



March 22, 2024

Teresa Deaton-Reese, CPPO  
Procurement Consultant  
Indiana Department of Administration  
Procurement Division  
402 West Washington Street, Room W468  
Indianapolis, Indiana 46204

Dear Ms. Deaton-Reese & Proposal Reviewers:

This letter represents an authorized Executive Summary of and assurance of RFP 24-78769 Respondent Youth First's ability and desire to supply the requested services in the Southern Region, as defined in the State of Indiana's solicitation for Regional Evidence-Based School & Community Prevention Program under Request for Proposal 24-78769.

### **Summary of Ability and Desire to Supply the Required Products or Services (2.2.1)**

Youth First, Inc. has a long-established history of providing school-based and community-wide prevention programs with fidelity, including decades of annual independent evaluations of programming which indicates consistent outcome improvements for youth and families. In a current service footprint of 14 Indiana counties, Youth First has 90 master's level, state licensed mental health professionals embedded into 114 public and accredited nonpublic K-12 school buildings in urban, suburban and rural areas where they are implementing a region-wide Student Assistance Program that reaches over 52,000 students with a 3-tiered prevention system, as is required by this Request for Proposal. Additionally, with oversight from our team of Certified Prevention Specialists to ensure program fidelity, these embedded mental health professionals collaborate with Youth First-trained educators to deliver a wide menu of evidence-based and evidence-informed prevention programs in a total of 122 schools across our footprint. Youth First is also delivering after-school programming for both youth and families in schools, churches, and other community organizations, facilitated by our team of Certified Prevention Specialists and Youth First-trained community members. Finally, Youth First delivers evidence-based environmental prevention strategies in several counties and is well positioned to expand. If selected as a vendor, Youth First will bring the organizational structure, financial integrity, and commitment to program fidelity that meets the State of Indiana's requirements defined in Section One of the Request for Proposal. Youth First further expresses its willingness and desire to

provide these requested services subject to the terms and conditions set forth in the Request for Proposal, including but not limited to, the State's mandatory contract clauses.

### **Representative Authorizing Document (2.2.2 and 2.3.9)**

Parri O. Black, President & CEO of Youth First and the signatory of this letter, is the person authorized to commit Youth First to its representations and who certifies that all information offered in this proposal meets all general conditions, including the information requested in Section 2.3.4. The principal contact for this proposal is Wade Lowhorn, Vice President of Strategy & Operations. Wade can be reached by mail at 111 SE Third Street, Suite 405, Evansville, IN 47708, by phone at (812) 421-8336, Ext. 102, or by email at [wlowhorn@youthfirstinc.org](mailto:wlowhorn@youthfirstinc.org).

Youth First, Inc. is registered with the State as a Corporation. Its NAICS Code is 624110 - Child & Youth Services, its FEIN is 35-2050168, and its Indiana Bidder ID# is EXT0000022985.

### **Respondent Notification (2.2.3)**

Youth First, Inc. will notify the Procurement Division of any address changes that may have occurred since the origination of this solicitation and understands the Procurement Division will not be held responsible for incorrect vendor, contractor, or respondent addresses.

### **Secretary of State (2.2.4 and 2.3.8)**

Youth First is registered to do business within the State by the Indiana Secretary of State and our status is Active and in Good Standing. We have attached our Indiana Secretary of State Business Entity Report as Exhibit 29 within the Attestation Form section of the portal.

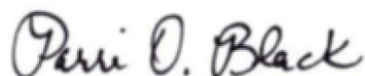
### **Extending Pricing to Other Governmental Bodies (2.3.17)**

Youth First agrees to extend the price of its services to other governmental bodies.

### **Other Information (2.2.5)**

Although there was no guidance given in the Request for Proposal regarding page counts for Attachment E (Business Proposal) and Attachment F (Technical Proposal), the State's answers to another respondent's questions in Attachment G placed a limit of "twelve combined pages" for these two documents. The empty templates provided for these two documents were a combined twelve pages with just the questions and blank boxes for answers. With strict instructions to not alter the template provided, Youth First has interpreted the state's answer guidance in Attachment G to mean that a respondent's answers may total twelve additional pages, making the combined page count for the Business Proposal and Technical Proposal twenty-four pages not including attached exhibits referenced within these documents.

Respectfully submitted,



Parri O. Black  
President & CEO  
Youth First, Inc.