**INDIANA YOUTH ADVISORY BOARD**

**RFP**

**PROVIDER NARRATIVE TEMPLATE**

**Section 2.3**

**ATTACHMENT C**

***Provider Narrative***

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| Agency Name: |

**Instructions: Please supply all requested information in the areas shaded yellow and indicate any attachments that have been included. Review RFP business narrative section 2.3 to ensure all details related to each question are addressed and answered in its entirety. Document all attachments with which section and question number they pertain to in Attachment C.**

**2.3.1 GENERAL**

This section of the provider narrative may be used to introduce or summarize historical information the Respondent deems relevant or important to the State’s successful acquisition of older youth services as requested in this RFP.

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**2.3.2 RESPONDENT’S COMPANY STRUCTURE:**

This section must include 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 are to be included in this section. If the organization includes more than one service, the division responsible for responding to the required RFP for the IYAB services must be described in more detail than other components of the organization

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**2.3.3 COMPANY FINANCIAL INFORMATION:**

This section must include the Respondent’s financial statements, including an income statement and balance sheet, for each of the two (2) most recently completed fiscal years. The financial statements must demonstrate the Respondent’s financial stability. If the financial statements being provided by the Respondent are those of a parent or holding company, additional financial information should be provided for the entity/organization directly responding to this RFP.

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**2.3.4 INTEGRITY OF COMPANY STRUCTURE AND FINANCIAL REPORTING**

This section must include a statement indicating that the CEO and/or CFO has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The particular areas of interest to the State in considering corporate responsibility, which are mandatory, include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the firm assures board integrity, 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 enter your response below and indicate if any attachments are included.

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**2.3.5 CONTRACT TERMS / CLAUSES**

Respondents must include a statement indicating that the mandatory clauses are acceptable as worded or they must provide alternative wording of the clause. If additional clauses or changes to non-mandatory clauses are required they must be provided. Scoring of the additional clauses or changes must reflect the ability or willingness of the changes to be acceptable to the State.

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**2.3.8 SUBCONTRACTORS**

This section must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal. Any subcontracts entered into by the Respondent must be in compliance with all State statutes, and will be subject to the provisions thereof.

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**2.3.10 EXPERENCE SERVING STATE GOVERNMENTS**

This section must describe a brief description of your company’s experience serving state governments and/or quasi-governmental accounts.

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**2.3.11 EXPEREINCE SERVING SIMILAR CLIENTS**

This section must describe your company’s experience in serving clients of a similar size to the State also had a similar scope. Please provide specific clients and detailed examples

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