

INDIANA DEPARTMENT OF ADMINISTRATION

Division of Supplier Diversity (DSD) Program Overview



Division of Supplier Diversity (DSD's)

Mission/Vision

- The Division of Supplier Diversity (DSD) was established in 1983 and is currently housed within the Indiana Department of Administration (IDOA).
- Promote, monitor, and enforce the standards for certification of Minority and Women Business Enterprises.
- November 2018 – Indiana Veteran Owned Small Business (IVOSB) is added to DSD's mission.
- Provide equal opportunity to Minority, Women and Veteran Business Enterprises in the state's procurement and contracting process.



MBE/WBE/IVOSB Participation Goals

| Construction | Goods and Services | Professional Services | Weighted Average Goal |
|----------------|--------------------|-----------------------|-----------------------|
| Minority 7% | Minority 8% | Minority 8% | Minority 8% |
| Women 5% | Women 13% | Women 11% | Women 10% |
| Veteran 3% | Veteran 3% | Veteran 3% | Veteran 3% |

Eligibility Requirements – MBE/WBE

Certification

State of Indiana
switched to
electronic
certification on
February 27, 2021

- ❑ Basic requirements for the business owner are:
 - *Ownership – at least 51%*
 - *Control*
 - *U.S. Citizenship*

- ❑ For the business itself: it must show that it is a functional business “with a reasonable chance of success in the public sector.”
 - *Must show what work it has performed/goods sold*
 - *Must demonstrate proof of payment*
 - *Must be financially stable*

Ownership – MBE/WBE

Certification

- ❑ Must demonstrate that the business is at least 51% or more owned by qualifying minority* or woman. The term is “Qualifying Member”(QM).
- ❑ *Minority groups include: African American, American Indians, Hispanics and Asian Americans or as defined by 13 CFR 124.103.
- ❑ Documentation of how the ownership interest was gained is required. What was the initial investment and what evidence of it can be shown?

Control – MBE/WBE

Certification

- Does the QM control the business?
- Does the QM control the business enterprise by making day to day and long term decisions? Do they have final hiring/firing and financial decisions?
- Does the QM control the board of directors? Are they the highest ranking officer of the corporation?

Eligibility Requirements - IVOSB

Certification

NOTE: State of Indiana switched to electronic certification on February 27, 2021

- Basic requirements for the business owner are:
 - *Ownership – at least 51%*
 - *Control*
 - *U.S. veteran or on active duty*

- Can be either certified by the US VA's OSDDBU, or seek certification directly by the State.
 - *Federally certified firms expire in 3 years*
 - *State certified firms expire in 2 years*

Firms Already Federally Certified - IVOSB

Certification

- For recognition of Federal Certification – must provide:
 - Copy of VA OSDBU certification letter

- To be listed in the directory of certified firms:
 - Application form
 - ID
 - DD214 or NGB-22
 - W9

Non-Federally Certified Firms - IVOSB

Certification

- For State Certification - must provide:
 - Application form
 - ID
 - DD214 or NGB-22
 - W9

- NOTE: Non-Indiana based firms have additional requirements!

Firms Seeking State Certification - IVOSB

Certification

- Non-Indiana based must meet one of 3 criteria:
 - Majority of its payroll goes to IN residents
 - Employs Indiana residents as a majority of its employees
 - Makes a significant capital investment in Indiana
- Applicant must state which criteria it meets and provide documentation to be certified.
- The veteran does not have to live in Indiana.

Find the Opportunity

Notifications via DSD

- [E-blasts distributed each Friday](#)
- [Business Opportunities webpage](#)

Notifications via IDOA Procurement Division

- Newspaper Advertisements (Indy Star, Court & Commercial, Indy Recorder)
- [State of Indiana Supplier Portal](#)
- Email Notifications to Registered Bidders

**Contract
Compliance**

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