**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.

|  |
| --- |
| Sycamore Service has over 60 years of experience in providing quality services to individuals with disabilities in Central and Southern Indiana. In those 60+ years, Sycamore has been providing Supported Employment services for over 35 years that has successfully assisted individuals in becoming employed and independent in their daily life. Prior to Supported Employment, our Work Center provided vocational skills and training and sheltered work to people with disabilities. Once Supported Employment services became available, Sycamore readily referred individuals to Vocational Rehabilitation for employment assistance and have been doing that going forward. We fully support-community based employment and work towards helping individuals become self-sufficient and independent.  Sycamore Services currently holds the contract for Pre-Employment Services covering 18 Southern counties and 76 schools for the past seven years. The Collaboration is made up of 6 partners which employ 14 Career Coaches and 1 Project Manager.  Our experience in helping individuals obtain community-based employment has assisted over 3000 individuals begin making positive changes in their lives and achieving greater independence. We continue to work with the State of Indiana to partner in projects related to employment of individuals with disabilities.  In 2022, Sycamore was awarded the DDRS Employment Collaboratives Transformation Grant to work with our 14C Work center individuals to transition away from facility-based workshop service and move to Competitive Integrated Employment opportunities. In November of 2022, Sycamore Services was also 1 of 4 agencies through the state selected to be a VR SE+ Pilot Site. The goal of the project is to build the capacity of state and local providers, case managers, family members to direct and prioritize services and support for individuals with I/DD to Competitive Integrated employment. This is a five-year demonstration project funded by RSA to help transition individuals working in, or contemplating subminimum wage employment (SWE) to competitive integrated employment (CIE)    As our name states, the Sycamore is a hardy tree that grows where others won’t. It sheds its bark and grows another layer. As the needs and services of individuals change, so will Sycamore. |

* + 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.

|  |
| --- |
| Sycamore Services is a 501c3 agency in the State of Indiana. We are an approved BDDS Waiver Provider and have a current POSA with Vocational Rehabilitation. Along with our federal and state funding, we provide Third Party Liability billing through Insurance companies for therapies and transportation.  Attached is a copy of our 501c3 letter (Attachment 6 ) and a copy of the chart of organizational structure (Attachment 7 ) |

* + 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.

|  |
| --- |
| Sycamore Services’ policy is to ensure equal employment and service opportunities for all applicants, employees and individuals served to promote diversity and inclusion at all occupational and service levels of the organization as stated in our Policy in Attachment 8.  Our Executive staff is comprised of 3 male and 6 females. Their race/ethnicity is 8 Caucasian and 1 African American. Our Board members include 6 male and 5 female. Three of the female board members have family members that receive supports from Sycamore Services. |

* + 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.**

|  |
| --- |
| Sycamore is fiscally solvent and financially capable of supporting a project of this magnitude as shown in our most recent financial statement attached. Also included in the appendix is a copy of our income statement and balance sheet for the two most recent completed fiscal years. Attachments 9 and 10 |

* + 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).

|  |
| --- |
| I, Patrick Cockrum, as CEO of Sycamore Services, acknowledge that the financial information presented in this proposal is thorough and correct. |

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

|  |
| --- |
| We have reviewed and affirm that all terms and clauses in the contract must be provided and agreed upon as written. Once chosen to receive the contract, Sycamore will officially comply with all necessary requirements. Approval is also stated on the Executive Summary Letter signed by CEO, Patrick Cockrum |

* + 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.

|  |  |
| --- | --- |
| **Customer 1** |  |
| Legal Name of Company or Governmental Entity | Evansville Vanderburgh School Corporation |
| Company Mailing Address | 951 Walnut Street |
| Company City, State, Zip | Evansville, IN 47713 |
| Company Website Address | <https://district.evscschools.com/> |
| Contact Person | Ellyn Hulsey |
| Contact Title | Director of Exceptional Learners |
| Company Telephone Number | 812-435-8379 |
| Company Fax Number | 812-435-8551 |
| Contact E-mail | [ellyn.husley@evsck12.com](mailto:ellyn.husley@evsck12.com) |
| Industry of Company | School Corporation |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | University of Southern Indiana |
| Company Mailing Address | 8600 University Boulevard |
| Company City, State, Zip | Evansville, IN 47712 |
| Company Website Address | [www.usi.edu](http://www.usi.edu) |
| Contact Person | Michelle Kirk |
| Contact Title | Manager of Disability Resources |
| Company Telephone Number | 812-464-1998 |
| Company Fax Number | 812-461-5284 |
| Contact E-mail | [mdkirk@usi.edu](mailto:mdkirk@usi.edu) |
| Industry of Company | Post Secondary Learning Institution |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | Purdue Extension |
| Company Mailing Address | 3000 Technology Ave, Suite L2110 |
| Company City, State, Zip | New Albany, IN 47150 |
| Company Website Address | https://extension.purdue.edu |
| Contact Person | Cynthia Finerfrock |
| Contact Title | Nutrition Education Program Advisor |
| Company Telephone Number | 812-948-5470 |
| Company Fax Number | 812-945-1168 |
| Contact E-mail | [cfinerfr@purdue.edu](mailto:cfinerfr@purdue.edu) |
| Industry of Company | Community Partner |

**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.

|  |
| --- |
| Sycamore Services is registered in the State of Indiana with the Secretary of State. |

* + 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.

|  |
| --- |
| Patrick G Cockrum is legally authorized by the organization to commit the organization contractually. We have attached a copy of our bylaws in Attachment 11. |

|  |
| --- |
|  |

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

|  |  |
| --- | --- |
| **Business Information** |  |
| Legal Name of Company | Sycamore Rehabilitation Services/Hendricks County ARC, Inc. |
| Contact Name | Patrick Cockrum |
| Contact Title | CEO |
| Contact E-mail Address | [pgcockrum@sycamoreservices.com](mailto:pgcockrum@sycamoreservices.com) |
| Company Mailing Address | 1001 Sycamore Lane, PO Box 369 |
| Company City, State, Zip | Danville, IN 46122 |
| Company Telephone Number | 317-745-4715 |
| Company Fax Number | 317-745-8271 |
| Company Website Address | [www.SycamoreServices.com](http://www.SycamoreServices.com) |
| Federal Tax Identification Number (FTIN) | 35-1064235 |
| Number of Employees (company) | 390 |
| Years of Experience | 63 |
| Number of U.S. Offices | 9 |
| Year Indiana Office Established (if applicable) | 1961 |
| Parent Company (if applicable) | N/A |
| Revenues ($MM, previous year) | $17,627,742.00 |
| Revenues ($MM, 2 years prior) | $14,384,947.00 |
| % 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.

|  |
| --- |
| Yes. Included in Attachment 12 is a copy of our Policy and Procedures for System Back Up Disaster Recovery Plan and Specifications. |

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

|  |
| --- |
| Sycamore Services, Inc. has a policy that we utilize for ensuring compliance with the health information privacy and security provisions of Public Law 104-19, commonly known as the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and other federal and state laws related to the privacy and security of health information. Sycamore Services, Inc. recognizes through this Policy, and additional supporting policies (collectively referred to as the "Participant Health Information Privacy and Security Compliance Plan"), that health information privacy is a fundamental right of each Participant. Sycamore Services, Inc. is committed to preserving and protecting the privacy of all Participant Health Information to the highest degree practicable. As a result, Sycamore Services, Inc. has formally adopted a Participant Health Information Privacy and Security Compliance Plan to ensure that it is in compliance with, and in many instances exceeds, the requirements of the privacy and security provisions of HIPAA, the final HIPAA Privacy Rule, which was published in the Federal Register on December 28, 2000, certain amendments to the HIPAA Privacy Rule, which were published on August 14, 2002, and other federal and state laws related to the privacy and security of health information |

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

|  |
| --- |
| Sycamore Services has several experiences working with the State and quasi-governmental accounts including INDOT Grants, POSA with Vocational Rehabilitation, BDDS Approved Waiver Provider, Medicaid Provider, First Steps Provider, United Way Member, Hendricks County Community Foundation, Project Search and Pre-Employment Services. |

* + 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.

|  |
| --- |
| Sycamore Services has been involved with the direct delivery of school-to-work transition services for over fifteen years. Our most recent experience has been for the past seven years as the fiscal agent for the Pre-Employment Transition project that covers 18 counties and 76 schools. We collaborate with The Arc of Southwest Indiana, SIRS, Rauch, Inc, Blue River Services, and New Hope Services, Inc.  Sycamore partnered with MSD Wayne Township and Avon Community Schools from 2008-2020 to provide transition opportunities for students through Project Search at the Indiana Government Center. As a result of these internships at the Government Center, full time employment has been obtained in the Lt Governor’s Office, the State Auditor’s Office, Secretary of State Office, FSSA, Bureau of Motor Vehicles, DWD, Department of Children Services and Homeland Security, just to name a few.  Sycamore partnered with Easter Seals Crossroads on the CITY Project from 2008 to 2011. The CITY Project was a Project’s with Industry initiative funded by the US Department of Education and was successful in creating quality work experiences and paid employment opportunities for transition age youth with disabilities from the Indianapolis Public Schools.  Sycamore Services also worked on the NEST Project from 2006–2009. NEST was a Collaborative Transition Program, in partnership with Sycamore Services and Noble, working with schools in Marion County and surrounding counties to provide technical assistance on transition planning. The NEST project was instrumental in assisting over 30 high schools in developing exemplary transition practices and improving employment outcomes for their students.  Sycamore partnered with SIRS and The Arc Southwest Indiana in 2008-2009 to work with schools in Warrick, Gibson and Pike counties to provide transition services to 7 high schools.  Sycamore Services also partnered with Easter Seal Crossroads and Noble on the “Indiana School-to-Work Transition Collaborative”, a five-year research project facilitated by the Indiana Institute on Disability and Community designed to provide technical assistance in “best practices” of exemplary transition planning and services.  Sycamore, in partnership with Easter Seals Crossroads and Noble of Indiana, worked together on the “Indiana School-to-Work Transition Collaborative” five-year research project. Through this collaboration, Sycamore was responsible for staffing and providing technical assistance in “best practice” transition services to MSD Wayne Township schools.  In 2015, Sycamore was awarded a grant from the State of Indiana for a training program to help participants in our Work Center or Day Program to learn valuable job skills and build a portfolio when searching for jobs. Sycamore was one of only two that were selected for this grant throughout the state. The grant took place at IU Health West. Testament to the quality of Sycamore’s employment services is the fact that the State of Indiana has chosen Sycamore to partner in several projects related to employment of individuals with disabilities. |