

Welcome to IDOA DSD 2025 Business Conference Series

Cultivating Connections: Blooming Together IN Business

Today's Workshop:

Planting Seeds of Success With DSD's Three Functions

February 14, 2025 | 1:00 – 3:00 p.m. EST



Opening Remarks

Kesha Rich, Deputy Commissioner, Indiana Department of Administration,
Division of Supplier Diversity



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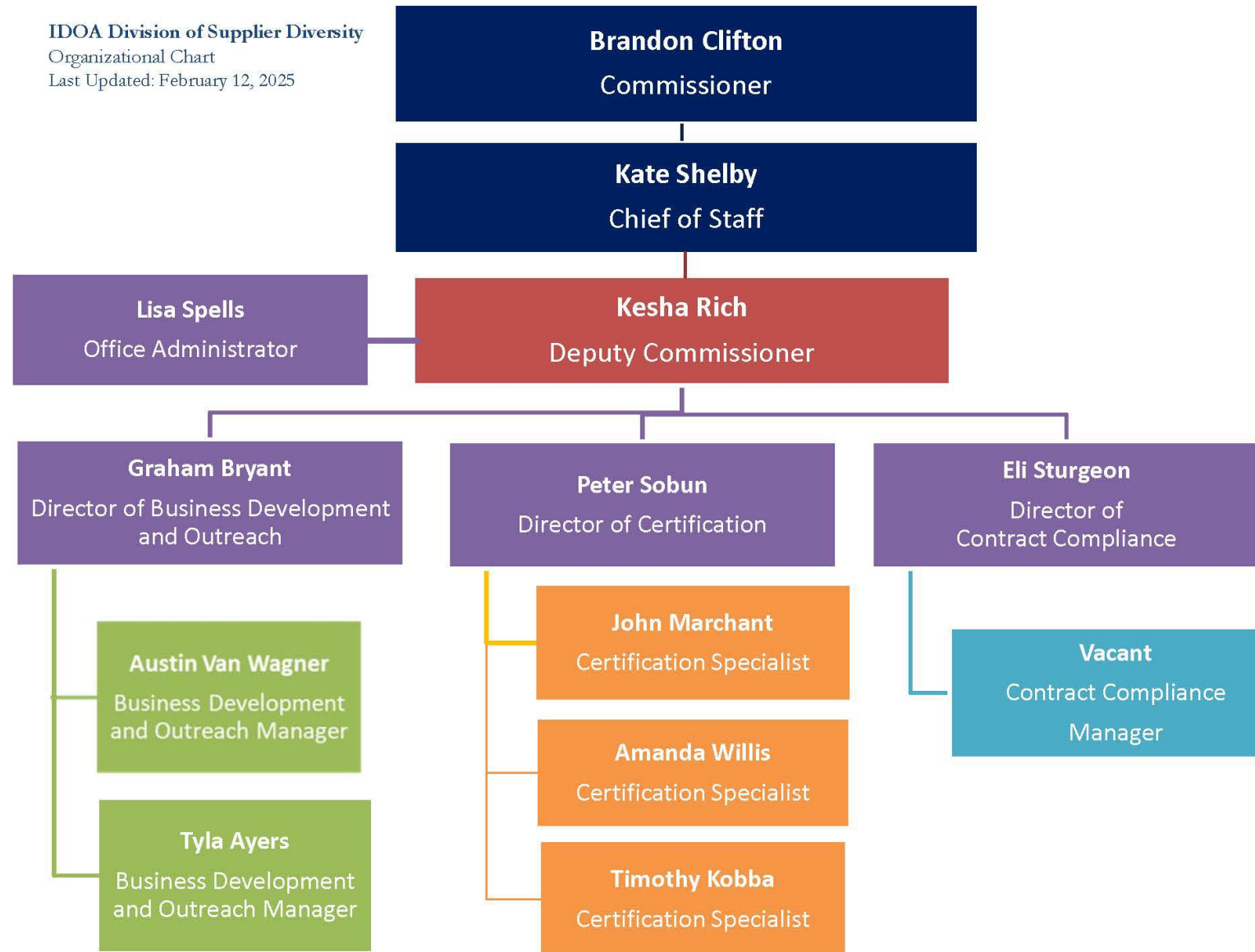
Things to keep in mind before we begin:

1. Please silence your phones at this time.
2. The restrooms are located directly across the hall.
3. Scan the QR code to leave your feedback.
4. Raise your hand to receive mic during Q&A



DSD Organizational Chart

IDOA Division of Supplier Diversity
Organizational Chart
Last Updated: February 12, 2025



Division of Supplier Diversity (DSD)

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 Businesses in the State's procurement and contracting process.



Participation Goals

Goals as of July 1, 2021

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%

DSD's Three Main Functions

Function 1

Business
Development
& Outreach

Function 2

Contract
Compliance

Function 3

Certification

BUSINESS DEVELOPMENT AND OUTREACH

Graham Bryant



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Function 1

Business
Development &
Outreach

Getting the Word Out

- ☐ Follow/subscribe DSD to receive:
 - Weekly e-blasts with bidding opportunities, events, etc.
 - Social media posts on FB, LinkedIn, and IG
 - DSD quarterly newsletters and partner events
 - Elevator pitch and networking opportunities
- ☐ YouTube channel @idoadsd
 - Vendor Spotlight reels and video testimonials
 - Prior Governor's Commission meetings

Blossoming Together IN Business

❑ 2025 Business Conference Series

- In-Person Workshops/Virtual Webinars
- Joint Partner Events and Collaborations
- Annual Business Conference and B2B Expo

❑ Upcoming Events

- Governor's Commission on Supplier Diversity Meeting – February 28th
- Pay Audit Webinar – March 26th
- Certification Webinar – April 16th

Cultivating Connections @ B2Bloom Expo

□ 17th Annual Business Conference and B2Bloom Expo

- SAVE THE DATE – Friday, October 3, 2025
@ Indiana Government Center South
- Promo video by Savage Media LLC
- Registration - free booth space (scan or click)
 - Prioritizing certified vendors before open to all
 - <https://www.in.gov/idoa/mwbe/events/>



CONTRACT COMPLIANCE

Eli Sturgeon



Before Contract

Function 2

Contract Compliance

- ❑ Promote the utilization of MBE, WBE, and IVOSB subcontractors by attending outreach events and presenting information at pre-proposal meetings.
- ❑ Assist primary contractors in search of subcontractors to include in subcontractor participation plan.
- ❑ <http://www.in.gov/idoa/mwbe/2743.htm>
***This list is updated every 24 hours

During Contract - Overview

- ☐ Monitor MBE, WBE and IVOSB utilization on contracts through the Pay Audit System and/or other reporting tools.
- ☐ Act as the liaison between the prime and subcontractor when compliance issues arise.
- ☐ Ensure subcontractor commitments are met.
- ☐ Serve as final approval authority on requests to change subcontractor participation plan.

During Contract – Change Request

- ❑ During the contract's life, a change request can be requested by a prime, sub, or, infrequently, by the state agency which holds the contract.
 - ❑ Change requests can take a variety of forms: requests for percentage increases or decreases, removal or addition of vendors, and vendor replacement.
- ❑ Any vendor requesting a change must present a justification and evidence to DSD

During Contract – Change Request Cont'd

- ❑ DSD will verify the request with all impacted subs and give them the opportunity to present their case, either for or against the proposed change.
- ❑ If an impacted sub does not consent to the change request, meetings are held with the prime, the impacted sub(s), and, if necessary, the state agency which holds the contract.
- ❑ After communicating with all involved parties, holding meetings, and reviewing evidence, DSD writes a determination letter and distributes it to all involved parties.
- ❑ The contracting agency will then issue an amendment cementing the changes in contract language.

Bidding/Contract Opportunities

IDOA: Procurement: Current Business Opportunities

Show entries

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Event Name	Agency	Event ID	Event Description	Response Due By	Contact
College Entrance Exam Bid Documents	Education	0000081511	RFP 25-81511 The purpose of this solicitation is to selection a respondent that can satisfy the State's need for a College Entrance Exam (CEE) assessment. It is the intent of IDOE to contract with a respondent that provides quality high school assessments for the Office of Student Assessment.	02/14/2025 3:00:00PM EST	Kevin March-00061
Specialized Semi-Trailer for Fire Headquarters Bid Documents	Natural Resources	0000082737	The purpose of this solicitation is to select a Respondent that can satisfy the State's need for a Specialized Semi-Trailer. It is the intent of the DNR to contract with a Respondent that provides a quality Specialized Semi-Trailer for the Department of Natural Resources, Fire Headquarters/Forestry.	03/05/2025 3:00:00PM EST	Angela Embry-00061
Mobility VansThe following Negotiated Bid document Bid Documents	Administration	0000082630	Addendum #2 has been uploaded and the following Negotiated Bid documents have been updated and should be utilized when submitting your proposal to the State of Indiana. Failure to submit the updated documents may affect the evaluation of your proposal. a. Attachment E Q&A The purpose of this solicitation is to select a respondent that can satisfy the State's need for mobility vans. It is the intent of the Indiana Department of Administration to contract with a respondent that provides quality mobility vans for all state agencies. Deadline to Submit Written Questions: January 30, 2025, by 3:00 PM Eastern Time Submission Due Date/Time March 5, 2025 - by 3:00 PM EST.	03/05/2025 3:00:00PM EST	Sample.Arthur-061
(RFI) Pipeline Damage Prevention Training Bid Documents	Utility Regulatory Comm	0000082749	Email RFI Response Form to Liosborne@idoa.in.gov by March 10, 2025 at 3:00Pm Eastern Time IURC Market Reasearch for Pipeline Damage Prevention Training for Excavators	03/10/2025 3:00:00PM EST	Lindsey Osborne-00061
Project CRFATE:					

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Bidding/Contract Opportunities

❑ IDOA: Division of Supplier Diversity: Subcontractor & Other Opportunities

Invitation to Bidders: Subcontractor and Other Opportunities

Project Location, Name, and Information	Response Due Date	Project Contact Information
South Bend, IN Mishawaka Ave. Streetscape Project Information	2/7/25	Rieth-Riley Construction Co., Inc.
Milford, IN New Water Utility Improvements Project Information	2/7/25	R. Yoder Construction
Carmel, IN IU Health Breast MRI Build-Out Project Information	2/7/25	F.A. Wilhelm Construction Co., Inc
Hendricks County, IN R-44228-A, Institutional and Park Road Maintenance Project Information	2/10/25	E&B Paving, LLC.
Various Counties, IN R-44812-A, Pavement Patching Project Information	2/10/25	E&B Paving, LLC.
LaGrange County, IN R-45431-A, Pavement Patching Project Information	2/10/25	E&B Paving, LLC.

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CERTIFICATION

Peter Sobun



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Certification Overview

Function 3

Certification

- ❑ *MBE & WBE Certifications are valid for 3 years*
- ❑ *IVOSB Certifications are valid for 2 years*
 - Certified MBEs, WBEs, IVOSBs qualify for subcontracting opportunities on state contracts.
 - Certified MBEs, WBEs, IVOSBs qualify for purchasing by casinos and state universities, as well as other public and private organizations.
 - Certified MBEs, WBEs, IVOSBs receive notification of state business opportunities.



Program Qualifications

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MBE & WBE Program Qualifications

1. Eligible qualifying members – must be U.S. Citizens

- African Americans
- Hispanic Americans
- Native Americans
- Asian Pacific Americans
- Subcontinent Asian Americans
- Women

An enterprise seeking certification as an MBE or a WBE has the burden of demonstrating that it meets the requirement concerning ownership and control by qualifying members

References:

13 CFR 124.103

Indiana Administrative Code: 25 IAC 5-2-1, 25 IAC 5-3-2(b)]

MBE & WBE Program Qualifications

2. Ownership – at least 51% held by Qualifying Member(s)

- Real and Substantial
- Initial Investment
- Stock Purchase Agreements

3. Control – at least 51% held by Qualifying Member(s)

- Operating Agreement/By-laws
- Day-to-day and Long-term Decisions
- Independence/Affiliations

MBE & WBE Program Qualifications

4. Expertise/Background – Subject Matter Expert

- Resume, Education, Accreditations, etc.

5. State and municipality licenses, if applicable

6. Commercially useful function

- Must be able to produce three (3) proofs of work – Contracts and/or Invoices (with Proof of Payment)
 - ❖ These documents will dictate which UNSPSC Codes a firm is assigned
- Does the applicant have reasonable prospects for success in competing in the public sector?

MBE & WBE Program Qualifications

7. Has the enterprise been established for 2 years or more?

8. Jurisdiction of Formation

9. Virtual on-site visit – if applicable

- ❖ The Division will analyze all presented documents and factors, taken as a whole, to render a decision

For more information, please visit:

<https://www.in.gov/idoa/mwbe/files/A00050.PDF>

IVOSB Program Qualifications

- Show evidence of Federal VA OSDBU certification and apply with IDOA to have the enterprise added to DSD's list of certified vendors
- 51% Owned & Controlled by Veteran(s)
- Veteran businesses do not have to be in Indiana, but the enterprise must have its "principal place of business" within Indiana
 - *"Principal place of business" means the entity must meet one of the criteria below (indicating it on the application):*
 - (A) is paying the majority of its payroll (in dollar volume) to residents of Indiana;
 - (B) is employing Indiana residents as a majority of its employees;
 - (C) is making a significant capital investment in Indiana; or
 - (D) has its headquarters in the state of Indiana.
- For more information please visit: <https://www.in.gov/idoa/3064.htm>



How to Certify Your Business

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Completing the Electronic Certification

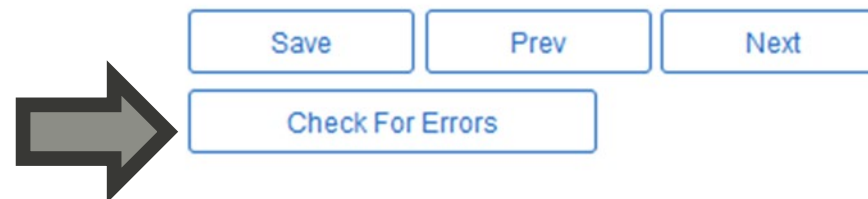
- Please watch the videos located on our webpage <https://www.in.gov/idoa/mwbe/minority-and-womens-business-enterprises/certify-your-business/> to help navigate your way through the process
- Before submitting your application be sure to view the following guides:
 - *“Certification Application – Before You Begin”*
 - *“Certification Application – Application Process”*
 - *“Certification Application – After Submission”*
- Just as with the paper application, you must answer all questions and submit all requested documentation to prevent a delay in the certification process

Completing the Electronic Certification

- You must answer all questions and submit all requested documentation to prevent a delay in the certification process

General Information	Ownership	Management	Personnel	Resources and Suppliers	Financial Information	Authorized Signatories	UNSPSC	Application Signature
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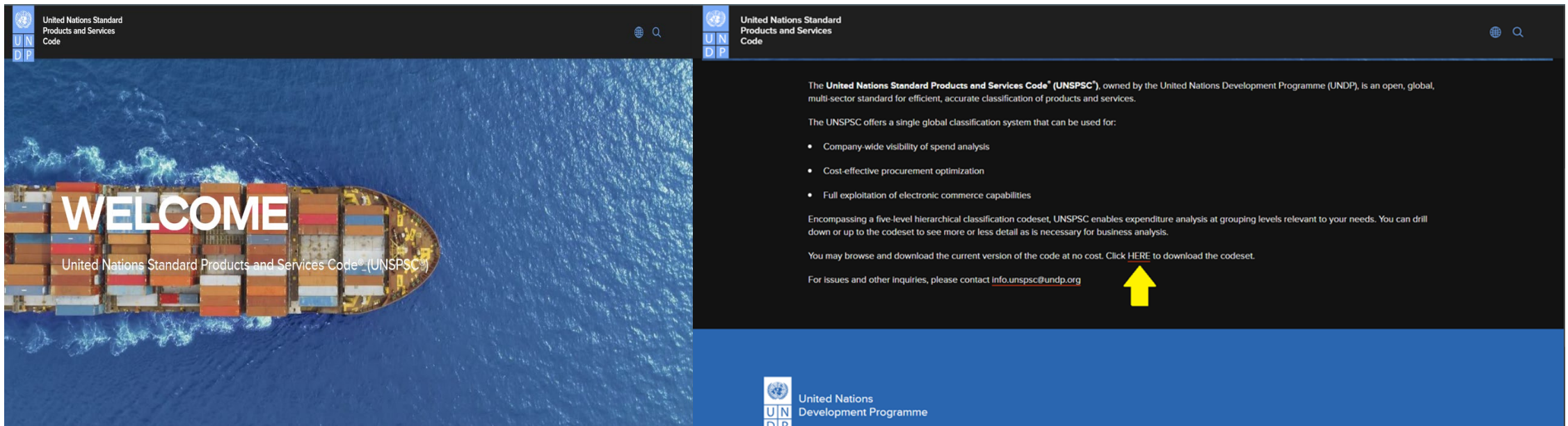
- If anything is found missing, a pop-up will display the items that need to be corrected. You will have to access each tab to correct the errors



A Note About UNSPSC Codes

- Check to ensure the UNSPSC codes match the type of work that is performed and outlined in supporting documentation (<https://www.undp.org/unspsc>)
- Codes can only be granted for work already performed
- Documentation can include:
 - ✓ *Contracts/sales agreements*
 - ✓ *Invoices with proof of payment(s)*
 - ✓ *Other documentation to support*

UNSPSC Codes



United Nations Standard Products and Services Code

The **United Nations Standard Products and Services Code® (UNSPSC®)**, owned by the United Nations Development Programme (UNDP), is an open, global, multi-sector standard for efficient, accurate classification of products and services.

The UNSPSC offers a single global classification system that can be used for:

- Company-wide visibility of spend analysis
- Cost-effective procurement optimization
- Full exploitation of electronic commerce capabilities

Encompassing a five-level hierarchical classification codeset, UNSPSC enables expenditure analysis at grouping levels relevant to your needs. You can drill down or up to the codeset to see more or less detail as is necessary for business analysis.

You may browse and download the current version of the code at no cost. [Click HERE](#) to download the codeset.

For issues and other inquiries, please contact info.unspsc@undp.org

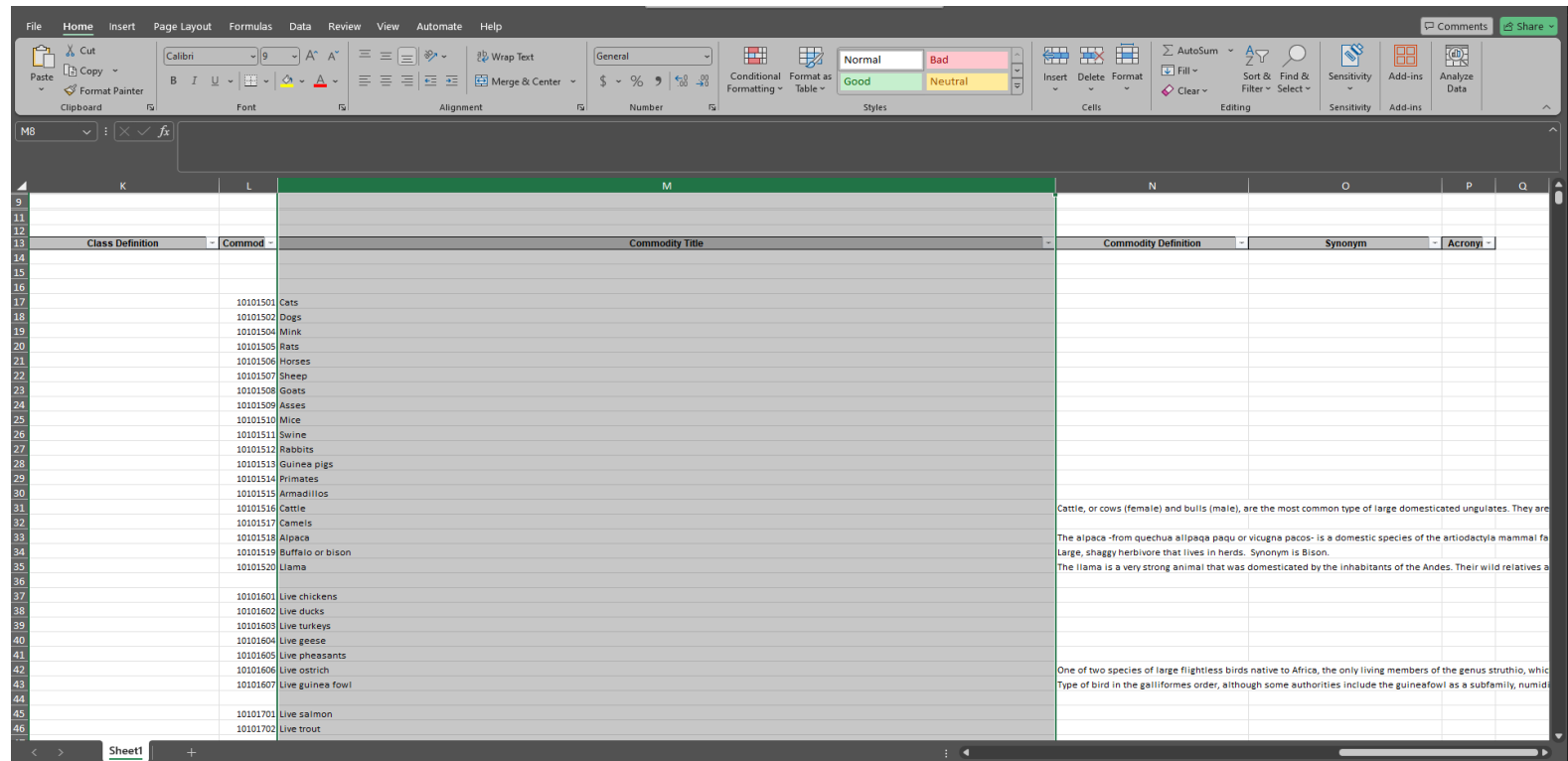
United Nations Development Programme

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UNSPSC Codes

- ✓ Open the Excel spreadsheet
- ✓ Move to the far right of the spreadsheet
- ✓ Search by Commodity Number or Commodity Title
- ❑ *Tip: Make sure the proper column is selected while searching*



Class Definition	Commodity	Commodity Title	Commodity Definition	Synonym	Acronym
	10101501	Cats			
	10101502	Dogs			
	10101504	Mink			
	10101505	Rats			
	10101506	Horses			
	10101507	Sheep			
	10101508	Goats			
	10101509	Asses			
	10101510	Mice			
	10101511	Swine			
	10101512	Rabbits			
	10101513	Guinea pigs			
	10101514	Primates			
	10101515	Armadillos			
	10101516	Cattle	Cattle, or cows (female) and bulls (male), are the most common type of large domesticated ungulates. They are		
	10101517	Camels	The alpaca -from quechua allpaca paqu or vicugna pacos- is a domestic species of the artiodactyla mammal fa		
	10101518	Alpacas	Large, shaggy herbivore that lives in herds. Synonym is Bison.		
	10101519	Buffalo or bison	The llama is a very strong animal that was domesticated by the inhabitants of the Andes. Their wild relatives a		
	10101520	Llama			
	10101601	Live chickens			
	10101602	Live ducks			
	10101603	Live turkeys			
	10101604	Live geese			
	10101605	Live pheasants			
	10101606	Live ostrich	One of two species of large flightless birds native to Africa, the only living members of the genus struthio, whic		
	10101607	Live guinea fowl	Type of bird in the galliformes order, although some authorities include the guinea fowl as a subfamily, numid		
	10101701	Live salmon			
	10101702	Live trout			

UNSPSC Codes

- UNSPSC Code has five levels in its hierarchy; The State of Indiana only uses the first four levels.
- Each level of classification helps define the product or service on a more specific level of detail.

Each level contains a two-character numerical value and a textual description as follows:

- XX **Segment** – *The logical aggregation of families for analytical purposes*
 - XX **Family** – *A commonly recognized group of inter-related commodity categories*
 - XX **Class** – *A group of commodities sharing a common use or function*
 - XX **Commodity** – *A group of substitutable products or services*
-
- This hierarchy allows people looking for a product or service to use the higher level terms to narrow their search to the relevant domain that will most likely lead them to the desired item.

UNSPSC Example

- For example, the UNSPSC for “Regional or national trucking services” is 78101802 which is comprised of the following categories:

78000000 - Transportation and Storage and Mail Services (Segment)

78**10**0000 - Mail and cargo transport (Family)

7810**18**00 - Road cargo transport (Class)

781018**02** - Regional or national trucking services (Commodity)

- ❑ ***Tip:*** When searching for a product or service and you cannot find the commodity, class, or family you are looking for, you will need to fill the missing levels with 00.

Not-For Profits

“Qualified minority or women's nonprofit corporation” means a corporation that:

- (1) is exempt from federal income taxation under Section 501(c)(3)1 of the Internal Revenue Code;*
- (2) is headquartered in Indiana;*
- (3) has been in continuous existence for at least five (5) years;*
- (4) has a board of directors that has been in compliance with all other requirements of this chapter for at least five (5) years;*
- (5) is chartered for the benefit of the minority community or women; and*
- (6) provides a service that will not impede competition among minority business enterprises or women's business enterprises at the time a nonprofit applies for certification as a minority business enterprise or a women's business enterprise.*

❖ ******Nonprofits cannot be granted UNSPSC Codes that For-Profits currently have on the certified vendors list***

Indiana Code (IC) 4-13-16.5-1



Certification Review Process

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Review Process

- Certification Specialist recommends certification or denial
- Certification eligibility notification letter will be emailed from the Division to the applicant
- If ineligible, a letter will be emailed detailing the decision – grievances may be filed within 15 days of the letter's receipt
 - ❑ ***Tip:** If found ineligible, double-check that you meet all the criteria from previous slides and that your application is complete*
- If eligible, certification is immediate:
 - M & WBE – Valid for three (3) years
 - IVOSB – Valid for two (2) years

Review Process

- If the applicant does not meet all the criteria outlined previously, a preliminary denial letter will be issued to the applicant outlining the denial decision
 - ❖ *Applicants have three options:*
 1. Appeal the decision
 2. Take no action – Preliminary moves to Final, applicant can reapply in 12 months
 3. Withdraw application - Address areas of concern, reapply in 6 months
- Appeals must be filed within 15 business days from the date the preliminary denial letter is received
- A Final Denial will be issued if the preliminary denial decision is upheld



Maintaining Certification

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Affidavit of Continued Eligibility (ACE)

- Please call our office to have the unique link sent to you
- Changes in any of the following:
 - Address
 - Phone Number
 - Email Address
 - Services Provided
 - Ownership/Control

❖ Additional documentation may be requested or required

Re-certification Process

- Complete re-certification application every: 2 years (IVOSB) and 3 years (MBE & WBE)
 - ❖ Be on the lookout for the reminder email!
- Please call our office to have the unique link sent to you
- Random site visits conducted at the discretion of the Division

Questions & Feedback Survey



Use this QR code to
leave your feedback



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Contact Us

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