INDIANA DEPARTMENT OF ADMINISTRATION

Division of Supplier Diversity (DSD)
Program Overview

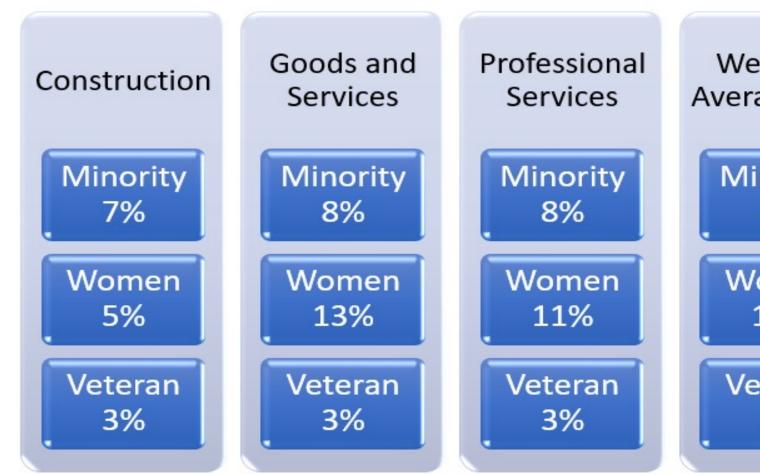


Division of Supplier Diversity (DSD's)

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







Eligibility Requirements – MBE/WBE

- 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

Certification

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



Ownership - MBE/WBE

- ☐ 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

- ☐ 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 OSDBU, 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

- ☐ 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

- ☐ For State Certification must provide:
 - Application form
 - ID
 - DD214 or NGB-22
 - **W**9

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



Firms Seeking State Certification - IVOSB

- 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

Contract Compliance

Notifications via IDOA Procurement Division

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



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