**NATIONAL YOUTH IN TRANSITION DATABASE**

**YOUTH OUTCOMES SURVEY AND OUTREACH YOUTH ENGAGMENT SERVICES**

**BUSINESS PROPOSAL TEMPLATE - Section 2.3**

**ATTACHMENT D**

***Business Proposal***

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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 D.**

**2.3.1 GENERAL (Optional)**

This section of the business proposal may be used to 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 RFP.

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**2.3.2 RESPONDENT’S COMPANY STRUCTURE:**

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 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.

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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 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 way 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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**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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**2.3.6 REFERENCES**

This section must include a list of three (3) 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. Information provided should include 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.

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| **Customer 1** |  |
| Legal Name of Company or Governmental Entity |  |
| Company Mailing Address |  |
| Company City, State, Zip |  |
| Company Website Address |  |
| Contact Person |  |
| Company Telephone Number |  |
| Company Fax Number |  |
| Contact E-mail |  |
| Industry of Company |  |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity |  |
| Company Mailing Address |  |
| Company City, State, Zip |  |
| Company Website Address |  |
| Contact Person |  |
| Company Telephone Number |  |
| Company Fax Number |  |
| Contact E-mail |  |
| Industry of Company |  |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity |  |
| Company Mailing Address |  |
| Company City, State, Zip |  |
| Company Website Address |  |
| Contact Person |  |
| Company Telephone Number |  |
| Company Fax Number |  |
| Contact E-mail |  |
| Industry of Company |  |

**2.3.9 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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**2.3.11 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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**2.3.12 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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