

## 1. Page 6 - B.

- a) What type of "audit report" is this referring to - is it our Company Financial Audit?

**The Audit Report is something requested from a 501(c)(3) nonprofit corporation. If you are a for-profit entity, the Company Financial Audit would be acceptable.**

- b) If so, are we able to mark it as "Confidential & Proprietary"?

**You are able to mark it as "Confidential and Proprietary", however please read part L on page 4 of the RFP regarding information submitted to the WIB that is marked "proprietary" and how it is handled.**

- c) If our organization does not feel comfortable with providing this confidential information digitally, is there another option?

**You are asked to submit paper and an electronic copy for the proposal. The electronic format can be PDF which is the same format as if a hard copy is scanned into an electronic file.**

## 2. Page 7. 1- Exhibits

- a) What is the "Business Entity Filing" that the RFP is asking for - is this a form?

**The Business Entity Filing is done through the Indiana Secretary of State.**

## 3. Page 9 - # 3

- a) Similar question, but how do I find out what our Business Entity Filing is?

**The search for the Business Entity Filing can be done online at the Indiana Secretary of State website or by calling their office directly.**

- b) The RFP is asking us to provide a copy of the "search" and the date it was conducted, & copy of filing. How do I run this search and is this something that we can run ourselves? I am not understanding what this is.

**The Business Entity Filing is requested because this assures the WIB that your company is in good standing with the Indiana Secretary of State's office and that you are a company in good standing and eligible to conduct business in the State of Indiana.**

#### 4. Page 9 - #4 – Authorizations

- a) (i) asks for authorization to submit the proposal. I am the person submitting the proposal - what exactly is it that I need to provide, and from whom? Is a letter from the owner of our company stating that I have the authorization to submit the proposal sufficient?

**A letter from the Owner or CEO of the company is acceptable. We want to ensure that whoever submits the proposal with certain pricing, conditions, etc. is authorized to do so.**

- b) (ii) asks for something authorizing me to sign the proposal, etc. Again, is the letter I mentioned above sufficient?

**Yes, a letter stating that you are authorized to submit a proposal, negotiate on behalf of the company, and bind the company is sufficient.**

- c) It states that "copies of the resolutions may be made as Exhibits to the proposal. What are the "copies of resolutions"?

**If your company is governed by a Board of Directors, then a resolution signed by the board is required to ensure that the board is authorizing a submission of a proposal and, if selected, to enter into a contract with the WIB for youth services.**

#### 5. If awarded the contract, who would be paying our invoices? Would it be ASG or the WIB?

**The contract for youth services will be between the selected entity(ies) and EGR 6 WIB. The invoices will be paid by EGR 6 WIB.**