises is registered with the Indiana Secretary of State, business ID 194521-024. A copy of the business ID is attached as “Attachment D.4 OE BizID.” |

* + 1. **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 corporate bylaws or a corporate 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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| Section 5.2 of the attached bylaws grant the president, vice president or Chairperson, the power to execute on behalf of the organization “all written contracts and other documents entered into by the Corporation” The included Executive Summary is signed by Mark Fisher, Opportunity Enterprises’ chief financial officer. The file name is “Attachment D.5 OE Bylaws.” |

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* + 1. **General Information** - Each Respondent must enter your company’s general information including contact information.

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| **Business Information** |  |
| Legal Name of Company | Opportunity Enterprises |
| Contact Name | Kathleen Parks |
| Contact Title | Senior Director of Employment Services and Transition |
| Contact E-mail Address | [Kathleen.parks@oppent.org](mailto:Kathleen.parks@oppent.org) |
| Company Mailing Address | 2801 Evans Ave |
| Company City, State, Zip | Valparaiso, IN 46383 |
| Company Telephone Number | 219-464-9621 x 213 |
| Company Fax Number | 219-464-9635 |
| Company Website Address | Oppent.org |
| Federal Tax Identification Number (FTIN) | 35-1136833 |
| Number of Employees (company) | 380 |
| Years of Experience | 57f |
| Number of U.S. Offices | 1 |
| Year Indiana Office Established (if applicable) | 1967 |
| Parent Company (if applicable) | N/A |
| Revenues ($MM, previous year) | 23,735,691 |
| Revenues ($MM, 2 years prior) | 20,382,768 |
| % Of Revenue from Indiana customers |  |

* 1. Does your Company have a formal disaster recovery plan? Please provide a yes/no response. If no, please provide an explanation of any alternative solution your company has to offer. If yes, please note and include as an attachment.

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| Yes. Emergency Operations plans for are attached as file “Attachment D.6 OE Emergency Preparedness.” Note: due to file size restrictions, only OE’s plan is attached. Emergency Plans for coalition partners will be made available upon request. |

* 1. What is your company’s technology and process for securing any State information that is maintained within your company?

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| Each partner in the coalition ensures the confidentiality of information by minimizing paper files, keeping paper files in locked cabinets, using password-protected secure cloud storage and when possible, two-factor authentication. |

* + 1. **Experience Serving State Governments -** Please provide a brief description of your company’s experience in serving state governments and/or quasi-governmental accounts.

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| The majority of OE revenue – approximately 65% - is generated from waivers through the state of Indiana. This is for a variety of services, including day programs, respite, residential support, and employment services. As such, OE has extensive experience working with the state.  GAP-LOC formed in 2016 to provide students ages 14-22 with critical transition services to prepare them for life after high school. Through this program, the coalition has served thousands of students in partnership with the state. |

* + 1. **Experience Serving Similar Clients -** Please describe your company’s experience in serving customers of a similar size to the State with similar scope. Please provide specific clients and detailed examples.

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| The GAP-LOC coalition has been providing pre-employment transition services since 2016, while each of the partner organizations has additional years’ of experience with this population.  For example, LOGAN has been serving the Mishawaka, South Bend and surrounding communities since 1950, providing services such as early childhood developmental therapies, autism therapies, behavior supports, respite, residential services, and pre-employment and discovery work experiences.  Opportunity Enterprises has been serving Porter County and greater Northwest Indiana since 1967 through employment services, residential support, day programs and respite.  Corvilla provides group homes, supported living, employment services and day programs. Further, two Corvilla clients exemplify the impact of GAP-LOC’s transition services. Please note that names have been removed to protect privacy.  Client 1 has received employment services since 2015, beginning with discovery services to determine skills and areas of interest. Had Pre-ETS been an option for him prior, he would have been a perfect example of someone who would benefit from the program due to the severity of his disability and his unfamiliarity with career options. After much discovery, where it was determined what adaptive equipment and accommodations would be required for him to perform the duties associated with his chosen vocational goal of custodial work, he was hired at Data Realty, where he is still employed. The process of job shadowing, informational interviews with custodians, assessments and onsite work-based learning experiences, he determined this line of work was a good job goal and an opportunity for successful employment.  Client 2 received employment services since 2017, when he was trying to determine his career choice as he neared high school graduation. Corvilla assisted him with job exploration in land surveying/mapping, engineering and as a sports statistician by arranging job shadows and informational interviews with individuals in these occupations. He continuously spoke of his love for cooking, which was his favorite hobby. Corvilla staff assisted him with exploring culinary careers and showed him that cooking could be a career that would allow him the ability to be an independent adult. Staff assisted him with apply to a local college that offered culinary classes. He obtained his certificate and is now working as a chef at a large university. |