**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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* + 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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| ADEC Inc. is a 501 C3 Non-Profit Corporation that was formed in Indiana. ADEC provides personal care and support services to individuals with disabilities including employment readiness, exploration, and placement. Additionally, we provide residential and day habilitation services to individuals with intellectual and developmental disabilities.  See Appendix B\_ADEC W9 7.26.2023 New address  See Appendix C\_PLT Organizational Chart\_2023  See Appendix D\_ADEC Inc Tax Exempt 2023 |

* + 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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| See Appendix E\_2.1.28 Cultural Competency and Diversity Policy  ADEC currently has 10 Board Members and 7 Executive Staff. The demographic composition of our Executive Staff and Board Members is:  Hispanic Board Members – 1  Caucasian Board Member – 9  Male Board Members - 8  Female Board Members – 2  Male Executive Team Members - 4  Female Executive Team Members – 3  Caucasian Executive Team Members - 7 |

* + 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 last 2 years financial audits performed by Crowe LLP have been attached as well as the management representation and SAS 114 letters. Also included are the signed corporate conflict of interest and the most recent annual report on our corporate whistleblower policy.  Please see the following attachments:  Appendix F\_3.1.7 Procedure for Financial Audits  Appendix G\_3.1.8 Interim Financial Reporting Procedures  Appendix H\_2022 ADEC FS  Appendix I\_ADEC Management Letter  Appendix J\_ADEC SAS 114 Letter  Appendix K\_ADEC Financial Statements  Appendix L\_2023 ADEC Management Letter  Appendix M\_2023 ADEC SAS 114 Letter  Appendix N\_PLT Conflict of Interest Combined forms  Appendix O\_Whistleblower Report |

* + 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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| The CFO, Timothy Donlin, of ADEC Inc. has taken personal responsibility for the thoroughness and correctness of any/all corporate financial information supplied with this proposal. ADEC Inc. has taken steps to implement several safeguards and is committed to accurate financial reporting. ADEC Inc. has the following structural and financial safeguards in place:   * Annual audit by independent CPA firm * Monthly financial reporting to internal managers as well as Finance Committee and Board of Directors * Maintenance of an integrated accounting software system. * Signature controls and other limits on access to bank accounts. * Strict network security requirements to prevent external access to or manipulation of corporate financial records and information. * A corporate compliance program with comprehensive and enforceable ethics code for all officers and employees. * A compliance hot line for individuals to report activities they believe to be improper. * Maintenance of corporate financial records for all required periods. |

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

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| ADEC Inc. accepts the mandatory contract clauses as provided in the sample contract. There are no issues raised by the specific clause and no additional contract terms are required. |

* + 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 | Vocational Rehabilitation |
| Company Mailing Address | 401 E. Colfax Ave. Suite 270 |
| Company City, State, Zip | South Bend, IN 46617 |
| Company Website Address | https://www.in.gov/fssa/ddrs/rehabilitation-employment/vocational-rehabilitation-employment/ |
| Contact Person | Theresa Jongkind/Jana Humphreys |
| Contact Title | Area Supervisor |
| Company Telephone Number | 574-232-4861/574-262-2086 |
| Company Fax Number | 855-450-3569/855-450-3570 |
| Contact E-mail | [Theresa.Jongkind@fssa.in.gov](mailto:Theresa.Jongkind@fssa.in.gov)  [Jana.Humphreys@fssa.in.gov](mailto:Jana.Humphreys@fssa.in.gov) |
| Industry of Company | Rehabilitative Services - Government |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | South Bend Community School Corporation |
| Company Mailing Address | 215 South Dr. Martin Luther King Jr. Blvd. |
| Company City, State, Zip | South Bend, IN 46601 |
| Company Website Address | https://www.sb.school/ |
| Contact Person | Joel Boehner |
| Contact Title | Assistant Director of Exceptional Learners |
| Company Telephone Number | 574-393-6119 |
| Company Fax Number | 574-283-8143 |
| Contact E-mail | [jboehner@sbcsc.k12.in.us](mailto:jboehner@sbcsc.k12.in.us) |
| Industry of Company | Education |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | n/a |
| Company Mailing Address | 1972 Creekbank Ln. |
| Company City, State, Zip | South Bend, IN 46635 |
| Company Website Address | n/a |
| Contact Person | Anne Long |
| Contact Title | Former Project Search Instructor |
| Company Telephone Number | 574-274-6448 |
| Company Fax Number | n/a |
| Contact E-mail | [Annelong13.1@gmail.com](mailto:Annelong13.1@gmail.com) |
| Industry of Company | Education |

**2.3.8** **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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| ADEC Inc is registered by the Indiana Secretary of State to do business. |

* + 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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| Attached is the Signature Certificate of Incumbency that identifies the authority of Timothy Donlin to commit ADEC Inc. contractually. Please see Appendix S\_Certificate of Incumbency\_2023 and Appendix T\_1.3.3 Administrative and Operational Responsibility. |

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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 | ADEC Inc. |
| Contact Name | Susan Faltynski |
| Contact Title | Associate Director |
| Contact E-mail Address | [faltynskis@adecinc.com](mailto:faltynskis@adecinc.com) |
| Company Mailing Address | 1671 W. Vistula Street |
| Company City, State, Zip | Bristol, IN 46507 |
| Company Telephone Number | 574-848-7451 |
| Company Fax Number | 574-848-5917 |
| Company Website Address | [www.adecinc.com](http://www.adecinc.com) |
| Federal Tax Identification Number (FTIN) | 35-1060633 |
| Number of Employees (company) | 350 |
| Years of Experience | 71 |
| Number of U.S. Offices | 1 |
| Year Indiana Office Established (if applicable) | 1952 |
| Parent Company (if applicable) | n/a |
| Revenues ($MM, previous year) | $19,845,351 |
| Revenues ($MM, 2 years prior) | $20,0235,110 |
| % Of Revenue from Indiana customers | 100% |

* 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. ADEC Inc has created policy 10.1 – ADEC Emergency Preparedness Plan that shows plan for testing and training of the plan.  See Appendix P\_10-1 ADEC Emergency Preparedness Policy |

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

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| It is the policy of ADEC to establish and maintain minimum requirements which, to the best of its knowledge and awareness, protect ADEC’s information technology services (computers, local and wide area networks and attached computer servers, workstations, and mobile devices) and the information assets they contain.  ADEC Inc’s primary client information system is Sandata. This is a cloud-based system that contains individual served information as well as plans, service information and billing. ADEC Inc also uses the Microsoft 365 environment for data management, storage, and communication. Access to client information is limited to only the staff that work with an individual.  See the following:  Appendix Q\_3.1.3 Information Technology Services  Appendix R\_3.1.13 Electronic Data Security |

* + 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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| ADEC Inc. has an extensive history serving the State through BDDS, Medicaid, and Vocational Rehabilitation services and accounts. |

* + 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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| ADEC Inc. is a nonprofit organization that proudly advocates for and serves individuals with intellectual and developmental disabilities in Elkhart and St. Joseph counties so they can live lives full of informed choice and possibility. First established in 1952 by a group of parents wanting something more for their children with disabilities, ADEC now provides programming including Day Programs, Residential, Child and Family Services, Transportation, Employment Services, Guardianship, Summer Camp, and internship opportunities for those that we serve. ADEC employs nearly 400 staff and provides care for over 1,100 members of the community with intellectual disabilities.  ADEC’s Employment Service Program, at any given time, is working with between 200 and 250 individuals to understand their skills and preferences by using hands-on assessments, job shadowing, and interviews. In cooperation with vocational rehabilitation and local businesses, ADEC supports individuals in Elkhart and St. Joseph Counties, providing job matching, coaching, and support at no cost to employers. Once employed, consultants offer individualized levels of support to aid the success of both participants and employers. ADEC’s Skills & Training Center is dedicated to assisting participants in discovering and utilizing their individual abilities in the workplace, at home, and within the community through interactive classroom instruction and activity. The program is open to all individuals 18 or older with intellectual and developmental disabilities interested in developing personal independence for living and working in the community. It is not a one-size-fits-all program but is instead catered to each participant’s diverse needs and individual goals with the intention of promoting personal growth in maximizing functional ability, independence, and exposure to daily life activities.  In addition to general support and employment services, ADEC has a long history of supporting students specifically in their transition from high school to employment. For over a decade, ADEC has partnered with South Bend Community Schools, Vocational Rehabilitation and Memorial Hospital to support students through the Project SEARCH program. Project SEARCH is a transition-to-work program for students with disabilities. The one-year employment preparation program takes place entirely within Beacon Memorial Hospital facilitating a seamless combination of classroom instruction, career exploration, and hand-on training through total workplace immersion. Students in this program acquire competitive, marketable, and transferable skills. They also build communication, teamwork, and problem-solving skills, which are important to their overall development as young workers. |