

**RFP 21-3530  
BUSINESS PROPOSAL  
ATTACHMENT E**

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RFP-21-66601**

**INSTRUCTIONS**

- Please supply requested information in the blue-shaded areas and indicate any attachments that have been included.
- Document all attachments with which section and question they pertain to.

**2.3.1 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 RFP.

Ivy Tech Community College's (Ivy Tech) will provide high-quality educational services to incarcerated individuals in 16 of Indiana's state-run prisons. Ivy Tech will provide workforce preparation activities, adult basic education curriculum (ABE), integrated education and training, English literacy and civics education, special education services, and English Language Learning. Additionally, Ivy Tech has 19 campuses across Indiana, serving all 92 counties with workforce certification, credential, and degree programs. The College's mission is to serve the people of Indiana with an affordable world-class education. The ABE programs will provide a foundation for incarcerated juveniles and adults and can provide a seamless transition to postsecondary training that will lead to high-demand and mid- to high-wage jobs, thus reducing the chances of recidivism. The seamless transition to continuing education will be available throughout the state upon the students' release and return to their home communities.

Ivy Tech will run this program through a distributed hub model. Ivy Tech administrators currently use this hub model for the overall operations of the College, including public safety and preparedness, business affairs, human resources, payroll, student records, disability support, diversity/equity/belonging, and testing services. The hub model is used to ensure efficiencies are seized and program integrity is achieved state-wide, while providing local teams the autonomy and flexibility to run the day to day operations.

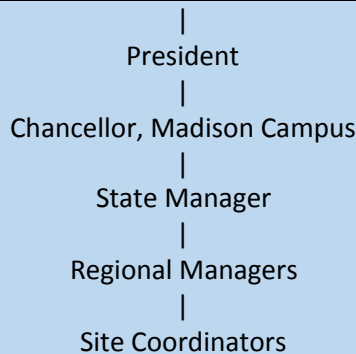
Ivy Tech Madison will serve as the system manager for the work with the Department of Corrections Education Division in support of the Adult Basic Education Program. Chancellor Molly Dodge has a long history of providing Adult Basic Education in Indiana and now brings her expertise to Ivy Tech. The Madison campus already partners with community-based adult education provider, River Valley Resources to provide IET training at the Madison Correctional Facility. Ivy Tech will provide Adult Basic Education services and has the potential to provide seamless transitions for students to postsecondary training in the form of industry certifications, workforce training, credentials, and associate degrees that lead to mid- and high-wage jobs in high-demand fields.

**2.3.2 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.

Ivy Tech Community College of Indiana was established by the State of Indiana via Indiana Code (IC) 21-22-2 as a two(2) year state college. Ivy Tech is a state/public controlled institution of higher education. The singly-accredited system is made up of 19 campuses across the State of Indiana, including our Madison campus which is leading this project. Ivy Tech Madison and our Systems Office will collaborate to market the proposed services and will collaborate with other Ivy Tech locations as necessary.

Board of Trustees

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Please see Exhibit 1 -- Staffing Proposal Spreadsheet & Organizational Chart and Exhibit 8 -- Indiana Code\_Ivy Tech

**2.3.3 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 Exhibits 9 and 10 -- Audit Report -- Ivy Tech and Audited Financial Statements

**2.3.4 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 particular 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).

Sue Ellspermann, PhD (President) of Ivy Tech Community College (Ivy Tech) is supportive of this proposal and has personally collaborated with Ivy Tech team members to ensure that all submitted information is thorough and correct. The structure of Ivy Tech is such that there is a separation of audit functions. The Board of Trustees provides oversight of the budget and audit process, but is not directly involved with the internal and external finance, audit, and accounting activities on a day-to-day basis. The treasurer provides regular updates to both Dr. Ellspermann and the Board of Trustees regarding the financial soundness of the College, as well as an annual audit conducted by the State Board of Accounts in accordance with State, Federal and Accounting standards. Ivy Tech also employs an Assistant Vice President of Internal Audit to oversee audit functions throughout the statewide system.

**2.3.5 Contract Terms/Clauses** - Please provide the requested information in RFP Section 2.3.5. Indicate the name of the document in the space provided.

See Transmittal Letter

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**2.3.6 References** - Reference information is captured on **Attachment H**. Respondent should complete the reference information portion of the **Attachment H** 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 H should be completed by the reference and **emailed DIRECTLY** to the State. The State should receive four (4) Attachment H's 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 H should be submitted to [idoareferences@idoa.in.gov](mailto:idoareferences@idoa.in.gov). Attachment H 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.

<b>Customer 1</b>	
Legal Name of Company or Governmental Entity	Cook Group Incorporated
Company Mailing Address	750 Daniels Way, PO Box 1608
Company City, State, Zip	Bloomington, IN 47042
Company Website Address	CookMedical.com
Contact Person	Dan Peterson
Contact Title	Vice President Industry & Government Affairs
Company Telephone Number	812-231-1025
Company Fax Number	800-554-8335
Contact E-mail	Dan.Peterson@CookGroup.com
Industry of Company	Medical devices / supplies
<b>Customer 2</b>	
Legal Name of Company or Governmental Entity	River Valley Resources
Company Mailing Address	100 E. Second St. Suite E
Company City, State, Zip	Madison, IN 47250
Company Website Address	RiverValleyResources.com
Contact Person	Margo Olson
Contact Title	Executive Director
Company Telephone Number	812-265-2625
Company Fax Number	812-265-2664
Contact E-mail	margo@rivervalleyresources.com
Industry of Company	Non-Profit - Community Education / Workforce resources
<b>Customer 3</b>	
Legal Name of Company or Governmental Entity	Federal Bureau of Prisons
Company Mailing Address	4700 Bureau Rd. S
Company City, State, Zip	Terre Haute, IN 47802
Company Website Address	www.bop.gov
Contact Person	Phil Woolston
Contact Title	Supervisor of Education
Company Telephone Number	812-244-4400 (4661)
Company Fax Number	
Contact E-mail	pwoolston@bop.gov
Industry of Company	Federal Corrections
<b>Customer 4</b>	

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Legal Name of Company or Governmental Entity	HOLA Evansville
Company Mailing Address	318 Main St. Ste 103
Company City, State, Zip	Evansville, IN 47708
Company Website Address	www.holaevansville.org
Contact Person	Brant Flores
Contact Title	Executive Board President
Company Telephone Number	812-492-4474
Company Fax Number	
Contact E-mail	brantflores@gmail.com
Industry of Company	Non-Profit Organization

**2.3.7 Registration to do Business** - Selected out-of-state Respondents providing the products and/or services required by this RFP must be registered to do business within the State by the Indiana Secretary of State and the Indiana Department of Administration, Procurement Division. The address contact information for this office 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.

Ivy Tech is not registered with the Indiana Secretary of State, but is eligible to do business with state agencies. Ivy Tech is registered with the Department of Administration procurement division

**2.3.8 Authorizing Document** - Respondent personnel signing the Transmittal Letter 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.

See Exhibit 11 -- Delegation of Certain Powers and Duties to the President of the College

**2.3.9 Subcontractors** - The Respondent is responsible for the performance of any obligations that may result from this RFP and shall not be relieved by the non-performance of any subcontractor. Any Respondent's proposal 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. For each portion of the proposed products or services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.

The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in the State's evaluation. The Respondent must furnish information to the State as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by the State. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate State officials, and such relationships must meet with the approval of the State.

The Respondent must list any subcontractor's name, address and the state in which formed that are proposed to be used in providing the required products or services. The subcontractor's responsibilities

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under the proposal, anticipated dollar amount for subcontract, the subcontractor's form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFP or in completing the commitments documented in the proposal. The Respondent must indicate which, if any, subcontractors qualify as a Minority, Women, or Veteran Owned Business under IC 4-13-16.5-1 and Executive Order 13-04 and IC 5-22-14-3.5. See Sections 1.21, 1.22 and Attachments A/A1 for Minority, Women, and Veteran Business information.

IVOSB entities (whether a prime or subcontractor) must have a bidder ID. If registered with IDOA, this should have already been provided (as with MWBEs). IVOSBs that are only registered with the Federal Center for Veterans Business Enterprise will need to ensure that they also have a Bidder ID provided by IDOA (please see section 2.3.7, Department of Administration, Procurement Division for details).

Ivy Tech Community College will partner with the following company as a source of materials and supplies. Guy Brown Management, LLC will be used for consumable office and classroom supplies:

Sub-Contractor Name	Addresss	Responsibility	Provider Willing to Provide Services?	IVBE/MWBE	Cost (Year 1)	Percentage of Contract (Year 1)
Guy Brown Management, LLC	7111 Commerce Way, Brentwood, TN 37027	Supplies (office and classroom consumables)	Yes	MBE	\$253,992	3%

### 2.3.10 Evidence of Financial Responsibility

**2.3.11 General Information** - Each Respondent must enter your company's general information including contact information.

Business Information	
Legal Name of Company	Ivy Tech Community College of Indiana
Federal Identification Number (FIN)	35-1180631
Contact Name	Sue Ellspermann
Contact Title	President
Contact E-mail Address	sellerspermann@ivytech.edu
Company Mailing Address	50 W Fall Creek Parkway North Drive
Company City, State, Zip	Indianapolis, IN 46208
Company Telephone Number	317-916-7942
Company Fax Number	N/A
Company Website Address	www.ivytech.edu
Federal Tax Identification Number (FTIN)	35-1180631
Number of Employees (company)	9,618 (2020)
Years of Experience	58
Number of U.S. Offices	19
Year Indiana Office Established (if applicable)	1963
Parent Company (if applicable)	n/a
Revenues (\$MM, previous year)	\$619,633,046
Revenues (\$MM, 2 years prior)	\$630,086,086

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% Of Revenue from Indiana customers	n/a
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- a. 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. See Exhibit 12 -- Disaster Recovery Plan.

- b. What is your company's technology and process for securing any State information that is maintained within your company?

Yes. Ivy Tech has a history of holding data in accordance with local, state, and federal compliance laws, including FERPA. Please see Exhibit 6, a sample data sharing agreement that outlines data storage and security processes.

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

Ivy Tech Community College is the largest single-accredited state-wide community college system in the country, serving students at 19 campuses statewide. Ivy Tech has been successful in identifying, developing, and implementing state contracts since the formation of the College in 1963.

A few notable/recent contracts include the following:

- Department of Workforce Development Adult Education – Ivy Tech's Evansville and Bloomington campuses provide adult education services to their respective communities.
- Department of Corrections – Ivy Tech Madison campus currently holds contracts with the Department of Corrections and provides training services to inmates at multiple facilities. These programs have been highly successful in preparing students to return to the workplace upon release.
- Department of Education – Ivy Tech's Systems Office team currently holds and is implementing the objectives of the Governor's Emergency Education Relief (GEER) grant contract to ensure K-14 training and education outcomes are achieved.
- Commission for Higher Education – Ivy Tech is partnering, through contracts, with the Commission for Higher Education to implement career coaching initiatives across the state of Indiana. This project will provide students with the opportunity to explore marketable career pathways and gain employment upon graduation.
- Governor's Workforce Council – Ivy Tech manages 19 Perkins grant funding contracts annually to implement Career and Technical Education programs across the State.

**2.3.13 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.

Ivy Tech is the largest single-accredited statewide community college system in the country, and is a national leader in training and education. Ivy Tech has been successful in developing, testing, standardizing, and rolling out many industry-recognized credentials.

Ivy Tech has received multiple grants from the U.S. Government (Department of Labor - DOL, Department of



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Education - DOE, etc.), corporations, and private foundations and has been successful in managing large-scale projects throughout the state. A few examples of these initiatives include:

- 2016 DOL-ETGA TechHire: \$2.63M - Training participants, including students within IT and Manufacturing to enter the workforce in good paying jobs.
- 2019 DOL-ETA Apprenticeships: Closing the Skills Gap: \$3.977M - Training students within Advanced Manufacturing programs to receive credentials and become employed.
- 2020 Richard M Fairbanks Foundation: \$1M - Career exploration and coaching program focused on enrolling students into high-demand/high-wage programs.

In addition to grant-funded programs, Ivy Tech provides education and training to nearly 120,000 Hoosiers within academic and customized training.

**2.3.14 Indiana Preferences** - Pursuant to IC 5-22-15-7, Respondent may claim only one (1) preference. For the purposes of this RFP, this limitation to claiming one (1) preference applies to Respondent's ability to claim eligibility for Buy Indiana points. **Respondent must clearly indicate which preference(s) they intend to claim. Additionally, the Respondent's Buy Indiana status must be finalized when the RFP response is submitted to the State.**

Buy Indiana

Refer to Section 2.7 for additional information.

Indicate which preference(s), if any, Respondent intends to claim.

Yes. Buy Indiana: Ivy Tech Community College is a business that pays the majority of its payroll to residents. Ivy Tech issued 9,618 W-2 forms in 2020 and 9,285 were for Indiana residents.