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RFP 22-68692 TECHNICAL PROPOSAL ATTACHMENT F

The Indiana Department of Correction Education Division provides high quality Career Technical Education (CTE) services to incarcerated individuals. The Career Technical Education program provides high-wage, high-demand nationally recognized industry certifications for those incarcerated to assist in providing them the best chances for successful re-entry. The Indiana Code sets forth the foundation for adult schools at:

IC 11-10-5 Chapter 5. Academic and Vocational Education IC 11-10-5-1 Implementation of academic and vocational education curricula and programs; funding Sec. 1.

Sec. 1. The department shall, after consulting with the secretary of education and the Indiana commission on vocational and technical education of the department of workforce development, implement academic and vocational education curricula and programs for confined offenders, by utilizing qualified personnel employed by the department or by arranging for instruction to be given by public or private educational agencies in Indiana. The department shall include special education programs, which shall be governed under [IC 20-35-2](#). To provide funding for development and implementation of academic and vocational education curricula and programs, the department may accept gifts and apply for and receive grants from any source.

As added by Acts 1979, P.L.120, SEC.3. Amended by P.L.217-1987, SEC.26; P.L.1-1990, SEC.161; P.L.135-1993, SEC.3; P.L.21-1995, SEC.13; P.L.1-2005, SEC.121; P.L.43-2021, SEC.35.

The vendor will be expected to meet these essential, overarching functions within any offered proposal:

- The vendor must deliver educational services that are aligned to, and within the guidelines and requirements of the Indiana Department of Education and the Indiana Department of Workforce Development.
- Maintain a safe and secure environment within IDOC policies, procedures, and operations.
- Maintain and produce records as required by IDOC and its educational partners at the state and federal level.
- Prepare and provide high-quality, evidence-based instruction within a school year of 260 days divided into mutually acceptable blocks per day.
- The vendor will continue to offer the current portfolio of nationally recognized industry certifications.
- For purposes of a seamless transition the IDOC does not wish to change any program during the first six months of a new contract.

Instructions: Please provide answers in the shaded areas to all questions. Reference all attachments in the shaded area.

Respondent's Name:

Ivy Tech Community College

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2.4.1 General Requirements and Definitions

- 2.4.1.1 Please list any additional terms and definitions used by your company or industry that you would like the State to consider incorporating in the contract. The State will not accept terms and definitions introduced after award during contract finalization and implementation.

Ivy Tech requests that any indemnification clauses in the contract be removed. We are happy to discuss this change, if required by the State team.

- 2.4.1.2 Please confirm you have carefully reviewed all requirements listed in RFP Section 1.4. Should your company have any exceptions, substitutions, or conditions for the State's consideration, please list them below. The State will not accept exceptions, substitutions, or conditions introduced after award, during contract finalization and implementation.

Ivy Tech does not request any exceptions, substitutions, or conditions for the State's consideration.

2.4.2 Scope of Work/General

The Indiana Department of Correction (IDOC) is seeking a vendor to provide Career Technical Education (CTE) services at thirteen (13) adult correctional facilities across the state of Indiana. These services include nationally industry recognized certifications through the following entities which includes but is not limited to, (American Hotel and Lodging Education Institute, National Center for Construction Education and Research, Recreational Vehicle Technical Institute, Manufacturing Skills and Standards Council, Indiana Professional Licensing Agency, Horticulture-Indiana Accredited Horticulturalist, National Career Readiness Certificate(ACT)), career preparation and Integrated Education and Training (IET) modeled programming. This includes program, regional and site management, educator training / licensing, professional development and personnel management. Maintenance of student records and full compliance with the InTERS national reporting system is required.

The IDOC requires CTE services to include the following:

- Digital Literacy
- Career Technical Education (CTE) programming based on IDWD, Governor's Office, and industry researched high-wage, high-demand job sector suggestions.

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Certification Vendors and Agencies	
National Center for Construction Education and Research (NCCER)	www.nccer.org
American Hotel and Lodging Educational Institute (AHLEI)	www.ahlei.org
Manufacturing Skills Standards Council (MSSC)	www.msscusa.org
American Welding Society (AWS)	www.aws.org
Indiana Public Licensing Agency (IPLA)	https://www.in.gov/pla/
National Career Readiness Certificate (specific to ACT)	www.act.org
Indiana Nursery and Landscape Association	www.inla1.org

The Respondent must deliver CTE services that are aligned to and within the guidelines of the Indiana Department of Education and the Indiana Department of Workforce Development. The IDOC cautions any potential Respondent to carefully consider the legal obligations involved in providing special education services in an adult facility. The Respondent will have the primary responsibility of complying with IDEA and Indiana's Article 7 as applied to incarcerated adults. Thirty-percent of the incarcerated adults under the age of 22 have previously received services as a child with a disability when attending the last public school of record. The Respondent will be obligated under the contract terms to not illegally discriminate against any inmate based on disability.

The IDOC will not continue to require a high school diploma or high school equivalency diploma as a requirement for entrance into vocational certification programming. The eligible population averages around 20,000 inmates or about 90% of the IDOC population at facilities where academic and vocational services are offered. The vendor should be prepared to work with inmates who may need academic remediation while participating in vocational certification programming.

The vendor is required to maintain full compliance with Indiana Article 7 and all Federal regulations regarding Special Education services. Special Education services are vital to assisting individuals with disabilities in obtaining a free and appropriate education. It is expected that the vendor will honor needed accommodations as indicated in the offenders legally constituted IEP.

Full compliance with IDOC data systems (OCMS/PMRS & OIS), the Indiana Department of Workforce Development (InTERS) data system and any successor data and reporting systems is mandatory. These databases house and track offender progress and are considered official records. The vendor will be required to maintain all student records regarding student progress and program completion.

The IDOC administers over 70,000 paper-pencil based high stakes assessments yearly. The contractor will provide a secure locked location to store paper based certification assessments. The contract will assume responsibility for storage, distribution, collection, mailing and ordering of assessment materials (answer sheets, examination books and other assessment related materials required by certification organizations).

The vendor will be required to submit timely and accurate invoices and billings monthly based on accurate staffing records, benefit schedules and supplies and materials purchase orders. The IDOC will not be responsible for internal vendor human resource or finance department operations. The IDOC will be the pass-through grant recipient and the vendor shall be the sub-grantee for purposes of any state or federal grant monies awarded for correctional CTE programming. The vendor will be expected to follow all rules and obligations for reimbursement of grant purchase related funds.

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The vendor will comply with all FERPA regulations related to student non-directory information. This includes the acquisition and storage of records on behalf of the offender. This will also include student records produced by the vendor.

The IDOC requires that class size be determined with reference to instructional quality economy of operation. More information about the classroom size requirements can be found in the following Indiana Code: 511 IAC 6-2-1(b) and 511 IAC1-8-1 et seq.

The Respondent should respond to this specification with a statement that it agrees to meet and comply with the specification. The response must also include a narrative that supports Respondent's ability to meet the scope of work by detailing prior experience and available resources related to the provision of Career Technical Education services to correctional institutions.

Ivy Tech Community College (Ivy Tech) agrees to meet and comply with this specification. If selected as the vendor, Ivy Tech will provide Career Technical Education (CTE) services at thirteen (13) adult correctional facilities across Indiana.

Ivy Tech has significant experience offering both academic / credit and non-credit programs that include embedded nationally recognized certifications. Dr. Sue Ellspermann, Ivy Tech's president, is a member of the Governor's Workforce Council and thus, each chancellor and campus leadership team partners with the Governor's Office, Indiana Department of Workforce Development, and local industry within each campus's service area to identify and to offer education and training in line with available high-wage; high-demand careers, and job openings.

Each Ivy Tech campus has an official testing center and experience in storage, distribution, collection, mailing and ordering of assessment materials (answer sheets, examination books and other assessment related materials required by certification organizations).

As a current community-based Adult Education provider in Evansville and Bloomington, Ivy Tech adheres to all program specifications, including the use of INTERS to track data.

As the current Adult Education provider to the IDOC, Ivy Tech-Madison has experience in providing program, regional and site management, educator training/licensing, professional development and personnel management. Under this contract, Ivy Tech currently offers special education programs in full compliance with Indiana Article 7 and has established processes and procedures designed to exceed IDOC expectations related to human resources and finance functions. Ivy Tech submits timely and accurate monthly invoices and billings based on accurate staffing records, benefit schedules, and supplies and materials purchase orders. Ivy Tech is willing to be a sub-grantee for purposes of any state or federal grant monies awarded for correctional CTE programming. Under this contract, Ivy Tech-Madison maintains all student records in INTERS and will comply with all FERPA regulations related to student non-directory information.

Prior Experience - IET CTE Programming:

Ivy Tech - Evansville partners with Vincennes University (VU) Adult Education program to deliver

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Integrated Education and Training (IET) workforce education for their students. The program has been recognized regionally for the high pass rates. Nearly 50 students from the VU program have completed Ivy Tech Certified Nursing Assistant (CNA) and 55 students Commercial Drivers License (CDL) training since 2018.

Prior Experience - IET/CTE Programming in Correctional Setting:

Ivy Tech - Terre Haute provides Diesel Technology training to the inmates who reside in the Terre Haute Federal Correctional Facility camp for more than ten years. An average of 30 inmates go through the program in a year and have the option to test for ASE Certifications in brakes, engines, and electrical systems at the completion of their training. This training is delivered onsite by full-time Ivy Tech instructors. The Terre Haute campus also provides an open enrollment schedule for the inmates (trustees) in CDL-A driving school, Welding, and Computer Numerical Control (CNC) - Machining training. These students come to the Ivy Tech campus for instruction. The Terre Haute Federal Correctional Facility will send up to ten inmates per course in the open enrollment options per year. To date, 155 inmates successfully completed certifications.

Ivy Tech - Since 2018, Madison partnered with community-based adult education provider, River Valley Resources (RVR) to provide IET training at the Madison Correctional Unit (MCU). To offer this training, RVR devoted a portion of their IET budget to the provision of the Manufacturing Skill Standards Council -- Certified Production Technician certification (MSSC-CPT) to offenders at MCU and RVR. Ivy Tech leveraged the State's Next Level Jobs funding.

- MSSC: Ivy Tech - Madison provided an adjunct to co-teach the course; and, to ensure quality outcomes, also provided the opportunity for a formerly incarcerated offender and a successful MCU MSSC graduate to serve as a supplemental instructor in the course. To date, RVR and Ivy Tech have offered eight MSSC cohorts (10 students each) with a pass rate of 100% for the full CPT. The success of this program gained the attention of Mr. Neil Reddy, Chief Executive Officer of MSSC, who stated, "Ivy Tech CC in partnership with Madison Correctional Facility (MCF), is changing lives and adding to the much needed skilled workers with the next generation skills and knowledge to be Mfg. 4.0 ready Production Technicians. The ladies at this facility are proving they can succeed well beyond the national average, by attaining pass rates above 90% (national average at 79%). Having visited MCF personally, this advanced manufacturing program of study is exceptional, not only in the dedication of the female students, their success in attaining industry recognized credentials, but also to recognize the employer community engagement, but even more significantly to hear the personal success stories of its graduates. This program is truly an inspiration!"
- CNC NIMS: In Fall 2020 IET services expanded to our CNC machining class. This resulted in a 100% pass rate for all 8 students achieving their NIMS Mill and Lathe certifications.

Prior to COVID-19, RVR and Ivy Tech planned to launch an MSSC-CLA IET at MCU and have continued conversations about additional IET training that can be brought to MCU post-COVID.

Statewide: In December of 2017, IDOC contracted with Ivy Tech to provide statewide non-credit training to qualified IDOC offenders housed in seven IDOC facilities. This contract was centrally managed by the Ivy Tech - Madison campus and non-credit training was provided by the following local campuses: Anderson, Columbus, Ft. Wayne, Madison, Terre Haute, South Bend, and Valparaiso. The price for the following non-credit training programs was centrally negotiated and approved by

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the IDOC under this contract: Basic Electricity and Motor Controls, CNC Machine Technician, MSSC-CPT, and Welding. The type of training and appropriate cohort size was recommended by the local Warden and approved by IDOC Central Office. IDOC Central Office established the policy and process to select offenders for these training programs, in collaboration with Ivy Tech.

Under this contract to date, Ivy Tech served 667 offenders who earned 1,248 certifications. Two of the participating IDOC offenders were recognized in the Governor's State of the State Address (2019 & 2020), raising the profile of IDOC's adult education program and increasing interest from employers statewide to hire qualified, skilled felony offenders. In addition, this partnership between IDOC and Ivy Tech Community was profiled in the U.S. Chamber of Commerce Foundation's magazine, *America Working Forward: Hidden Workforce* (<https://awfmagazine.uschamberfoundation.org/wp-content/uploads/2019/06/America-Working-Forward-Magazine.pdf>); and the Lumina Foundation *Focus Magazine* (Winter 2018) <https://focus.luminafoundation.org/cultivating-hope-through-education-in-the-hoosier-hills/>

In addition to the other workforce preparation outlined above, Ivy Tech is able to deliver the newest tools available in career coaching. In alignment with IDWD, Ivy Tech adopted the WIN Personalized Career Readiness System. Ivy Tech partnered with IDWD on this new system and it is already in use on all of our campuses. WIN's standards-aligned, web-based programs offer education and workforce entities an engaging and relevant career-driven education and training resource to prepare learners and job seekers for success. The result is higher academic achievement, greater commitment to employability work habits, increased motivation to seek their career path, and true readiness for career success. If awarded, Ivy Tech will incorporate this tool in all IET CTE offerings.

2.4.3 Administration

The Vendor shall provide the necessary corporate administrative functions such as time keeping, payroll, personnel functions, billing tasks, obligations payment, telephone, and fax lines for long distance calls etc., at vendor state and/or regional offices. Additionally, the Vendor shall provide sufficient regional administrative staff to provide effective administration and quality assurance oversight for this contract. The state and regional administrative staff will reside in Indiana full time to be near IDOC Central Office and IDOC facilities. The Vendor shall have in place by the contract start date, the essential administrative personnel, and operational policies and procedures for compliance with contract specifications and administration of the ABE program.

Upon reasonable prior notice, the IDOC may review at the Contractor's offices the employment applications, resumes and personnel files of the personnel during regular business hours. At the request of the IDOC, the Contractor shall provide a list of the names and home addresses and telephone numbers of all personnel.

The Contractor shall provide copies of detailed invoices by facility which include (CTE instructor salaries and benefits, supplies, fees, site management salaries and benefits and professional development).

The Respondent shall respond to this specification with a statement that it agrees to meet and comply with the specification. Please describe the individual involved and steps to be taken to comply with this requirement.

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Ivy Tech agrees to meet and comply with this specification. Ivy Tech will maintain an administrative office in a mutually agreed upon central location.

Ivy Tech proposes to assign CTE-related management and support roles to our IDOC Adult Education administrative personnel. Those positions include, but are not limited to: the Adult Education Director of Correctional Education; statewide Assessment Coordinator; 8 Site Coordinators and 8 Administrative Assistants. As the current adult education provider, Ivy Tech has operational policies and procedures for compliance with contract specifications and administration of the program.

Ivy Tech will provide copies of detailed invoices by facility which include (CTE instructor salaries and benefits, supplies, fees, site management salaries and benefits, and professional development).

2.4.4 Staffing –Minimum Staffing Schedule

The Vendor will retain all staff necessary to provide Career Technical Education services within selected IDOC facilities according to applicable standards. The IDOC highly prefers a staffing proposal that addresses retention, staffing vacancies, and coverage, in a realistic, practical, and thoughtful way.

Due to the importance of maintaining adequate staffing levels, the Vendor shall comply, at a minimum, with the staffing levels set forth in the Minimum Staffing Schedule in the chart below. This Minimum Staffing Schedule sets the minimum staffing the IDOC believes necessary for services. The aforementioned notwithstanding, a mutual re-structuring of the Minimum Staffing Schedule that is cost neutral shall not be cause for such a renegotiation.

BTC Branchville Correctional Facility	HTCF Heritage Trails Correctional Facility	IWP Indiana Women's Prison	IYC Plainfield Correctional Facility	CIF Correctional Industrial Facility	ISF Putnamville Correctional Facility
NCCER - Welding	Business Tech	Cosmetology	NCCER - Welding	Business Tech	AHLEI-Culinary Arts
AHLEI-Culinary Arts	NCCER Building Trades	AHLEI-Culinary Arts	NCCER - Building Trades	MSSC - CLA/CLT	NCCER - Building Trades
	AHLEI-Culinary Arts	Business Tech	AHLEI-Culinary Arts		NCCER - Welding
	MSSC - CLA/CLT		Business Tech		Vacant RVTI or Auto Tech
WCC Westville Correctional Facility	RTC Rockville Correctional Facility	MCU Madison Correctional Facility	WVCF Wabash Valley Correctional Facility	NCCF New Castle Correctional Facility	MCF Miami Correctional Facility
Business Tech	CORE IET	Business Tech	NCCER - Building Trades	MSSC - CLA/CLT	MSME
RVTI	NCCER - Building Trades	Cosmotology		NCCER - Building Trades	Barber
AHLEI-Culinary Arts	Cosmetology			Horticulture	VACANT-BARBER
NCCER - Building Trades	AHLEI-Culinary Arts			Barber	Business Tech
MSSC - CLA/CLT				AHLEI-Culinary Arts	MSSC - CLA/CLT
VACANT - Welding				AHLEI-Culinary Arts	
Vacant -CORE				Business Tech	
				VACANT - CORE	
ISP Indiana State Prison					
AHLEI-Culinary Arts					

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The Respondent shall complete a staffing plan for all facilities in a spreadsheet format that identifies the number and type of staff by facility and program (American Hotel and Lodging Education Institute, National Center for Construction Education and Research, Recreational Vehicle Technical Institute, Manufacturing Skills and Standards Council, Indiana Professional Licensing Agency, Horticulture-Indiana Accredited Horticulturalist, National Career Readiness Certificate(ACT)). The plan should meet the expectations of this RFP as show in the staffing schedule on page 4. The vendor will employ all current staff (licensed teachers, site management or support staff) for a minimum of one-hundred **twenty** (120) days during which evaluations can be made.

This plan should include any regional management and administrative staff needed to initiate and to continue delivery of CTE programming as required in this RFP. The plan must also indicate a time frame within 35 days to replace CTE instructors upon their departure, (leave, termination, resignation). Upon award of the contract, the Vendor shall provide a final staffing plan for each IDOC facility. Deviations from the proposed plan must be approved by the IDOC Director of Education. The staffing plan will be the basis for staffing throughout the Contract term. This plan will identify the minimum number of management and line staff positions by position title. The IDOC reserves the right to periodically review the Vendor's staffing levels. Based on the Minimum Staffing Schedule below the IDOC has identified 47 positions for which the vendor will be responsible.

Facility	Staffing Totals
BTC	2
HTCF	4
IWP	3
IYC	4
CIF	2
ISF	4
WCC	7
RTC	4
MCU	2
WVCF	1
NCCF	8
MCF	5
ISP	1
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Any reallocation of positions that impact the staffing plan will be made by mutual agreement between the Vendor and the IDOC. In the event a mutual agreement cannot be reached, the decision of the RFP shall prevail.

For the purpose of clarity, the Minimum Staffing Schedule set forth in this RFP is the minimum staffing that must be met by the Vendor; however, the Respondent in its proposal may add staffing to this plan as it deems necessary to meet the service, standards, and expectations set forth herein. Any additional staffing plans must include a detailed financial impact statement.

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The Respondent shall respond to this specification with a statement that it agrees to meet and comply with the specification. Respondent must provide a staffing proposal that provides at a minimum the staffing set forth in the Minimum Staffing Schedule on Page 5.

Ivy Tech agrees to meet and comply with this certification. Ivy Tech proposes a staffing proposal that provides a minimum the staffing set forth in the Minimum Staffing Schedule. Please see Technical Proposal Appendix 1 for the required spreadsheet detailing the staffing plan for all facilities by number and type of staff by facility and program. Please see Technical Proposal Appendix 2 for an organizational chart.

Ivy Tech proposes to assign CTE-related management and support roles to our IDOC Adult Education administrative personnel. Those positions include, but are not limited to: the Adult Education Director of Correctional Education; Assessment Coordinator; 8 Site Coordinators and 8 Administrative Assistants. As the current adult education provider, Ivy Tech has operational policies and procedures for compliance with contract specifications and administration of the program.

All licensed teachers will be employed for a minimum of one-hundred twenty (120) days during which evaluations can be made.

2.4.5 Staffing – Prorated Vacant Positions

The Vendor shall provide adequate and sufficient education personnel necessary to perform the various services in accordance with the specifications of the State’s Request for Proposal (RFP).

For any teaching position remaining vacant for more than 60 working days, the vendor will pay to IDOC as liquidated damages a prorated daily amount of the teacher’s salary beginning with the 61st day.

The vendor shall submit to the IDOC a monthly staffing schedule which will reflect accurate staffing levels at each facility. This will include staff name, program area taught and contact hours per month. For vacant positions the program content area will be noted and the total working days vacant shall be included.

The Vendor will use all reasonable efforts to fill vacancies. A vacant position is one that is not permanently filled or positions of staff that are on extended medical leave, military leave, or for any other reason the staff filling the position are not present for 60 working days or more. The official start date of the vacant position will be considered the actual fill date and the end of the vacancy. Furthermore, the Vendor may not consider an accepted position as filled until the person occupying the position begins their first day of IDOC mandated training. A vacant position will not be considered filled if the Vendor re-assigns existing staff, including staff from the regional office, or uses current staff in excess of a full time equivalent to cover the position.

To temporarily cover vacant positions, the Vendor may use IDOE licensed substitute teaching staff to fill teaching vacancies. Substitute teaching days may not be used to consider a position filled. To ensure the

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needs of the inmate population are continually being met; any teacher absent for more than five (5) consecutive educational days shall be replaced with a substitute teacher.

Regardless of staffing payback reimbursements made by Vendor for understaffing, consistent failure by Contractor to meet the minimum staffing schedule set forth in this RFP, or as amended by mutual agreement of the parties, may result termination of the contract resulting from this RFP.

The Respondent shall respond to this specification with a statement that it agrees to meet and comply with the specification. Respondent must provide a narrative, along with any supporting documentation, of how it proposes to meet this specification including narrative of how it intends to handle vacancies to comply with the specifications set forth herein.

Ivy Tech agrees to meet and comply with this specification including payment to the IDOC a prorated daily amount of teachers' salaries beginning with the 61st day. Ivy Tech will provide time and effort reports on all staff hired under this contract. The report can include staff name, facility, and contact hours per pay. For vacant positions the program content area will be noted and the total working days vacant shall be included. Ivy Tech will make all reasonable efforts to fill vacancies. Ivy Tech Madison's average time to fill full-time positions is 35 days.

Ivy Tech currently uses the PageUp system to maintain job descriptions and post vacancies to start the hiring process. Upon posting a position in PageUp, we have the ability to market it both internally and externally. Internally it is posted to the Ivy Tech jobs website and an internal jobs website that employees have access to. Externally it is posted to Indeed and many other job sites. All applications for the opening are immediately viewable by HR and the designated hiring committee. This allows a quick turn to begin the interview and hiring process. Every step of the hiring process is managed through the PageUp system from interviews, turndowns, new hire paperwork and onboarding.

Ivy Tech will provide substitute teachers for staff on vacation or other scheduled leave of absence. Ivy Tech will evaluate the current process for providing substitute teachers and adjust this process as needed.

2.4.6 Staffing – Qualifications

The Respondent will provide staff that are prepared to work in a correctional environment and that have the appropriate focus on safety, security, and rehabilitation. All of Respondent's staff assigned to a facility will comply with the facility's dress code. Any staff member failing to pass an Indiana Department of Correction (IDOC) background check, or found otherwise unsuitable by the IDOC to work with inmates due to violation or operation of IDOC policy and procedure will not be assigned to an IDOC facility by the Respondent.

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The Respondent will be flexible in working with the IDOC in situations where there are disruptions in a facility, classroom, or limited access to a facility due to security concerns.

The Respondent will work cooperatively with the warden of each facility understanding that each facility warden has the day to day responsibility for the operations and inmates within his/her facility. The Warden has final approval regarding contracted education staff entry to his or her facility to provide educational services.

All instructional staff hired or provided through this contract must be appropriately licensed by the Indiana Department of Education. The Vendor is expected to verify and maintain credentials and current licensure on file in the facility where the individual is performing services and the vendor's main offices. The Vendor is required to submit the names and positions of all new possible hires to the Director of Education or designee prior to an offer. It is the responsibility of the employee providing these services to maintain up-to-date licensure. It is the responsibility of the vendor to review licensure records periodically and communicate upcoming renewals to their staff. Any teacher who allows their license to lapse on July 1, the first day of the current school year, will be subject to a gate-lock and denied entry into IDOC facilities.

Before being allowed to work with IDOC incarcerated individuals, including juvenile incarcerated individuals, the Vendor's employees and contracted staff shall be subject to the security clearance policy and procedure of the IDOC. All employees of the Vendor including subcontractors shall undergo a thorough background check (e.g., criminal history background check, including a driver's license check and fingerprinting, sex incarcerated individuals registry check, employment verification, educational verification, license verification, and in appropriate cases Children Protective Services check, DIANA® screen, in limited cases, credit history check, drug screen or any other screen or check deemed necessary by the Vendor or the IDOC.) Subsequent criminal history background checks shall be completed at least every four (4) years on current contract employees who have contact with incarcerated individuals. Entry to the IDOC facilities will be prohibited unless all staff including regional and administrative staff, have completed a background check. The IDOC will be financially responsible for any criminal/character/personal background check it performs.

The IDOC will retain the right to require the Vendor to exclude from working at any IDOC facility any employee of the Vendor who is deemed incompetent, insubordinate, or objectionable by the IDOC. If the IDOC invokes this right, the Vendor shall remove the employee immediately. The Vendor will agree not to hire or rehire any former employee of the Vendor or previous Vendor, or former employee of the IDOC, who was removed for cause, or resigned with prejudice.

The IDOC reserves the right to refuse entry onto its facility grounds an employee of the Vendor whom it has found to be in violation of the facility's policies and procedures, charged or adjudicated in violation of state law in connection with the employee's conduct toward an offender of the facility, prohibited from working with children pursuant to I.C. 4-13-2-7 et seq. or under investigation for violation of state law in connection with the employee's conduct toward an incarcerated individuals of the facility. If the IDOC invokes this right the Vendor shall remove the employee immediately.

The vendor will provide staff that are prepared to work in a correctional environment and that have the appropriate focus on safety, security, and rehabilitation. Any person performing work under the contract agrees to adhere to all IDOC procedures, policies, and codes of conduct, see Attachment K. All

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staff employed by the Vendor including subcontractors, both full and part time, must abide by the IDOC's dress code, Attachment L.

The Vendor is responsible for all actions and work performed by its subcontractors and all staffing stipulations applicable to the Vendor's staff apply to subcontractors.

Personnel files of all Vendor employees shall be on file at the facility in the site manager's office. IDOC is responsible for providing secure space where the Vendor may maintain these files. When necessary, the Vendor will provide pertinent or demographic information from the personnel files to the Warden or internal affairs staff which is needed to complete an investigation.

For purposes of oversight and management, the IDOC encourages any potential vendor against employing subcontractors or entering into subcontracts with vendors to provide services within correctional facilities.

The Vendor must notify the IDOC Director of Education/designee whenever key staff members are on a leave of absence. This includes site, regional and state management staff. The notification must include the dates of the planned or anticipated leave and should identify the staff member who will be covering the key position.

The Respondent shall respond to this specification with a statement that it agrees to meet and comply with the specification. Respondent must provide a narrative, along with any supporting documentation, of how it proposes to meet this specification.

Ivy Tech Community College agrees to meet and comply with this specification. Ivy Tech does not plan to subcontract the provision of CTE services to any other vendor. All employees under the CTE contract will be Ivy Tech employees. All CTE employees under this contract will meet requirements outlined in this RFP. Additionally, CTE adjuncts and instructors offering non-credit training as part of the Out Custody requirements in Addendum 2 will meet licensure and professional criteria necessary to deliver their program courses.

Ivy Tech will maintain all employees' credentials and current licenses on file in the facility where the individual is performing services and within Ivy Tech's statewide Banner (management) system accessible by Ivy Tech - Madison or Systems Office Human Resource employees.

Ivy Tech subcontracts with Dr. Karen Bevis to ensure all adult education teachers have current licensure and credentialing or are progressing toward that goal. Under this contract, Dr. Bevis reviews potential teacher candidates and their positions to ensure proper licensing prior to Ivy Tech employment; verifies and maintains credentials and current licensure on file; and communicates upcoming renewals to teachers ensuring that each teacher will meet the requirements for license renewal. For those with a college degree, Dr. Bevis determines what avenues a candidate can take to acquire an initial and professional teaching license. Dr. Bevis has an extensive history of providing such services and has positive and professional relationships with both IDOC and IDOE staff and representatives. Ivy Tech proposes to add

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the CTE instructors to the scope of our current contract with Dr. Bevis.

Ivy Tech will submit the names and positions of all new possible hires to the director of education or designee prior to an offer and coordinating hiring and orientation with the facilities' warden or designee.

Ivy Tech's statewide Benefits Hub will communicate with the appropriate IDOC representative should any key staff members elect to take a leaves of absence. The notification will include the dates of the planned or anticipated leave and Ivy Tech - Madison's Chancellor will communicate to the IDOC the staff member who will be covering the key position.

Ivy Tech has professional, statewide systems designed to recruit and hire qualified employees and provide benefits, including leaves of absence. If selected as the IDOC vendor, Ivy Tech - Madison will leverage these systems in the management of this contract.

2.4.7 Staffing – Licensure

Respondent will be responsible for providing licensed instructors, as governed by **511 IAC 6.1.3-1(d)**, supported by a model professional development system. The Respondent will comply with applicable certification/licensing requirements as it complies with statute and as it relates to all Indiana Department of Education requirements.

All teachers/instructors furnished by the Respondent will be approved by the facility warden and obtain and maintain a Workplace Specialist License, or Indiana Teachers License or an Indiana Academic Content License. Any certified instructor who does not have a current license as of July 1 at the start of each school year would be expected to be dismissed by the Respondent.

The IDOC Director of Education acts as the liaison between Indiana Department of Education (IDOE) and the Respondent for purposes of initial licensing and renewals.

The respondent must provide a detailed plan indicating their ability to assume workflow and approval responsibility of the licensure and renewal process.

The IDOC considers the hiring of education staff to be critical to the goals of safety, security and rehabilitation. Therefore, the Vendor must comply with the following license expectations:

Licensure Requirements

- All CTE instructors will have Workplace Specialist License, or Indiana Teachers License or Indiana Academic Content License. The respondent will be responsible for providing licensed instructors and support a model professional development system. The vendor will comply with applicable certification/licensing requirements as it complies with statute and as it relates to all Indiana Department of Education or Indiana Department of Workforce Development requirements.

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- Any certified instructor who does not have a current license as of July 1 at the start of each school year will be expected to be dismissed by the vendor.
- Currently, the Director of Education, IDOC, acts as the liaison between IDOE, IDWD and the vendor for purposes of initial licensing and renewals. However, any potential vendor must be prepared to work collaboratively with the IDOC in shifting teacher/instructor licensing from IDOC to the vendor(s).

The Respondent shall respond to this specification with a statement that it agrees to meet and comply with the specification. Respondent must provide a narrative, along with any supporting documentation, of how it proposes to meet this specification.

Ivy Tech agrees to meet and comply with this specification. Ivy Tech subcontracts with Dr. Karen Bevis to ensure all adult education teachers have current licensure and credentialing or are progressing toward that goal. Under this contract, Dr. Bevis reviews potential teacher candidates and their positions to ensure proper licensing prior to Ivy Tech employment; verifies and maintains credentials and current licensure on file; and communicates upcoming renewals to teachers ensuring that each teacher will meet the requirements for license renewal. For those with a college degree, Dr. Bevis determines what avenues a candidate can take to acquire an initial and professional teaching license. Dr. Bevis has an extensive history of providing such services and has positive and professional relationships with both IDOC and IDOE staff and representatives. Ivy Tech proposes to add the CTE instructors to the scope of our current contract with Dr. Bevis.

2.4.8 Staffing – Administration/Site and Regional Management

The Vendor shall identify the key corporate staff to be involved in managing the contract. The Vendor must have regional or central capability to supervise, manage, and monitor the CTE program. The Vendor shall employ on site in facilities and at a central or regional location within the state, at a minimum, the personnel in the list below. If the Vendor intends to hire existing leaders or employees to manage the contract the IDOC Executive Director of Education must approve the hire. If the Vendor intends to hire existing staff in certain positions, please indicate such for each position.

Site Management/Regional Management

- An individual with experience in correctional education to oversee all aspects of the contract. The IDOC expects this position to be a Director of Correctional Education.
- One full-time assessments coordinator, who will manage the housing and distribution of high stakes testing material and other educational materials.
- Two regional managers who will provide oversight to the northern and southern regions of the state. (One regional manager must be assigned to coordinate GTL tablet programming as part of their duties)
- One full-time site manager for each facility where full time Career Technical Education services are provided.

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- A minimum of one administrative assistant for each facility where Career Technical Education services are offered. These individuals must be trained to use the Indiana Department of Workforce Development InTERS system.
- One full-time Statewide Special Education Coordinator
- A sufficient number of Teachers of Record (TORs), specifically assigned to offenders requiring Special Education Services. This number is variable based on the needs of the offender population.

State, Regional, and Facility Management Plan:

The respondent will detail a plan for managing personnel and activities at the State level, the regional level, and the facility level. This includes site managers and administrative assistants at each site.

The vendor will ensure that salary and benefits for staff are competitive and sufficient to retain staff in the program. The State prefers that staff salaries and benefits are at a minimum, comparable to salary and benefit packages provided by the current vendor.

There is no requirement that the individual schools have an Indiana-licensed principal as a site-manager. All site managers must be approved by the facility Warden and the Education Division of IDOC.

The respondent must detail a plan that demonstrates the capacity to ensure all required documentation is maintained and reported in a timely manner. Documentation must include demographic data (age, gender, ethnicity, military status) of all staff employed for purposes of providing vocational education services for the Indiana Department of Correction.

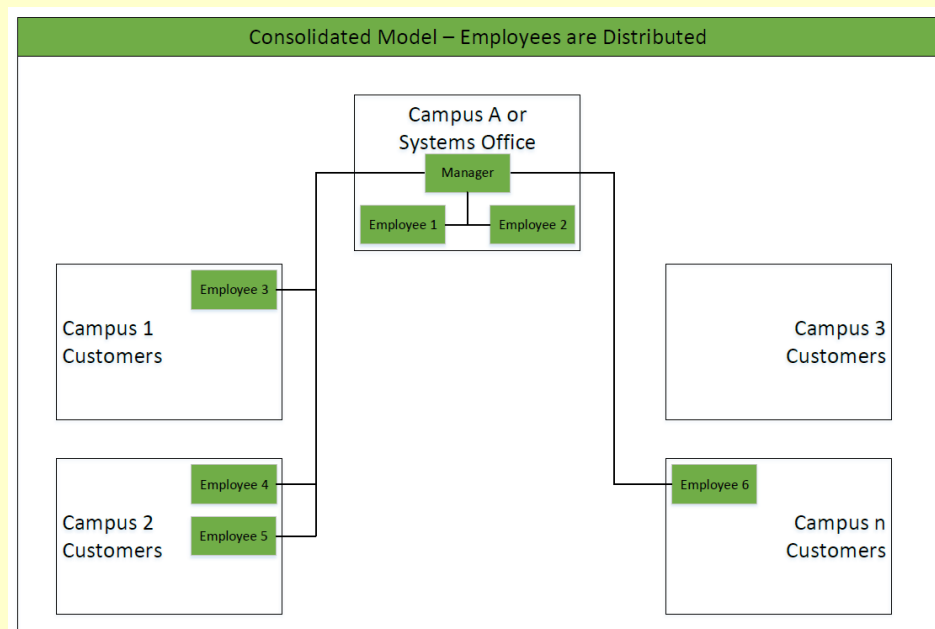
The Respondent shall respond to this specification with a statement that it agrees to meet and comply with the specification. Respondent must also include with its proposal a proposed staffing plan for the services.

Ivy Tech agrees to meet and comply with this specification. Based on the IDOC's request that the vendor have regional or central capability to supervise, manage, and monitor the CTE program; Ivy Tech proposes a distributed hub model to provide services to the Department of Corrections Education Division in support of CTE services. This proposed structure will ensure that Ivy Tech adheres to all program specifications outlined in [IDWD Adult Education Policy 2014-04, Adult Education Program Monitoring and Improvement](#).

Ivy Tech - Madison Campus leaders and its Chancellor (a former Adult Education Director for 10 years) will lead the hub. The hub will ensure contract performance and the administration of the program including items such as submission of timely and accurate monthly billings, materials purchases, purchase orders, payroll, and the integrity of instructor credentialing and licensure.

All employees employed under this contract will be assigned Ivy Tech Madison as their “home campus” but employees will be distributed throughout the State in service to the IDOC under this contract.

The hub model is used to ensure operational efficiencies and program integrity is at the statewide level while providing local teams the autonomy and flexibility to run the day to day operations. The model we are proposing is similar to the distributed example below.



Ivy Tech has extensive experience working within the distributed hub model as it is used as the current model for the overall College operations, specifically in functional areas of Public Safety and Preparedness; Business Affairs; Financial Aid/Veterans Affairs; Human Resources; Marketing; Payroll; Student Records; Disability Support Services; Diversity, Equity and Belonging; Facilities; Grants; K-14 outreach and coordination; and Testing Services.

As stated in the 2.4.3 and 2.4.4, Ivy Tech proposes to assign CTE-related management and support roles to our IDOC Adult Education administrative personnel. Those positions include, but are not limited to: the Adult Education Director of Correctional Education; statewide Assessment Coordinator; 8 Site Coordinators and 8 Administrative Assistants.

2.4.9 Staffing - Staff Training

All staff employed by the Vendor must be provided with new employee orientation including orientation to the Facility, orientation to the health services area to which the staff member is assigned, and orientation to the staff member’s position. All staff employed by the Vendor shall receive culturally competent in-service training. New Employee Orientation should include a training program for

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employees new to corrections on appropriate interaction in a correctional environment, including training on the following:

- Prohibitions against fraternization.
- Improper relationships with incarcerated individuals.
- Trafficking.

All staff employed by the Vendor who have contact with incarcerated individuals, including contact with incarcerated students, must receive an initial 40 hours of pre-service training (in addition to new employee orientation), two (2) days of Personal Protection training, and all required E-Learning training modules during their first year of employment and 40 hours of in-service training each year thereafter. The first 40 hours of Pre-Service training may be completed on a self-study basis at the discretion of the IDOC. Personal Protection training cannot be completed via self-study. The Vendor is required to complete two (2) days of the IDOC *On the Job* (OJT) Training and complete the remaining required 80 hours of OJT Training by the vendor specific OJT Program and provide documentation (Contractor Spreadsheet Checklist) to the assigned facilities Quality Assurance Manager for signature and then sent to the assigned facility's training Coordinator upon completion for training credit. All training will be provided at no cost to the vendor, but the vendor is to be solely responsible for the hourly wages or salaries of its employees while in training. Vendor's employees, who fail to successfully pass the test given for self-study, will be required to attend the same training in a classroom setting. Any employee of the vendor who has previously completed any of the required first year training will not be required to repeat the training, unless so desired by the Vendor.

All vendor employed staff with direct contact with incarcerated individuals, must be certified in CPR/AED through an accredited organization such as the American Heart Association, Emergency Care and Safety Institute, or the Red Cross. Vendor is required to purchase their own Certification Cards at no cost to the IDOC for certification. The IDOC does provide this training to all vendor and contract staff if requested.

The vendor shall adhere to any and all changes deemed necessary by the IDOC based on the needs of the department.

IDOC provided training will be provided free of charge to the Vendor, but the Vendor will be responsible for all per diem costs, travel, and salary of Vendor's employees who attend the training.

The Respondent shall respond to this specification with a statement that it agrees to meet and comply with the specification. Respondent must provide a narrative, along with any supporting documentation, of how it proposes to meet this specification.

Ivy Tech agrees to meet and comply with this specification. Several employees of Ivy Tech - Madison, including the Chancellor, and select employees statewide have successfully completed IDOC-related training described in this RFP and have recertified annually as part of our partnership with River Valley Resources and Madison Correctional Unit. It is important that all employees under this contract be appropriately trained in order to successfully be integrated in the workings of an IDOC facility.

Ivy Tech - Madison's Human Resources Director and each site coordinator/manager will

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collaborate with each IDOC Warden or designee to schedule in-person employee orientation and cultural competency training at each facility for adult education staff. Having experienced this training previously, the leadership of Ivy Tech - Madison will not require stand-alone training, but will support the integration of adult education employees into existing training opportunities offered by the facility for correction officers or new hires.

As appropriate, Ivy Tech - Madison will require adult education employees complete two (2) days of the IDOC *On the Job* (OJT) Training and complete the remaining required 80 hours of OJT Training by the vendor specific OJT Program and provide documentation (Contractor Spreadsheet Checklist) to the assigned facilities Quality Assurance Manager and Training Coordinator.

Ivy Tech will support annual e-Learning training, as deemed appropriate by the IDOC. Ivy Tech will use IDOC's Learning Management System (LMS) to offer this training OR will offer to upload this training into Ivy Tech's LMS (IvyLEAD) for the purposes of assuring each contracted employee completes the training by a due date mutually agreed upon by the IDOC and Ivy Tech - Madison.

All new employees to Ivy Tech complete the following [required e-Learning](#) trainings:

- New Employee Orientation
- New Employee OSHA Bloodborne Pathogens
- Title VII: Harassment Prevention
- Title IX Sexual Misconduct Awareness and Prevention
- Handling Sensitive Information
- Safety Awareness
- Diversity: Inclusion in the Modern Workplace
- Information Security

These required e-learning trainings are completed annually. If approved by the IDOC, Ivy Tech will offer all appropriate employees CPR/AED training through our statewide non-credit training offerings. Ivy Tech hires Red Cross certified instructors to provide this training. Ivy Tech will consider the cost of this certification training as "Maintenance of Effort" in support of this contract.

If selected as the Vendor, Ivy Tech will provide all training outlined in the RFP. In addition, adult education staff under this contract will have the same benefits as all other Ivy Tech employees. Those include:

- Access to Ivy Tech's [LinkedIN Learning](#) library of 7,500 courses and videos sorted into 34 different categories.
- Tuition waiver for Ivy Tech academic courses for the employee at any of the 40 Ivy Tech campuses or sites statewide OR their immediate family members, for example, a dependent dually enrolled in an Ivy Tech course while enrolled in high school. This

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benefit is capped at 12 credit hours for the employee and 15 credit hours for dependent or spouse.

2.4.10 Staffing - Recruitment and Retention and Minimum Salary Requirement

The Vendor shall have the responsibility for determining the compensation, terms and conditions of employment or engagement and benefits of, and for paying all compensation and other benefits to the personnel. Hourly rates of compensation for each category of personnel, including independent Contractors, shall be submitted to the IDOC on an annual basis. IDOC staff may act as advisors to the Contractor in determining compensation and benefits.

The IDOC desires a stable and effective workforce through the effective recruitment of professionals, the expedient replacement of professionals when vacancies occur, and greater retention of professionals once hired, thereby resulting in greater stability in the Vendor's performance.

In the event the Vendor hires education staff from staff currently employed and assigned to the IDOC education contract by the current vendor for educational services, the Vendor shall pay the employee no less than the most current salary the employee was paid by the current vendor for educational services. This requirement is limited to employees hired by the Vendor (Respondent to this RFP) during the period three months immediately before or immediately after the contracted start date of the contract resulting from this RFP and only applies if the Vendor is hiring the employee to fill the same position it did for the current vendor under the current contract. The minimum salary shall include the same PTO (paid time off).

The Respondent shall respond to this specification with a statement that it agrees to meet and comply with the specification. The Respondent shall respond and describe the ways in which it will ensure a stable and effective workforce to service the needs of this proposal, such a description should address items including, but not limited to, Salary, Benefits, PTO, Vacation time, Flexible Work Schedules, Continuing Education, Work/Life Balance initiatives and other benefits offered to retain staff. Respondent must include a list of the minimum salaries and benefits it will pay for the CTE related staffing positions listed herein for staff providing services under this contract.

Ivy Tech agrees to meet and comply with this specification. Please see Appendix 3 for an overview of the full-time benefits for Ivy Tech employees and Appendix 3b for a summary of the position classification and salary ranges for positions at Ivy Tech. The vocational instructor positions would be classified as E1.

As is stated in Goal 5 of the College's Strategic Plan, Ivy Tech wants to become known as a great place to work. Ivy Tech faculty and staff are our most critical resources. They enable student success, respond to employer needs and help Ivy Tech make a difference within their communities. It is incumbent upon the College to recruit and retain high-performing talent,

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provide venues for creativity and increase innovation.

Goal 5 is being driven by the following strategies:

Strategy 5.1 - Increase retention of high-performing, diverse, and talented employees.

Strategy 5.2 - Foster creativity and increase innovation in faculty and staff.

Strategy 5.3 - Recruit high-performing, diverse, and talented employees.

Strategy 5.4 - Build a world-class adjunct faculty model.

Strategy 5.5 - Improve communication among employees.

Ivy Tech offers a host of benefits to each full-time employee including health care (medical, dental, vision, flexible spending accounts); disability and life insurance options; financial and education counseling through Your Money Line; retirement programs (403b); and generous time off, including sick leave, vacation and other. As was previously mentioned, Ivy Tech offers educational assistance in the form of tuition assistance and tuition waiver programs as well as job-related professional development. Please see Appendix 4-- Full Time Benefits Overview.

2.4.11 Programming: Certification-to-College Credit Crosswalk Ability

The IDOC desires that the respondent have a routine, recognized system to qualify existing teachers/instructors as adjunct instructors thereby expanding “cross-walk” opportunities post release for college credits. The IDOC relies on Title I grant funding, which partially funds in-house vocation certification programs. This yearly grant is dependent on meeting certain Federal guidelines related to providing an Integrated Education and Training model of delivery. The Workforce Opportunity and Innovation Act (WIOA) recommends this as a best practice as part of the Workforce Preparation requirement.

The IDOC wishes to promote continued improvement of the instructional and curricular programs of the schools through all appropriate means. Therefore, the IDOC encourages the vendor(s) to pursue innovative programs. An innovative program design proposed by the vendor(s) shall address the steps below when appropriate to the project:

- a. Rationale
- b. Specific Objectives
- c. Supportive Research
- d. Cost Factors

The Respondent shall respond to this specification with a statement that it agrees to meet and comply with the specification. Respondent must provide a narrative, along with any supporting documentation, of how it proposes to meet this specification.

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Ivy Tech agrees to meet and comply with this specification. To provide advanced educational opportunities after the completion of Integrated Education and Training, Ivy Tech, offers Prior Learning Assessment (PLA) or “cross walking” of credits by evaluating courses and workforce credentials students previously earned. When students earn credit through this program and take the next step towards a degree program, students save money and complete their degree more quickly. Ivy Tech acknowledges certification credentials by providing a "certification crosswalk." This means that certifications may also qualify for college credit. [This must be a certification listed here](#).

If an individual receives a certification through an Integrated Education and Training program, the certification can be [submitted here](#) for review.

2.4.12 Materials and Supplies

The IDOC will be responsible for reimbursing the vendor for costs associated with obtaining high stakes assessment materials and certifications. The respondent must demonstrate ability and capacity to order, pay for and bill back to the IDOC on regular invoices all high stakes assessment material. (This includes testing materials from, but not limited to, Manufacturing Skills and Standards Council, American Hotel and Lodging Educational Institute, American Welding Society, National Center for Construction Education and Research, Certiport).

The vendor(s) must provide sufficient materials and supplies to all teachers and classrooms that are of sufficient quality and quantity for the purpose of supporting the program. Replacement equipment tools and supplies obtained by the vendor, consistent with course educational requirements and budgets, shall be delivered to and stored at IDOC facilities in a manner consistent with IDOC policies and procedures.

The Department will not provide any supplementary funding from the Department’s budget or the facilities’ budget for such items as expendable supplies, instructional materials and textbooks, as well as the basic supplies associated with the delivery of services.

The vendor will be responsible for routine and non-routine maintenance expenses related to vocational certification program equipment.

The vendor(s) must provide the Department on a quarterly basis an accounting of supplies and materials purchased by program and facility.

The Respondent shall respond to this specification with a statement that it agrees to meet and comply with the specification. Respondent must provide a narrative, along with any supporting documentation, of how it proposes to meet this specification.

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Ivy Tech agrees to meet and comply with this specification. Ivy Tech Administrative employees under this contract will be trained to use Ivy Tech's "Ivy Market" procurement system for purchasing supplies, including testing materials, necessary for provision of services under this contract. Ivy Tech Regional Directors, Assessment Coordinator, and others will receive budget training and can pull reports to see expenditures at any time. Vendor payments will be handled by the centralized accounts payable department in a timely manner. Ivy Tech - Madison's Finance Department will produce quarterly reports accounting for supplies and materials purchased by program and facility. Monthly budget reconciliation will be processed comparing expenditures to ensure sufficient supplies and materials are provided for student success. See below for sections of the financial management manual applicable to purchases of materials and supplies through the college's procurement system.

I. Purchasing Process

A. Prepare Purchase Requisition for Approval in the College's E-procurement System

The College's preferred method for purchase order generation is the College's e-procurement system, and all purchase order documents are linked to their

accompanying purchase requisition. Documentation of approvals is recorded in the system and is available for review at any time.

The College's e-procurement system purchase requisition should be prepared by the requisitioner.

The purchase requisition is required to be completed to obtain approval for all purchases before a purchase is made, and before a purchase order is issued. Orders should not be placed with the suppliers until the purchase requisition is completely approved in the College's e-procurement system.

<http://www.ivytech.edu/fmm/section-m/m-v.html> Documentation supporting the purchase should be attached to the College's e-procurement system requisition.

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The College must take all affirmative steps to assure that minority-owned businesses, women-owned businesses, veteran-owned businesses, and labor surplus area firms are used whenever possible. These steps include;

1. Identify and include in solicitations multiple qualified, certified diverse businesses, including Minority Business Enterprises (MBEs), Women's Business Enterprises (WBEs) and Veteran's Business Enterprises (VBEs), collectively referred to as XBEs.

2.4.13 Professional Development

The IDOC requires that the successful vendor cooperatively work with the IDOC to provide professional development programs. The IDOC wishes to work with the vendor to put in place a systematic, collaborative process to ensure that all teachers in all programs provide instruction, curriculum, and assessments that are aligned to the purposes of Departmental schools and current evidence-based research. PDP opportunities are subject to review and approval by IDOC central office, and the contractor shall allow the IDOC, at the IDOC's discretion, to provide input and resources to complement, augment, or support PDP opportunities. All IDOC educational staff will attend the DWD-sponsored annual training.

The Respondent should respond to this specification with a statement that it agrees to meet and comply with the specification. Respondent must provide a narrative, along with any supporting documentation, of how it proposes to meet this specification.

Ivy Tech agrees to meet and comply with this specification. Ivy Tech will comply with IDOC requirements related to professional development and the [IDWD Policy 2015-11, Change 1, Adult Education \(AE\) Professional Qualifications and Development Policy](#).

As outlined in the IDWD policy, Ivy Tech's teachers and instructional aides working nine (9) or more hours per week in AE will complete a minimum of one (1) IDWD Adult Education sponsored professional development (PD) initiative annually. Ivy Tech's administrative staff will attend Adult Education Director Meetings, as appropriate. As required by IDOC in this RFP, all educational staff will attend the IDWD-sponsored annual training. Ivy Tech has budgeted for these expenses under Professional Development in the budget.

Ivy Tech will work with the IDOC to provide professional development programs. As appropriate, Ivy Tech will engage our Talent Development department professionals in the creation of a systematic professional development process that ensures all teachers in all programs provide instruction, curriculum, and assessments that are aligned to the purposes of departmental schools and current evidence-based research.

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As Ivy Tech employees hired under this contract, they will have access to leadership and skills training offered by Ivy Tech's [Talent Development Department](#). Ivy Tech leaders suggest that the Director and Regional Directors enroll in and complete [Simplex Training](#). Simplex is a creative problem solving process used across the College to solve complex problems.

2.4.14 Other Staff Training

All members of the vendor's staff regardless of job classification shall adhere to the Department's training schedules. If the training requires off-site training, the Department will provide the training at no charge but the vendor is responsible for all other expenses associated with the training such as pay, travel, lodging, and per diem.

All newly employed personnel are required to attend IDOC training. The IDOC will provide all training necessary for personnel to work at Indiana Correctional Facilities. The vendor understands that they are responsible for wages that occur during the training period. Further, the vendor understands that all vendor staff will be approved by the facility Warden and Director of Education.

The Respondent should respond to this specification with a statement that it agrees to meet and comply with the specification. Respondent must provide a narrative, along with any supporting documentation, of how it proposes to meet this specification.

Ivy Tech agrees to meet and comply with this specification. Please see response 2.4.9.

2.4.15 Financial Management

The Vendor shall maintain all fiscal records in accordance with generally accepted accounting principles (GAAP). The Vendor shall maintain accurate control of payments; perform internal audits, and process provider payments, refund checks, adjustments and recoupments.

IDOC and its duly authorized representatives shall have access to such fiscal records and other books, documents, papers, plans, and writings of the contractor that are pertinent to this contract to perform examinations and audits and make excerpts and transcripts.

The Vendor shall retain and keep accessible all such fiscal records, books, documents, papers, plans, and writings for a minimum of five (5) years, or such longer period as may be required by applicable law.

The IDOC will remain the applicant and fiscal agent for federal pass-through grants and state of Indiana provided workforce grants. These grants are generally distributed to the schools based on need and justification. In School Year 2020/2021, these grants totaled \$150,000.00 for CTE related programs. The Respondent will be expected to cooperate with the IDOC's efforts to maintain eligibility for these grants and to meet all grant requirements.

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The Respondent should respond to this specification with a statement that it agrees to meet and comply with the specification. Respondent must provide a narrative, along with any supporting documentation, of how it proposes to meet this specification.

Ivy Tech agrees to meet and comply with this specification. Ivy Tech staff maintain all fiscal records in accordance with generally accepted accounting principles (GAAP). Ivy Tech staff will retain and keep accessible all such fiscal records, books, IDOCuments, papers, plans, and writings for a minimum of five (5) years, or such longer period as may be required by applicable law. Per college policy Ivy Tech is to maintain records for seven (7) fiscal years plus current fiscal year unless otherwise noted as an exception, as organizational policy.

Below is College policy documentation included in the financial management manual:

SECTION D: RETENTION OF RECORDS

A. Statement of Policy

Federal and state laws, regulations of federal and state agencies, the requirements of accrediting and other external agencies, and prudent management practices govern the retention and disposal of the College's financial records. College records must be retained appropriately and disposed of in a timely manner to meet the requirements of external regulations.

The College's policy is to maintain records for seven fiscal years plus current fiscal year unless otherwise noted as an exception. Supporting documentation, including but not limited to, invoices, requisitions, bids, quotes, receipts, etc., must be retained according to the retention schedule specified with/for each financial document. In the event of conflicting retention requirements, the longest period of time will prevail.

2.4.16 Supplies and Equipment

The IDOC shall provide to the Respondent appropriate rooms and areas for administration and teaching. IDOC will provide classrooms that meet OSHA standards. IDOC shall provide parking for Respondent's employees. Maintenance, cleaning, custodial and janitorial services shall be provided by the IDOC.

IDOC will provide the following class room furniture: student desks and chairs or student desk/chair combos, teacher desk and chair, student computers, and one locking file cabinet.

The Vendor shall be responsible for all supplies and equipment necessary to provide educational services delivery. Additionally, the Vendor must maintain inventory information on all supplies and equipment the IDOC provides.

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The IDOC will provide and maintain all facility computers and monitors, but will require the Vendor to reimburse it for all costs associated with maintaining and upgrading these computers. The IDOC refers to these costs as the “seat charge.” The Vendor shall make this reimbursement by credit memo with the actual amount based on the number of computers it uses for the previous month. The specifications as to what the IDOC will provide and what the Vendor will be responsible for is set forth below. The Respondent should indicate in its proposals that it agrees to be responsible for such reimbursement.

- The Vendor will be required to reimburse the IDOC its SEAT charge, or maintenance/security, cost for all computers, which is currently \$89.05 based on FY21 rates. This rate is evaluated and published by the Indiana Office of Technology (IOT) every fiscal year beginning July 1st. Any rate changes (increase or decrease) will be applied for the calendar year.

All costs associated with the delivery of the requested educational services are to be the responsibility of the Respondent, with the cost proposal being inclusive of all services. Neither the facility, nor the IDOC, will provide any supplementary funding from the IDOC’s budget or a facility’s budget for any purpose. The costs are to include, but not be limited to: expendable supplies for educational activities; office equipment such as copy machines; instructional materials and textbooks; and, the basic supplies associated with delivery of services. The Respondent assumes all responsibility for copiers and supplies associated with its support staff and managers.

The IDOC shall be under no obligation to provide any additional equipment except as Vendor and the Department may agree in writing. If the Vendor is provided equipment by the IDOC, the equipment shall become the sole and exclusive property of the Department upon termination of the contract. Each State-owned item is to be conspicuously identified with State I.D. # (tag). The Vendor will provide the Department with a continually updated listing of equipment that it provides at any facility or location. This list is to include a sufficient description so that each item can be distinctly identified; it shall include the type of equipment, brand, model, serial number and location by room and facility designation, as appropriate. The Vendor will assist the Department in its annual inventory of educational equipment located within each facility’s school. This inventory will be done on an annual basis. If the term of the contract expires or is terminated, the Vendor agrees that when the Vendor leaves, the State-owned equipment provided to the Vendor for use will be in as good condition/working order as when it was received. In the case of riot or natural disaster, the Department shall replace equipment that is destroyed or becomes inoperable as a result of said riot or natural disaster. The Vendor shall establish and maintain an equipment database. At a minimum the database will include:

- Inventory item by description
- Serial no of equipment if available
- State of Indiana asset tag number

The Respondent should respond to this specification with a statement that it agrees to meet and comply with the specification. Respondent must provide a narrative, along with any supporting documentation, of how it proposes to meet this specification.

Ivy Tech will meet and agrees to comply with this requirement. We will provide appropriate supplies and equipment necessary to deliver educational services and maintain an inventory of equipment, by site location. The inventory lists will include type of equipment, brand, model, serial number, and location by room and facility designation. The College will provide IDOC with the appropriate seat

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charger per computer. We acknowledge that equipment provided through this contract is the property of IDOC and each piece will be identified with a state ID tag.

2.4.17 Administrative Responsibilities

The Vendor shall prepare and participate in external reviews, inspections, and audits as requested and shall participate in the preparation of responses to internal or external inquiries, correspondence, or grievances. The Vendor shall develop and implement peer review and plans to address or correct identified deficiencies.

The Vendor shall comply with the policies, procedures, directives, and practices of the IDOC in dealing with offender grievances or complaints regarding any aspect of the educational delivery system. The Vendor will process all grievances in accordance with the IDOC policies and procedures.

The IDOC Director of Education or designee reserves the right to review and approve policies and procedures of the Vendor in any areas affecting the performance of its responsibilities.

The Vendor shall be responsible for maintaining ACA accreditation files relating to education standards and for ensuring that documentation is provided to the ACA accreditation manager by the specified deadline.

The Vendor shall be responsible for ensuring that its staff reports any problems and/or unusual incidents to the IDOC Director of Education or designee. This includes but is not limited to academic, security-related, and personnel issues that might adversely impact on the delivery of educational services. Transparency and two-way communication are imperative.

The Respondent should respond to this specification with a statement that it agrees to meet and comply with the specification. Respondent must provide a narrative, along with any supporting documentation, of how it proposes to meet this specification.

Ivy Tech agrees to meet and comply with this specification. In addition to complying with IDOC policies and procedures stated within this RFP, Ivy Tech maintains the following appropriate procedures:

Student Complaint Procedures

- A. Complaints Against Members of the College Faculty or Staff: When a student believes he/she has a legitimate general complaint against the College, faculty or staff, he/she should make an appointment with that individual to discuss the matter. This process must be initiated within fourteen (14) calendar days of the incident. The student and the College, faculty, or staff should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings can be resolved at this level.

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If the issue is not resolved, the student can express his/her complaint in writing to the individual's supervisor. If the issue is not resolved to the student's satisfaction by the supervisor, the student may submit his/her complaint, in writing, to the Campus Student Affairs Officer or designee.

The Campus Student Affairs Officer or designee will attempt to resolve the complaint or determine a course of action, if appropriate. If the student disagrees with the outcome of his or her complaint, then he/she may submit his/her complaint in writing to the Chancellor. The Chancellor will review and attempt to resolve the complaint and determine the next course of action. The resolution enacted by the Chancellor is final.

- B. Student Appeal of a Grade: The grade appeal process is outlined in the Academic Support and Operations Manual (ASOM) Policy 4:18.
<https://www.ivytech.edu/files/4.18-Grade-Appeals.pdf>
- C. Complaints of Sexual Misconduct, Including Sexual Harassment, Against any Member of the College Community: Complaints of sexual misconduct against a student or a faculty or staff member can be made to the College or Campus Title IX Coordinator and will be addressed in accordance with the Student Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures (ASOM 9.2). The names and contact information for the College and Campus Title IX Coordinators as well as the Student Equal Opportunity, Harassment, and Nondiscrimination Policy are available at <https://www.ivytech.edu/prevent-sexual-violence/index.html>.
- D. Complaints Against Member of College Faculty, Administration, or other College Employee Involving Discrimination: Complaints of discrimination, including harassment, based upon age, race, color, sex, gender, gender identity, religion, marital status, national origin, disability, or veterans' status by a student against a College employee should be processed under the complaint procedures for discrimination. Such complaints can be made through the College Incident reporting system found on MyIvy or by reporting directly to the Campus Student Affairs or designee and will be addressed in accordance with the Student Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures (ASOM 9.2).
- E. Complaints Against Other Students: A student who believes that his or her rights have been violated by another student should ordinarily attempt to resolve the matter by making an informal complaint to the student involved.

If the student is unable to resolve the matter on an informal basis, the student may file a formal complaint with the Campus Student Affairs Officer or designee under the procedures of this code concerned with personal misconduct of students. The student

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should consult with the Campus Student Affairs Officer or designee concerning these procedures.

“See Something Say Something” Training

This training, to be offered annually through the College’s Public Safety and Emergency Preparedness department, will remind all employees to be vigilant in reporting any problems and/or unusual incidents to their Supervisor or member of the Ivy Tech - Madison leadership team.

2.4.18 Administrative Responsibilities InTERS

The Indiana Department of Workforce Development desires to have CTE programs reported in the National Reporting System. Indiana’s version of the reporting system is popularly known as InTERS and is maintained by DWD. Information on InTERS and its requirements is available here:

<http://www.in.gov/dwd/2440.htm>

The respondent must maintain 100% compliance with the requirements of InTERS. IDOC and DWD will provide training to Respondent staff at no charge. However, the contractor will be responsible for all costs associated with a trainee’s salary as well as possible lodging and travel. The respondent must detail a plan that demonstrates the capacity to ensure all required documentation is maintained and reported in a timely manner. This requirement applies only to programs at adult correction facilities.

The Respondent should respond to this specification with a statement that it agrees to meet and comply with the specification. Respondent must provide a narrative, along with any supporting documentation, of how it proposes to meet this specification.

Ivy Tech will meet and comply with this specification. Ivy Tech will maintain 100% compliance with the requirements of InTERS and the proposed budget includes costs associated with training as well as possible lodging and travel to receive InTERS training from the IDOC. If chosen as the vendor for CTE, Ivy Tech will have at least 2 (two) individuals trained to use the InTERS system, as required by our Adult Education contract.

2.4.19 Required Meetings

The contractor and the IDOC shall meet quarterly to review the outcomes related to this contract. These meetings are mandatory and will include IDOC Education Division staff and vendor state and regional management.

Regional vendor management will meet monthly with facility wardens or their designee.

IDOC will periodically conduct audits of facility education programs in person and remotely. A school walk through will be conducted at a minimum of once a year.

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At the Warden’s discretion site management is expected to participate in facility head meetings at least once per week.

The Respondent should respond to this specification with a statement that it agrees to meet and comply with the specification. Respondent must provide a narrative, along with any supporting documentation, of how it proposes to meet this specification.

Ivy Tech agrees to meet and comply with this specification. Ivy Tech - Madison’s Chancellor and Education Director will meet quarterly with the IDOC to review the outcomes related to this contract. Ivy Tech welcomes open dialogue between Ivy Tech Adult Education leaders and members of the IDOC Education Division to ensure Ivy Tech exceeds IDOC expectations. Ivy Tech will task Regional Managers to meet monthly with facility wardens or their designee.

Ivy Tech will schedule school walk through or audits annually or as requested by IDOC. Ivy Tech certainly supports Site Coordinators participation in facility head meetings, as approved or requested by each facility Warden.

2.4.20 Reports/Measurable Outputs/Reports/Performance Measures

The Contractor will provide the State an annual needs assessment for the offender population at each facility and the educational plan to meet those needs. The Contractor and the State will collaborate to establish the expected outcomes for the system, the facility, the program, and the teacher.

The Contractor will provide the IDOC an accounting of supplies and materials purchased by program and facility on a quarterly basis.

The outcomes will include Career Technical Education outcomes based on the Performance Targets established by the Career Technical Education state office as part of the State’s overall goals as well as the IDOC specific Performance Targets.

The expected outcomes will be measured using credit time applications or verification of completion forms for the completion of the contractor provided vocational certification programs.

The Contractor and the State will establish minimum enrollment and pass rates for vocational certification programs.

Other outcomes and contract measurement metrics may include;

- Experience, credentials and rates of turnover or departure of instructors
- Offering relevant CTE and career advising services to students while confined or incarcerated, in advance of reentry and upon release.
- Transferability of credits for courses applicability and applicability of such credits toward related degree or certificate programs
- Job placement rates

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- Recidivism rate
- Rates of continuing education post-release
- Earnings

The Contractor and the State will create an annual reporting template based on the contract terms for each of the schools based on the agreed upon outcomes. For those schools performing below standard, the Contractor and the State will have an agreed upon plan in place for purposes of improvement and remediation for the site manager and licensed staff.

The vendor will prepare and report on an annual basis the program's performance against the mutually-developed goals and objectives of the programs.

The vendor is expected to work with IDOC to maintain and expand its research-based endeavors to identify best-practices within all areas of the education programs.

The Respondent should respond to this specification with a statement that it agrees to meet and comply with the specification. Respondent must provide a narrative, along with any supporting documentation, of how it proposes to meet this specification.

The report details set forth in this specification are critical to achieving state expectations and goals. Please review each field requested above and indicate your institutions ability to provide the level of reporting detail described above. Please also describe, in detail, how you intend to generate all the fields listed above (for example – if you have reporting systems that will generate these reports of if you plan to do them manually, the individuals involved in the data collection process, etc.) Please provide sample reporting as a separate attachment.

Ivy Tech agrees to meet and comply with this specification. Ivy Tech has overlaid specific metrics for each campus for each of its college-wide Strategic Plan Goals. Ivy Tech will create metrics dashboards in Tableau or a similar business intelligence model.

If awarded this contract, Ivy Tech - Madison would welcome the accountability of metrics set in collaboration with the IDOC. Ivy Tech would plan to communicate a breakdown of system metrics to each facility, program, and teacher, ensuring accountability throughout the entire staffing structure.

Ivy Tech agrees to outcomes that include CTE Performance Targets established by IDWD and IDOC specific Performance Targets; including credit time applications for the completion of the contractor provided programs.

Ivy Tech will coordinate with IDOC and IDWD to create an annual reporting template based on the contract terms for each of the schools based on the agreed upon outcomes. For those schools performing below standard, Ivy Tech will coordinate with IDOC and IDWD to create a performance improvement plan.

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Ivy Tech will prepare and report on an annual basis the program's performance against the mutually-developed goals and objectives of the programs. The report will include student and employee metrics presented in an agreed upon format -- narrative, presentation (slide deck), and/or dashboard format.

Please see Appendix 4 Technical Proposal -- Quarterly Performance Report - Vocational Programs template.

2.4.21 Confidentiality – Trade Secrets

Any contract resulting from this RFP will be considered public record and subject to disclosure to the public. If the State receives a public records request that relates to information or documents in the possession of the State related to Contractor's (or any Subcontractor's) intellectual property, trade secrets, or other proprietary rights, the State shall promptly forward such request to Contractor for response. Contractor shall designate in writing which of those documents, if any, Contractor considers Confidential Information or otherwise excepted from public disclosure requirements and state with specificity the factual or legal basis for objecting to the disclosure of such documents. Contractor agrees and acknowledges that only information falling within a specific exemption permitted under IC 5-14-3-4 shall be designated as Confidential. Contractor shall mark each page of a document considered to be Confidential Information as "Confidential" or a similar designation. The State shall promptly review the basis for Contractor's claim of confidentiality, and shall not disclose the documents subject to Contractor's claim if the State concurs with such claim, provided that if the State determines that its obligation under public access law requires such disclosure, the State shall promptly notify Contractor of such determination and will not make such disclosure if Contractor (or a Subcontractor) obtains, prior to the expiration of the applicable timeframe to respond to such request, either an opinion from the Indiana Public Access Counselor that such disclosure is not required or a protective order or other relief from any court of competent jurisdiction in the State of Indiana preventing such disclosure.

The Respondent must respond to this specification with a statement that it agrees to meet and comply with the specification.

Ivy Tech Community College agrees to meet and comply with this specification. We will comply with public records laws while maintaining confidentiality.

2.4.22 MEDIA RELEASES

The Contractor or Contractor's personnel shall not issue press or media releases regarding programming, the DOC or the contract, except through the designated staff in the DOC Commissioner's office. Please state your agreement.

Ivy Tech Community College agrees to meet and comply with this specification.

2.4.23 Implementation

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The IDOC is currently under contract for all its educational services (comprehensive) from a single Vendor, under a contract that expires on June 30, 2021.

The Vendor must have all Career Technical Education services in place at the start of the contract resulting from this RFP and shall state in its proposal how this will be accomplished through a written implementation plan. The implementation plan should indicate how the Respondent will ensure an orderly and efficient start up and transition from the current Vendor. Considering the rapid implementation required, the Respondent must include in its implementation plan the following sections:

- Key steps
- Timeframes
- Target Dates
- Responsible Parties
- Status
- Comment Section

The Respondent must respond to this specification with a statement that it agrees to meet and comply with the specification.

The Respondent must additionally provide a narrative describing how it will meet this specification and include an implementation schedule that indicates how Respondent will ramp up and implement services to coincide with the expiration date of the current contract. If Respondent, cannot meet such implementation date, it should indicate the next best date when services can be implemented, along with a proposed schedule for full implementation.

Ivy Tech agrees to meet and comply with this specification. Ivy Tech proposes the following implementation plan in Appendix 5 -- Implementation Plan.

Please note that Ivy Tech Community College is closed for winter recess from December 24 - December 31, 2021. There will be no available staff to execute this implementation plan during this time frame as the College is closed. It would be ideal to have a fully executed contract by December 7, 2021 to successfully transition all employees to Ivy Tech Community College for a January 3, 2022 start to the contract.

Key Steps:

Program Management: 4-6 months.

1. The Ivy Tech - Madison Chancellor, Vice Chancellor of Human Resources and Strategic Operations; Executive Director of Finance; and State Director and/or additional contract leaders will establish lines of communication and schedule frequent communication (example, weekly "Cabinet meetings."). The purpose of these meetings are to discuss transition progress:
 - a. Status of key steps within the implementation plan.
 - b. Communicate any resignations or offers of employment (before they are

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made).

- c. Schedule appropriate IDOC or IDWD training for key employees, as needed throughout the transition period.
- d. Establish CTE program metrics in consultation with the IDOC.

Responsible party: Ivy Tech - Madison Chancellor/Vice Chancellor of Human Resources and Strategic Operations.

- 2. Review program performance with the IDOC Adult Education Director and contract leadership and create SWOT analysis to inform Ivy Tech about strengths and weaknesses of program and potential program improvements. IDWD leadership could also be invited within this step, as appropriate.

Responsible party: Ivy Tech - Madison Chancellor/Vice Chancellor of Human Resources and Strategic Operations; State Director.

- 3. Review program performance with each Warden and create SWOT analysis to inform Ivy Tech about strengths and weaknesses of the program and potential program improvements based on the adult education and corrections environments.

Responsible party: Ivy Tech - Madison Chancellor; Vice Chancellor of Human Resources and Strategic Operations; State Director and/or Regional Directors.

- 4. Review program performance, including CTE teacher performance, with current key employees (State Director; Regional Coordinators; Assessment Coordinator; and statewide Special Education Coordinator) and create SWOT analysis to inform Ivy Tech about strengths and weaknesses of the program and potential program improvements based on the adult education and corrections environments.

Responsible party: Ivy Tech - Madison Chancellor/Vice Chancellor of Human Resources and Strategic Operations; State Director.

- 5. Provide budget training to key contract management employees.

Responsible party: Ivy Tech - Madison Executive Director of Finance.

People Management: 120 days from notification by IDOC.

- 6. Transition every current employee to Ivy Tech as a temporary employee for the agreed upon 120 day period.
 - a. Process appropriate new hire paperwork and enroll employees into Ivy Tech e-learning modules and training.
 - b. Schedule and conduct new hire virtual orientation sessions designed to communicate how crucial incumbent retention is to the ongoing success of

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the IDOC CTE program.

- i. Describe transition procedures and timelines as agreed upon by Ivy Tech and IDOC.
- ii. Schedule regular communications to ensure personnel understand the mission and vision of Ivy Tech; the “why” of their work and their continued role in the contract.
- iii. Describe Ivy Tech’s Incentive programs, compensation and benefits, career advancement, and professional development opportunities.

Responsible parties: Vice Chancellor of Human Resources and Strategic Operations with assistance from Ivy Tech’s Strategy and Change Management department and Human Resources’ statewide Payroll and Benefits Hubs.

7. Conduct an initial virtual welcome Zoom conference call with all employees. Welcome the team to Ivy Tech and conduct a “get to know you” session. In addition, the Director of Correctional Education and the Regional Managers would schedule joint face-to-face site meetings within the first 120 days. These sessions with CTE teacher will be an effort to get to know each employee; seek their feedback about program performance and gauge their interest in remaining employed on the contract.

Responsible party: Ivy Tech - Madison Chancellor; Vice Chancellor of Human Resources and Strategic Operations; State Director and/or Regional Coordinator(s).

8. Deploy Ivy Tech’s recruitment and hiring systems and processes to fill or backfill any or all contracted positions. Leverage Ivy Tech’s statewide talent management strategies that identify already-known candidates with related experience.

Responsible parties: Vice Chancellor of Human Resources and Strategic Operations with support from statewide campus Human Resources personnel.

2.4.24 – Out Custody Training

The respondent must respond to this specification indicating where out-custody training will be taking place for each facility mentioned, a plan to avoid intermixing offender and non-offender students, how the vendor will ensure that there is no internet access while offenders are using vendor computers and that the vendor has the ability to offer the certifications mentioned and demonstrate flexibility to offer other mutually agreed upon certifications.

The Respondent must respond to this specification with a Statement that it agrees to meet and comply with the Specification.

The Respondent must additionally provide a narrative describing how it will meet this

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specification.

Ivy Tech Community College agrees to meet and comply with the Specification.

Out-Custody training will take place at the nearest Ivy Tech campus in proximity to each facility as outlined below:

- Chain O' Lakes Correctional Facility – Ft. Wayne campus
- Edinburgh Correctional Facility – Columbus campus
- Indiana State Prison – On-site training coordinated through the Valparaiso campus
- Madison Correctional Facility – Madison campus
- South Bend Community Re-Entry Center – South Bend campus
- Wabash Valley Correctional Facility – Terre Haute campus
- Westville Correctional Facility – Valparaiso campus

Ivy Tech proposes to offer Out Custody Training in the same manner we have done so since 2018. Ivy Tech Madison will continue to offer this service to the IDOC in a “distributed hub model” in which the Madison Campus will manage this effort, but will engage other campuses statewide to provide the non-credit training to facilities. The responsible campus will provide the adjunct and equipment, as needed. Adjuncts teaching in the Out Custody program will meet Ivy Tech credentialing standards and may not be licensed teachers. Ivy Tech Madison will ensure that all adjuncts receive appropriate IDOC required orientation and personal protection training. Lastly, as the hub, the Madison Campus will provide one (1) monthly bill for Out Custody Training to the IDOC and issue payment to the participating campuses.

Ivy Tech and IDOC have established processes and procedures to host IDOC non-credit training on campuses. Ivy Tech assures that when offenders are on an Ivy Tech campus for training, there is a designated classroom or lab for that training. There are no other Ivy Tech students in those spaces at that time. Student offenders are monitored by the instructor and accompanying IDOC guard during any movement between bathroom and classroom to ensure that there is no interaction with any traditional students. Student offenders are only permitted access to classroom / lab space, and bathrooms. Bathroom facilities are checked by Ivy Tech Facility staff prior to the offender's arrival to campus, and checked again when they leave campus.

In 2018, Ivy Tech IT established a restricted user group designed specifically for Indiana Department of Correction students that ensures that an offender only has access to the necessary sites for a specific training. This user group was implemented statewide at that time. The process removes the two-factor authentication requirement for these students, and removes all internet access except for those sites needed by the classes. Once an offender is registered for a class or training they are added to this restricted

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user group for the duration of the class. Since the time of implementation, we have not had any instances reported of offenders accessing internet content outside of their class content.

Ivy Tech Madison first initiated out-custody training in AWS welding certification training in December 2017, shortly thereafter adding CNC NIMS certification training in 2018. Since that time, Ivy Tech - Madison has coordinated efforts with the above listed campuses to support out-custody training for six additional IDOC facilities, while maintaining the high level of success at each facility and campus. The training provided expanded to include Basic Electricity and Motor Controls offered on-site at Indiana State Prison. Additionally, MSSC- CPT certification programs exist at Madison, South Bend, and Ft. Wayne. Currently, the trainings at Madison and South Bend are offered on-site, within the facility, and have utilized Workforce Ready Grant funding. This on-site program at Madison has served 90 student offenders with a success rate of 89/90 earning the full CPT. Ivy Tech Madison has helped guide the implementation of CPT at South Bend and Ft. Wayne.

Ivy Tech remains focused on providing training for all students in high demand, high wage positions across the state. The out-custody training that we have provided since early 2018 has resulted in serving over 700 offenders, and has resulted in the achievement of 1,280 industry certifications. These nationally recognized industry certifications are highly valued by employers across the state and have helped countless men and women enter into careers that provide a sustainable income as they re-enter society. As a result, this training has positively impacted recidivism rates. We have also seen multiple offenders continue at Ivy Tech in pursuit of academic credentials, as they have 'cross-walked' in these industry certifications for academic credit.

Below is a proposed budget to include cost per certification per student, vendor location/campuses where programming is being offered, and a yearly budgeted total per facility by certification. We included a line-item in the Cost Proposal Attachment D to include Out Custody certification, however that total is divided by the number of students per the cost proposal request (1,600). On the below attachment is a more detailed breakdown by location, student, and annual budget amount. If chosen as the Out Custody contract vendor, Ivy Tech will work vigorously to look for opportunities for expansion of programs and expansions are included in the below proposal. Ivy Tech would also like the right to move money between facilities/programs if needed based on eligible offenders, cohort logistics, and expansion opportunities.

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Facility	Ivy Tech Campus	Eligible Offenders	Trainings Currently Offered	Trainings per year	Cost per student	Students per cohort	Students served annually	Total Revenue	Annual Revenue	% of eligible population served	Notes
Chain O' Lakes	Ft. Wayne	66	Welding	1	\$3,200.00	10	10	\$32,000.00	\$32,000.00	45.45%	
			MSSC CPT - proposed	2	\$2,600.00	10	20	\$26,000.00	\$52,000.00		
Edinburgh	Columbus	156	Welding	5	\$3,200.00	10	50	\$32,000.00	\$160,000.00	44.87%	
Indiana State Prison	Valpo	?	Basic Electricity	4	\$7,500.00	6	24	\$45,000.00	\$180,000.00	?	
			Motor Controls	4	\$7,500.00	6	24	\$45,000.00	\$180,000.00		
Madison Correctional	Madison	186	CNC	4	\$2,995.00	10	40	\$29,950.00	\$119,800.00	59.14%	includes expansion programs
			Welding	3	\$3,200.00	10	30	\$32,000.00	\$96,000.00		
South Bend Community Re-Entry	South Bend	88	Welding	3	\$3,200.00	10	30	\$32,000.00	\$96,000.00	56.82%	includes expansion programs
Wabash Valley	Terre Haute	82	Welding	2	\$3,200.00	10	20	\$32,000.00	\$64,000.00	60.98%	includes expansion programs
			CNC	2	\$2,995.00	10	20	\$29,950.00	\$59,900.00		
Westville Correctional	Valpo	119	Welding	3	\$3,200.00	10	30	\$32,000.00	\$96,000.00	58.82%	
			CNC	2	\$2,995.00	10	20	\$29,950.00	\$59,900.00		
Proposed Program Expansions:											
			Automotive								
Madison			Maintenance Tech	2	\$3,400.00	10	20	\$34,000.00	\$68,000.00		
			Automotive								
South Bend			Maintenance Tech	2	\$3,400.00	10	20	\$34,000.00	\$68,000.00		
Westville (?)			CLA/CLT	2	\$2,600.00	10	20	\$26,000.00	\$52,000.00		
Madison Correctional (East campus)	Madison		CLA/CLT	2	\$2,600.00	10	20	\$26,000.00	\$52,000.00		
Edinburgh	Columbus		CLA/CLT	2	\$2,600.00	10	20	\$26,000.00	\$52,000.00		
			Automotive								
Wabash Valley	Terre Haute		Maintenance Tech	1	\$3,400.00	10	10	\$34,000.00	\$34,000.00		
Branchville	Evansville	?	CLA /CLT	2	\$2,600.00	10	20	\$26,000.00	\$52,000.00		Unsure of eligible offenders at Branchville
			Welding	2	\$3,200.00	10	20	\$32,000.00	\$64,000.00		
Indiana Women's Prison	Indianapolis	?	NCCER	2	\$3,000.00	10	20	\$30,000.00	\$60,000.00		Unsure of eligible offenders at Branchville
Total		697		52	\$3,456.43		488		\$1,697,600.00		** Eligible offenders will vary *Increase of 5% per year for inflation

Year	# of students	Avg. cost per student	Total Cost
Year 1 (Jan-July)	159	\$ 3,456	\$ 549,572
Year 2	488	\$ 3,629	\$ 1,771,074
Year 3	500	\$ 3,811	\$ 1,905,356
Year 4	515	\$ 4,001	\$ 2,060,643
Total			\$ 6,286,645