**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.

|  |
| --- |
| Developmental Services, Inc, on behalf of the North Central Collaborative (NCC), is requesting funding for the provision of Pre-ETS in 14 counties throughout Indiana. With this funding, NCC plans to serve 2,600 students over the initial two-year funding period. Please see attachments for all requested and additional information in a detailed format. |

* + 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.

|  |
| --- |
| Diversified Solutions, Inc. Is the parent company of DSI (Developmental Services, Inc.), Bona Vista Programs, Inc., and LifeDesigns, Inc. DSI will be the main contract holder for the North Central Collaborative, while also bringing in the counties previously served by DSI in Southern Indiana. Please see the attached organizational charts for DSI, as well as subcontractors Carey Services, Arc of Wabash, Hillcroft and Wabash Center. DSI is registered as a 501(c)3 in Indiana. |

* + 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.

|  |
| --- |
| DSI prioritizes working with and hiring individuals from all ethnicities, races and genders. DSI understands the importance of including opinions and life experiences from various backgrounds. The DSI and Bona Vista boards are made up of all various races and genders, as well as socioeconomic backgrounds. Please see the attached board rosters. |

* + 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.**

|  |
| --- |
| Please see attached two most recent annual financial audits, completed by Blue & Company. |

* + 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).

|  |
| --- |
| Please see the attached statement. |

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

|  |
| --- |
| DSI accepts all mandatory contract clauses. |

* + 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 | Kokomo High School |
| Company Mailing Address | 2501 South Berkley Road |
| Company City, State, Zip | Kokomo, IN 46902 |
| Company Website Address | www.khs.kokomoschools.com |
| Contact Person | Kelly Barker |
| Contact Title | Assistant Director of Special Programs |
| Company Telephone Number | 765-455-8040 |
| Company Fax Number |  |
| Contact E-mail | Kbarker@kokomo.k12.in.us |
| Industry of Company | Education |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | Manchester High School |
| Company Mailing Address | 1 Squire Drive |
| Company City, State, Zip | North Manchester, IN 46962 |
| Company Website Address | https://mcs.k12.in.us |
| Contact Person | Erica Vogel |
| Contact Title | Rise Classroom Leader |
| Company Telephone Number | 260-982-2196 |
| Company Fax Number |  |
| Contact E-mail | Erica\_vogel@mcs.k12.in.us |
| Industry of Company | Education |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | Muncie Central High School |
| Company Mailing Address | 801 North Walnut Street |
| Company City, State, Zip | Muncie, IN 47305 |
| Company Website Address | https://Chs.muncie.k12.in.us |
| Contact Person | Stephanie Norris |
| Contact Title | Special Education Teacher |
| Company Telephone Number | 765-747-5260 |
| Company Fax Number |  |
| Contact E-mail | Stephanie.norris@muncieschools.org |
| 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.

|  |
| --- |
| DSI is registered to do business by the Indiana 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.

|  |
| --- |
| Please see DSI’s attached bylaws. |

|  |
| --- |
| Meredith Freeman is legally authorized by DSI to commit the organization contractually. |

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

|  |  |
| --- | --- |
| **Business Information** |  |
| Legal Name of Company | Developmental Services, Inc, |
| Contact Name | Meredith Freeman |
| Contact Title | Senior Vice President |
| Contact E-mail Address | Mrfreeman@dsiservices.org |
| Company Mailing Address | 2920 10th Street |
| Company City, State, Zip | Columbus, IN |
| Company Telephone Number | 812-376-9404 |
| Company Fax Number | 812-378-2849 |
| Company Website Address | www.dsiservices.org |
| Federal Tax Identification Number (FTIN) | 82-2656495 |
| Number of Employees (company) | 1,215 |
| Years of Experience | 49 |
| Number of U.S. Offices | 12 |
| Year Indiana Office Established (if applicable) | 1975 |
| Parent Company (if applicable) | Diversified Solutions, Inc. |
| Revenues ($MM, previous year) | $46,011,287 |
| Revenues ($MM, 2 years prior) | $43,956,458 |
| % 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 - attached |

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

|  |
| --- |
| **See the attached plan.** |

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

|  |
| --- |
| DSI all agencies in the North Central Collaborative are current Vocational Rehabilitation providers. All are successful agencies with ongoing VR caseloads and are in good standing with local and state VR offices. This group of agencies has served the state of Indiana through Pre-ETS since 2016. |

* + 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.

|  |
| --- |
| Developmental Services, Inc (DSI), leading the North Central Collaborative (NCC), is a current Pre-ETS provider in Indiana. NCC received Pre-ETS funding starting with the original 2016 contract date, originally under Bona Vista, which merged with DSI in 2021. NCC has been very successful in the provision of these services. Agencies in the NCC have provided services to almost 2,500 students in numerous schools thus far, with plans to serve more students within more schools in the future. DSI has been successful in paying subcontractors on time throughout the duration of this contract period.  DSI in Kokomo also has a transition contract in place with Kokomo High School, through which an Employment Specialist provides transition counseling services to students on a weekly basis. This contract has been in place since 2013, and has resulted in many students being referred to Vocational Rehabilitation and the Bureau of Developmental Disability Services. The total contract award is $600 a month for a total of $7,200 a year.  DSI, then Bona Vista, was a successful contract holder for the Establishment Project with BRS in Indiana. Bona Vista utilized this funding to provide training and education for employment staff, as well as to fund a portion of an Employment Specialist’s salary. Bona Vista was timely with payments to the state throughout the duration of this contract. Bona Vista completed a successful desk audit in 2018, conducted by Matt Deimling, Senior Field Auditor with FSSA. During and following the audit, Bona Vista complied with all recommendations and requests. This total contract amount was $142,666.82.  It is important to Bona Vista to maintain positive relationships with the state for all funding and contracts, including those with BRS. |