



ADEC

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01/08/2024

Indiana Department of Administration
Division of Disability and Rehabilitative Services
Procurement Division
402 W. Washington St., Room W468
Indianapolis, Indiana 46204

Dear Ms. Deaton-Reese,

ADEC Inc is excited to submit a response to 24-77904.

RFS Title	RFS ID	Requesting Agency	Issue Date	Part 1 Due	Part 2 Due
Pre-ETs	24-77904	Indiana Department of Administration on behalf of Indiana Division of Disability & Rehabilitative Services	November 9, 2023	January 17, 2024	January 22, 2024

2.2.1 Summary of Ability and Desire to Supply the Required Products or Services

ADEC Inc. is dedicated to empowering individuals through a Pre-Employment Transition Service (Pre-ETS) program, designed to equip participants with essential skills for a successful transition into the workforce.

Ability to Supply Products or Services:

Tailored Programming and Curriculum: ADEC utilizes a comprehensive skill development program that is used within our Skills Training @ The Hub programming. It includes a curriculum that is meticulously tailored to address the diverse needs of participants. Our program encompasses vocational training, job readiness programming, and individualized counseling sessions, ensuring a holistic approach to skill development.

Strategic Partnerships: We've established strategic alliances with local businesses, vocational training agencies, local school corporations, and community organizations. These partnerships enable us to provide a diverse array of services, offering participants practical experiences and exposure to various industries. Our Project Search program and relationship with South Bend Community Schools, Beacon Memorial Hospital, and Vocational Rehabilitation demonstrates our commitment and ability to serve transition age students.

Expert Team: Our team comprises seasoned educators, employment consultants, Project Search coaches, skills trainers, and specialists committed to guiding and supporting participants



ADEC proudly advocates for and serves people with intellectual and developmental disabilities so they can live lives full of informed choice and possibility.

throughout their employment journey. Their expertise ensures the delivery of top-tier services and personalized assistance.

Desire to Supply Products or Services:

ADEC is actively engaged in employment service-related programs that aim to increase CIE opportunities for participants via person-centered approaches. We seek opportunities to represent our participants and their best interests whether it is through engagement in the VR Employment Advisory Group, Discovery Cohorts, Disability Awareness Luncheons, and Transformation Collaboratives.

Participant-Centric Focus: ADEC places paramount importance on the individual needs and aspirations of our participants. Our mission is to empower and inspire, fostering independence and confidence as individuals prepare for employment. We utilize Life Course to ensure that we are helping each participant progress to their own personal goals.

Flexibility and Personalization: Recognizing the unique requirements of each participant, our services are flexible and adaptable. We customize our offerings to address specific needs, ensuring a tailored experience that maximizes participant potential. This includes providing supplemental services outside of school hours for students that may be diploma track.

Continuous Enhancement: ADEC is dedicated to continuous program enhancement through feedback loops with participants, partners, and stakeholders. This commitment to improvement ensures the relevance and effectiveness of our services.

In summary, ADEC is poised to deliver comprehensive, tailored Pre-ETs services supported by a dedicated team and robust partnerships. Our unwavering commitment to participant success drives us to continuously innovate and enhance our offerings for a more impactful and fulfilling experience.

2.2.2 Signature of Authorized Representative

As ADEC's Chief Financial Officer, I am authorized to commit ADEC to our representations and can certify that the information offered in this proposal meets all the general conditions, including the information required in Section 2.3.7 of this RFS.

Authorized Signatory:

Timothy Donlin
Chief Financial Officer
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Principal Contact:

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2.2.3 Respondent Notification

ADEC acknowledges that all respondents will be notified via email. We understand that is our obligation to notify the Procurement Division of any changes in any address that may have occurred since the origination of this RFS. ADEC understands that the Procurement Division will not be held responsible for incorrect vendor, contractor, or respondent addresses.

2.2.4 Secretary of State

ADEC is registered to do business within Indiana by the Indiana Secretary of State. ADEC is in active status, as listed on the Secretary of State website. Our Business ID is 192851A011.

2.2.5 Mandatory Requirements

ADEC confirms that we meet the Mandatory Requirements set forth in Section 3.2.

2.2.6 Other Information

In closing, ADEC remains steadfast in our commitment to deliver impactful, personalized services through our Pre-Employment Transition Service program. We look forward to partnering with the State of Indiana on this valuable project.

As ADEC Inc.'s Chief Program Office, I am authorized to bind ADEC with this bid.

Sincerely,



Timothy Donlin
Chief Financial Officer
ADEC INC.



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