



SYCAMORE SERVICES, INC.

Business • Employment • Rehabilitation • Children's Services

Corporate Office

1001 Sycamore Lane
P.O. Box 369
Danville, IN 46122
317.745.4715
866.573.0817

Indianapolis Office North

7301 Georgetown Road
Suite 100
Indianapolis, IN 46268
317.415.0334

Children's Services

2411 E. Main Street
Danville, IN 46122
317.745.7503

Indianapolis Office South

10 W. Hanna Avenue
Indianapolis, IN 46217
317.664.7076

Martinsville Office

465 S. Main Street
Suite 108
Martinsville, IN 46151
765.342.2476

Plainfield Office

8313 E. County Road 300 S.
P.O. Box 1083
Plainfield, IN 46168
317.838.7705

Evansville Office

1510 N. Weinbach Ave.
Evansville, IN 47711
812.421.0847

Danville Annex

934 Sycamore Lane
Danville, IN 46122
317.664.7046

Sycamore Printing & Business Solutions

934 Sycamore Lane
Danville, IN 46122
317.745.5456/317.271.7700

iPassport

51 S. Park Blvd.
Greenwood, IN 46143
317.468.8267

Terre Haute Office

400 Wabash Ave.
Suite B-20
Terre Haute, IN 47807
866.573.0817

January 16, 2024

Executive Summary

To Whom It May Concern:

As CEO of Sycamore Services, Inc, I would like to thank you for the opportunity to respond to the Request for Services (RFS-24-77905), Workforce Innovation and Opportunity Act (WIOA), Pre-Employment Transition Services (Pre-ETS). Sycamore Services has been and will continue to provide the required Pre-ETS services of Job Exploration Counseling; Counseling on Opportunities for enrollment in comprehensive transition or postsecondary educational programs at Institutions of higher education; Work based learning experiences; Workplace Readiness training to develop social skills and independent living; and Instruction in Self Advocacy in alignment with the State's expectations outlined in the RFS.

We have partnered with The ARC of Southwest Indiana, SIRS, Rauch, Inc, Blue River Services and recently New Hope Services, Inc to serve students in Southern Indiana. These organizations have a combined 370 plus years of experience providing quality services to people with disabilities. All the core partners in the RFI have long-standing relationships with school corporations and Vocational Rehabilitation and are fully committed to making this venture a success for all. It has been proven that early provision of transition services directly impacts students' success with job placement and independence after graduation.

We began this adventure in 2016 with just our three core partners which only covered 9 counties and 25 schools. Seven years later, we now have six core partners, covering 18 counties and 76 schools. During the past seven years, we have worked with over 3300 students throughout our Southern Indiana Collaboration. We continue to look for new and innovative ways to help students determine their job interests, connect with post-secondary education and training opportunities, tour in-demand businesses, and become more confident in advocating for themselves and their future. Our staff continue to research, develop, and create lesson plans and team-building activities that not only fosters greater independence for students but also lays the foundation for them in meeting their goals and dreams. The provision of Pre-Employment Transition services is tailored to meet the needs of the students, via group settings when students' needs align, or in one-on-one sessions when students have more specific interests. In the past two years, we have added work-based learning stipends to our repertoire which exposes students to a variety of real-world work experiences along with an added financial incentive to participate in such activities. Since its inception, we have paid over \$32,000 in stipends to students, utilizing our relationships that we have developed with our numerous community partners to offer a variety of on-site work experiences. All this hard work and activities have continued to reinforce why we do what we do. For every high school student who can learn to advocate for themselves, decide on a career pathway for a job that they will enjoy, and feel more confident about their future, then we have continued to make a difference and accomplished our goal.

Sycamore Service is registered with the Secretary of the State of Indiana to provide services and is good standing with that office. Sycamore Services agrees to adhere to the Mandatory requirements of the proposal and will submit the Executive Summary, Attachment B Business Proposal, Attachment C, Technical Proposal, Attestation Form, Attachment E along with all supporting documents.

As a requirement of this RFS, Sycamore Services agrees to the mandatory contract terms as follows:
Authority to Bind Contractor, Duties of Contractor, Rate of Pay and Term of Contract, Compliance with
Laws, Drug-free Workplace Provisions and Certification, Employment Eligibility, Funding Cancellation,
Governing Laws and Indemnification.

We are very excited about the opportunity to continue to provide quality services to the students in
Southern Indiana schools and look forward to your email regarding the award of the new contract.

Please send notification to Patrick Cockrum, CEO, at pgcockrum@sycamoreservices.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick Cockrum", with a long horizontal flourish extending to the right.

Patrick Cockrum
CEO/Executive Director
Sycamore Services, Inc.