

REPORT OF THE GOVERNOR'S COMMISSION ON SUPPLIER DIVERSITY TO THE GOVERNOR

September 11, 2023

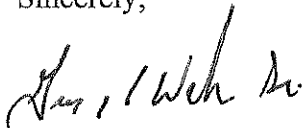
Dear Governor Holcomb:

The Governor's Commission on Supplier Diversity ("Commission") is pleased to submit the attached report, as required by I.C. 4-13-16.5-2 (f)(9). The report is required to prepare a review of the Commission to be submitted to the governor and the legislative council on March 1 and October 1 of each year, evaluating progress made in the following areas:

- Identifying minority business enterprises, women's business enterprises, and veteran-owned small businesses in the state;
- Assessing the needs of minority business enterprises, women's business enterprises, and veteran-owned small businesses;
- Initiating aggressive programs to assist minority business enterprises, women's business enterprises, and veteran-owned small businesses in obtaining state contracts;
- Giving special publicity to procurement, bidding, and qualifying procedures;
- Including minority business enterprises, women's business enterprises, and veteran-owned small businesses on solicitation mailing lists;
- Evaluating the competitive differences between qualified minority or women's nonprofit corporations and other than qualified minority or women's nonprofit corporations and veteran-owned small businesses that offer similar services and make a recommendation to the department on policy changes necessary to ensure fair competition among minority business enterprises, women's business enterprises, and veteran-owned small businesses.
- Defining the duties, goals, and objectives of the deputy commissioner of the department as created under this chapter to assure compliance by all state agencies, separate bodies corporate and politic, and state educational institutions with state and federal legislation and policy concerning the awarding of contracts (including, notwithstanding section 1(d) of this chapter or any other law, contracts of state educational institutions) to minority business enterprises, women's business enterprises, and veteran-owned small businesses.
- Establishing annual goals:
 - for the use of minority and women's business enterprises; and
 - derived from a statistical analysis of utilization study of state contracts (including, notwithstanding section 1(d) of this chapter or any other law, contracts of state educational institutions) that are required to be updated every five (5) years.

Attached here is the report for October 1, 2023. Our next report is due March 1, 2024. We are proud of the work of the Commission and the Indiana Department of Administration's Division of Supplier Diversity. If you have questions regarding this report, please do not hesitate to contact me, or the Deputy Commissioner of the Division of Supplier Diversity, Kesha Rich.

Sincerely,



Gregory Wilson, Chairman
Governor's Commission on Supplier Diversity



Commission Update

Quarterly Commission Meetings

The Governor's Commission on Supplier Diversity has held (2) planned quarterly meetings in 2022. The first quarterly Commission meeting took place On February 24th, 2023.

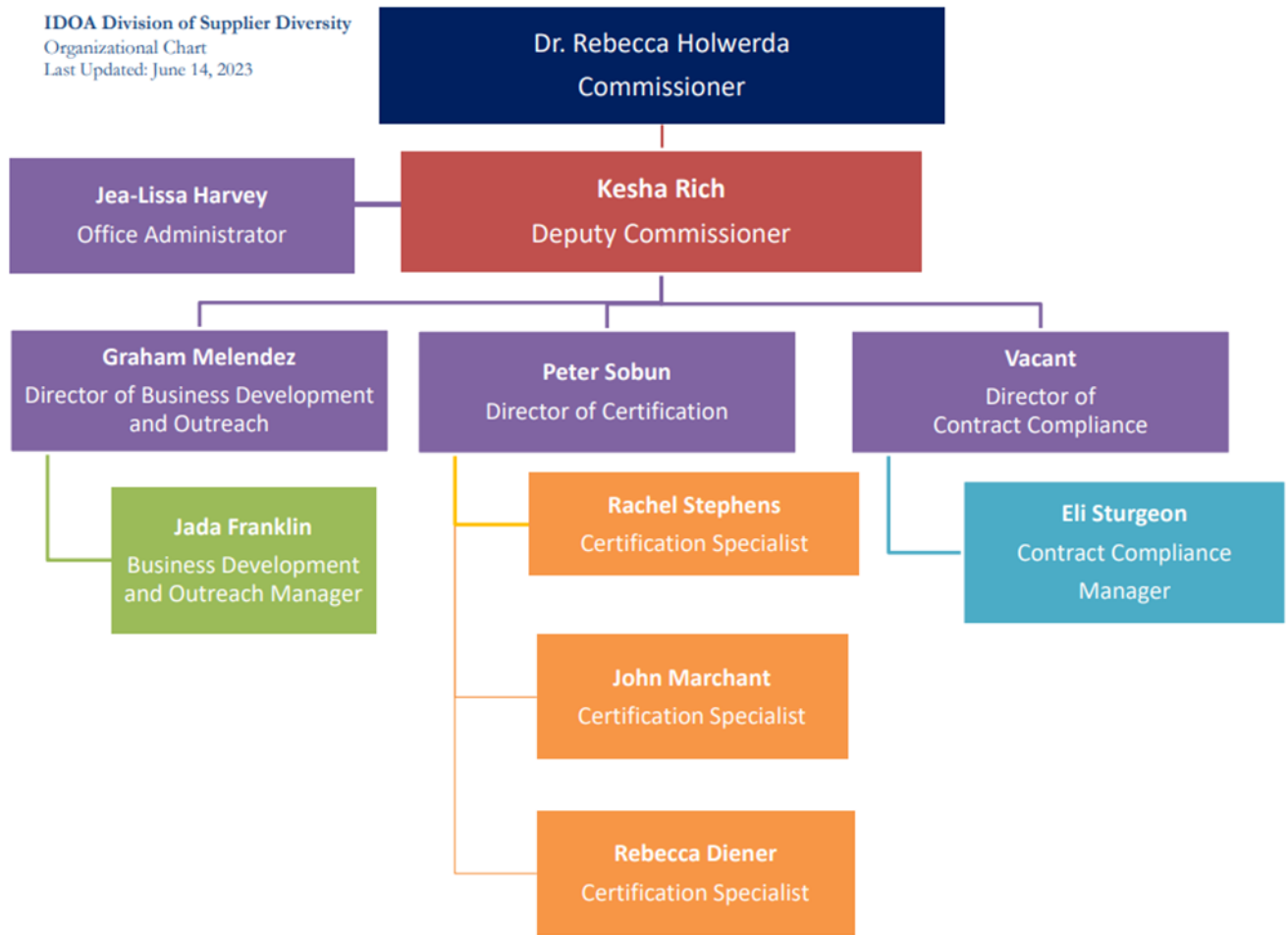
Deputy Commissioner of the Indiana Department of Administration ("IDOA") Division of Supplier Diversity ("DSD"), Kesha Rich, provided updates on MBE/WBE/IVOSB program activities and highlighted the MBE/WBE/IVOSB certification, compliance, and business outreach for the year of 2023. Mrs. Rich provided:

- Overview of the creation of the Division, MBE/WBE/IVOSB participation goals, and the three (3) main functions of the Division: certification, contract compliance, and business outreach.
- Overview of the Division's organizational chart and MBE/WBE/IVOSB participation goals.
- Certification review which highlighted the electronic certification process.
- Certification Updates
 - Average days to certify MBEs/WBEs and IVOSBs are still below regulatory requirements but will possibly be increased due to staffing issues
 - Re-launch of the electronic certification platform
 - Bi-monthly certification webinars
- Compliance Updates
 - Auditing high-value contracts.
 - Reviewing subcontractor change requests.
 - Bi-monthly Pay Audit System webinars
- Business Outreach Updates
 - 2023 Business Outreach Strategy – ***Taking You to The Next Level.***
 - Monthly vendor education in-person and online sessions

Several action items were identified at each of the meetings, and the responses and feedback are presented at each commission meeting. The next commission meetings will be on September 11, 2023 and December 11, 2023, both will be held in Indianapolis, IN.

Division of Supplier Diversity Team

Here is the current DSD Organizational Chart:



IDOA DSD Certification:

DSD certification team continues to serve the MBE/WBE and the IVOSB vendor communities. The average number of days to certify has increased to 50 days for MBE/WBE. This is likely due to the increase in preliminary denials being issued. The average number of days to certify for IVOSB remains stable at 31 days.

MBE/WBE Certification Statistics Q2 2023 and Q3 2023:

<u>New Applications Received</u>				<u>Recertification Applications Received</u>			
	MBE	WBE	TOTAL		MBE	WBE	TOTAL
Q2 2023 (as of 5/31/23)	127	132	259	Q2 2023 (as of 5/31/23)	55	93	148
Q3 2023 (as of 8/31/23)	62	79	141	Q3 2023 (as of 8/31/23)	52	98	150

IVOSB Certification Statistic Q2 2023 and Q3 2023:

	<u>Q2 2023</u>	<u>Q3 2023</u>
New Incoming Applications	19	13
Recertification Applications	16	17
Preliminary Denials Issued	0	1
Average Processing Time (Days)	31	31

Total Certified Firms in Q2 2023 and Q3 2023:

	<u>TOTAL</u>	<u>MBE</u>	<u>WBE</u>	<u>IVOSB</u>
Q2 2023 (as of 5/31/23)	2,341	860	1,242	239
Q3 2023 (as of 8/31/23)	2,385	884	1,274	227

IDOA DSD Contract Compliance:

DSD is the final approval authority on requests to change subcontractor participation plans, as well as vendor education, whether it is the primary contractor or the subcontractor. The flow

chart below demonstrates the process of amending the contract as it relates to the MBE/WBE and IVOSB subcontractor plan change.



DSD contract compliance team continues to proactively audit state contracts with the MBE/WBE and IVOSB subcontractor utilization. In 2023, there have been a total of **72** compliance reviews, most of them with the subcontractor participation plan change and the Good Faith Effort (“GFE”) reviews. DSD contract compliance managers attended **18** pre-proposal meetings and presented the information on tier two (2) MBE/WBE and IVOSB utilization.

The Contract Compliance team advocates for MBE/WBE/IVOSB subcontractors on State of Indiana contracts who cannot resolve with prime vendors. The team must ensure that prime percentage obligations are met according to the MBE/WBE/IVOSB sections of the signed contract clauses.

DSD outreach and compliance teams regularly publicize procurement and bidding opportunities with the State of Indiana. Bid notices and due dates are electronically sent out to over 4,000 recipients weekly. Special project announcements and procurement opportunities are separately sent out, as well as posted on the Division’s website:

<https://www.in.gov/idoa/mwbe/2488.htm>.

DSD Contract Compliance Initiatives:

In 2023, the Contract Compliance team implemented improvements to current procedures, which included enhanced communication with other state agencies and vendors. Also, DSD developed stronger relationships with other IDOA departments.

- The Contract Compliance has continued its Pay Audit webinars on a bi-monthly basis. With the relaunch of the supplier portal in April 2023, the team no longer enters payments in for prime and subcontractors.
- DSD Contract Compliance team has partnered with the IDOA General Counsel, as an additional measure to ensure contract compliance on State of Indiana contracts, to receive subcontractor participation amendment requests to ensure they have been reviewed and approved by DSD.
- DSD Contract Compliance team continues to work with other state agencies’ contract administrators along with the IDOA Procurement team to provide training to ensure that contract administrators are entering the correct dollar amount and allowing for Contract Compliance.
- DSD Contract Compliance team continues to initiate random audits of state contracts. In the absence of a Director of Contract Compliance, the Contract Compliance Manager is closing out current audits and randomly selects one a month. We are hoping to ramp

those efforts back up once the Director position is filled. It is the hope of the DSD Contract Compliance team to strengthen the participation of certified vendors on state of Indiana Contracts.

DSD Business Outreach:

DSD Business Outreach team designs and organizes events, workshops, and webinars to promote the MBE/WBE and IVOSB certification programs to provide an equal opportunity to minority, women, and veteran business enterprises that seek to participate in the state's procurement and contracting processes. In addition, the regularly publicizes procurement and bidding opportunities with the State of Indiana. Bid notices and due dates are electronically sent out to over 4,000 recipients weekly. Special project announcements and procurement opportunities are separately sent out, as well as posted on the Division's [website](#).

So far, in 2023, the Division of Supplier Diversity has participated in seventy-nine (79) different outreach-based events, eighteen (18) of which were presented by DSD. The events hosted varied from webinars to workshops. By these efforts alone, we have been able to connect with two--thousand-one-hundred-sixty-three (2,163) attendees. One of the most successful webinars that DSD brought back into the virtual conference series this year was "Leveraging Your Certification" because it garnered close to one hundred (100) virtual attendees.

This year, the annual business conference will consist of a morning workshop for our MBE/WBE/IVOSB vendor community titled "Enhancing Your Capability Statement," followed by the 2023 B2B Expo: Next Level Networking. The 2023 Business Conference Virtual Series theme is "Taking You to the Next Level" and garners participation from MBEs, WBEs, IVOSBs, and XBE partners. This event will take place on Friday, October 13, 2023, from 8:00 a.m. to 3:00 p.m. EST at the Indiana Government Center South Conference Center, 302 West Washington Street, Indianapolis, IN. This will allow vendors to meet and network with prime contractors, state procurement agents, and buyers from private entities. At the start of the event, 20 spotlight vendors featured on DSD's social media platforms throughout 2023 are to be highlighted by IDOA Deputy Commissioner, Kesha Rich and the DSD Business Outreach team. Then, the team will recognize two specific vendors and give out the annual awards: Ralph J. Adams Jr. Supplier Diversity Trailblazer Award and Cassondra Wilson Ignite Award. Through the remainder of the showcase, vendors will have booth space whereby they can share their services and resources with all attendees and have the opportunity to grow their business by networking with the eighty (80) vendors and partners in attendance.

DSD Business Outreach Initiatives:

Looking forward to 2024, the DSD Business Outreach team strives to implement improvements to current outreach on marketing material done in-house, innovative content for workshops, further utilization of DSD programs, and preparing for 2025 Disparity Study.

- After researching the manner in which other agencies are using marketing tools, Outreach will be able to have a new way of creating flyers and save-the-dates in house to further stand out when announcing upcoming events, webinars, workshops, etc.
- Developing new content for in-person workshops is of vital importance, thus bringing together a variety of novel topics will be Outreach’s goal in 2024. For instance, having the “Leveraging Your Certification” workshop take on a new scope by bringing the S.E.I.’s into the equation. In addition, the post-workshop surveys will have a QR code for easy access on the agenda in order to receive feedback from participants.
- By deepening the utilization of Gov Delivery reports, it will allow Outreach team to update e-mail subscription and better ways to manage subscribers who receive weekly e-mails. Removing subscribers that currently bounce back because IDOA does not have their current e-mail address can be a starting place to having a list of current subscribers.
- In preparation of 2025 Disparity Study, Outreach will continue with the timeline set forth and fulfill necessary deliverables to begin the process of the IDOA DSD Disparity Study.

DSD Events in 2023:

DATE	EVENT	Organizer
January 3, 2023	BSU Diversity Vendor Chat	Ball State University
January 11, 2023	Indiana Educational Institutions Zoom Meeting	SEIs
January 12, 2023	32nd Annual Dr. Martin Luther King Jr. Indiana Holiday Celebration	Indiana Civil Rights Commission
January 13, 2023	Dr. Martin Luther King Jr. Day of Celebration	The City of Indianapolis - Office of Minority & Women Business Development
January 18, 2023	Pay Audit Webinar	IDOA Division of Supplier Diversity
January 18, 2023	BSU Diversity Vendor Chat	Ball State University
January 19, 2023	XBE Stakeholder Planning Meeting	Indianapolis Airport Authority
January 25, 2023	BSU Diversity Vendor Chat	Ball State University

January 26, 2023	Ivy Tech/ ISA Project Roll Out	Ivy Tech Community College/ISA
February 1, 2023	BSU Diversity Vendor Chat	Ball State University
February 2, 2023	Muncie Chamber Certification Workshop Series – Introduction to Certification	INDOT, The City of Indianapolis - Office of Minority & Women Business Development, and IDOA Division of Supplier Diversity
February 15, 2023	Certification Webinar	IDOA Division of Supplier Diversity
February 15, 2023	BSU Diversity Vendor Chat	Ball State University
February 16, 2023	2023 Business Conference Virtual Series - DSD 101: Introduction to Our Programs & Services	IDOA Division of Supplier Diversity
February 16, 2023	Lunch With Legislators	Indy Black Chamber of Commerce
February 22, 2023	BSU Diversity Vendor Chat	Ball State University
February 24, 2023	1st Quarter Governor's Commission on Supplier Diversity Meeting	IDOA Division of Supplier Diversity
February 8, 2023	WRTV Community Advisory Committee	WRTV – Channel 6 Indianapolis
February 28, 2023	INDOT DBE Forum	Indiana Department of Transportation (INDOT)
March 1, 2023	BSU Diversity Vendor Call	Ball State University
March 7, 2023	Pepper Construction Diversity Outreach Event	Pepper Construction Group
March 8, 2023	International Women's Day Event	Indiana Commission for Women
March 9, 2023	NAWBO Day at the Statehouse	National Association of Women Business Owners (NAWBO)
March 15, 2023	Business Certification Virtual March Lunch & Learn Presentation	Indiana Small Business Development Center (ISBDC)
March 15, 2023	Pay Audit Webinar	IDOA Division of Supplier Diversity
March 15, 2023	BSU Diversity Vendor Call	Ball State University

March 20, 2023	LACCC State of Indiana Certification and Supplier Registration Presentation	Latin American Chamber of Commerce (LACC)
March 22, 2023	Preparation Meeting Opportunity Workshop #1 – Identifying Bidding Opportunities Within the State	IDOA Division of Supplier Diversity
March 22, 2023	BSU Diversity Vendor Call	Ball State University
March 23, 2023	Muncie Chamber Certification Clinic #4	Indiana Department of Transportation (INDOT)
March 29, 2023	BSU Diversity Vendor Call	Ball State University
March 30, 2023	Conexión Breakfast	Indy Chamber – Hispanic Business Council
April 5, 2023	BSU Diversity Vendor Call	Ball State University
April 12, 2023	Indiana Educational Institutions Zoom Meeting	State Educational Institutions (SEIs)
April 14, 2023	Ivy Tech East Chicago Project Roll Out	Ivy Tech Community College of Indiana
April 19, 2023	Certification Webinar	IDOA Division of Supplier Diversity
April 19, 2023	BSU Diversity Vendor Call	Ball State University
April 20, 2023	2023 Business Conference Series - Leveraging Your Certification	IDOA Division of Supplier Diversity
April 24, 2023	CHISPA Spanish Spark Presentation	Latin American Chamber of Commerce (LACC)
April 25, 2023	Build Westville Outreach: Bid Event #1	Build Westville
April 26, 2023	BSU Diversity Vendor Call	Ball State University
April 27, 2023	OMWBD 22nd Annual Mayor's Celebration of Diversity Awards Breakfast	City of Indianapolis - Office of Minority and Women Business Development (OMWBD)
May 3, 2023	BSU Diversity Vendor Call	Ball State University
May 9, 2023	UWCI Learning Center Presentation	United Way of Central Indiana (UWCI)
May 10, 2023	WRTV Community Advisory Committee	WRTV – Channel 6 Indianapolis

May 10, 2023	BSU Diversity Vendor Call	Ball State University
May 17, 2023	Pay Audit Webinar	IDOA Division of Supplier Diversity
May 17, 2023	BSU Diversity Vendor Call	Ball State University
May 18, 2023	WBENC We Succeed Conference 2023	Women's Business Enterprise National Council (WBENC)
May 18, 2023	BEI Procurement Round Table	Indy Chamber – Business Equity for Indy (BEI)
May 23, 2023	Build Westville Outreach: Bid Event 2	Build Westville
May 24, 2023	Preparation Meeting Opportunity Workshop #2 - Building Relationships Between Prime Contractors and Subcontractors	IDOA Division of Supplier Diversity
May 24, 2023	BSU Diversity Vendor Chat	Ball State University
May 31, 2023	BSU Diversity Vendor Chat	Ball State University
June 6, 2023	NAWBO Day at City Hall	City of Indianapolis - Office of Minority and Women Business Development (OMWBD)
June 7, 2023	BSU Diversity Vendor Chat	Ball State University
June 8, 2023	SBA Resource Fair	U.S. Small Business Administration (SBA)
June 8, 2023	CCC Virtual Master Class – IDOA DSD Certification Basics Presentation	Create. Connect. Collab
June 12, 2023	2nd Quarter Governor’s Commission on Supplier Diversity Meeting	IDOA Division of Supplier Diversity
June 13, 2023	OMWBD - XBE Best Practice Workshop	Office of Minority and Women Business Development
June 14, 2023	WRTV Community Advisory Committee	WRTV – Channel 6 Indianapolis
June 14, 2023	BSU Diversity Vendor Call	Ball State University
June 16, 2023	Evansville XBE Certification Workshop	Indiana Department of Transportation and

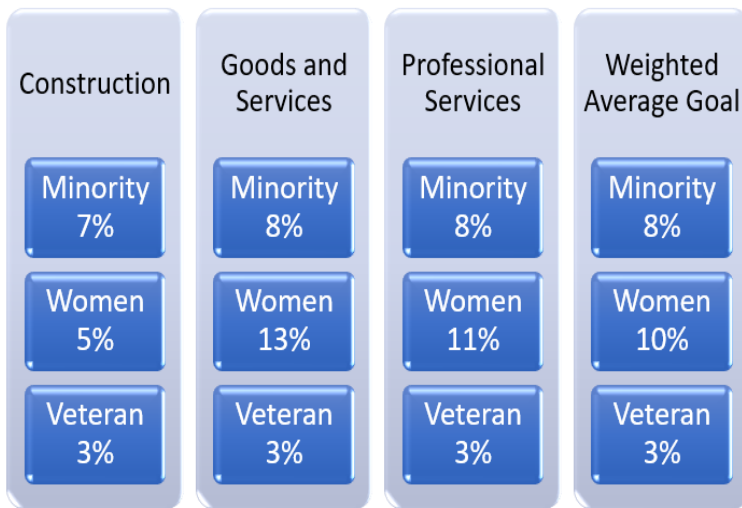
		IDOA Division of Supplier Diversity
June 20, 2023	ICRC Conference Keynote Luncheon	Indiana Civil Rights Commission
June 20, 2023	Veteran Networking Meeting Presentation	Indiana Department of Veteran Affairs
June 21, 2023	NAWBO Trailblazers Luncheon	National Association of Women Business Owners
June 21, 2023	Certification Webinar	IDOA Division of Supplier Diversity
June 21, 2023	BSU Diversity Vendor Call	Ball State University
June 22, 2023	2023 BC Virtual Series: Enhancing Your Capability Statement	IDOA Division of Supplier Diversity
June 23, 2023	Ivy Tech Outreach Event	Ivy Tech College
June 27, 2023	IBE Black Business Training Institute Workshop	Indiana Black Expo Inc.
June 28, 2023	BSU Diversity Vendor Call	Ball State University
June 28, 2023	Empowerment Small Business Loan Program - INDOT and ONB	IDOA Division of Supplier Diversity, Indiana Department of Transportation, and Old National Bank
June 30, 2023	NIMBA Certification Presentation	Northern Indiana Minority Business Association
July 5, 2023	BSU Diversity Vendor Call	Ball State University
July 10, 2023	IBE Mayor's Breakfast	Indiana Black Expo Inc.
July 11, 2023	Preparation Meeting Opportunity Series #3: Doing Business Across the State	IDOA Division of Supplier Diversity
July 11, 2023	IBE Governor's Reception	Indiana Black Expo Inc.
July 12, 2023	Indiana Educational Institution Zoom Meeting	S.E.I.'s
July 14, 2023	IBE Corporate Luncheon	Indiana Black Expo Inc.

July 14-16, 2023	IBE Exhibition Hall	Indiana Black Expo Inc.
July 19, 2023	BSU Diversity Vendor Call	Ball State University
July 19, 2023	Pay Audit Webinar	IDOA Division of Supplier Diversity
July 25, 2023	Great Lakes SBA Leadership XBE Event	U.S. Small Business Administration
July 25, 2023	BSU Diversity Vendor Call	Ball State University
July 26, 2023	Indiana Casino Diversity Day	Northern Indiana Hard Rock Casino
August 2, 2023	BSU Diversity Vendor Call	Ball State University
August 8, 2023	Community Conversation Panel	Indy Black Chamber of Commerce
August 9, 2023	BSU Diversity Vendor Call	Ball State University
August 16, 2023	Indiana Latino Expo Mayor's Breakfast	Indiana Latino Expo
August 16, 2023	Certification Webinar	IDOA Division of Supplier Diversity
August 16, 2023	BSU Diversity Vendor Call	Ball State University
August 17, 2023	2023 BC Virtual Series: Leveling Up with Bonding	IDOA Division of Supplier Diversity and U.S. Small Business Administration
August 19, 2023	BSU Diversity Vendor Call	Ball State University
August 23, 2023	BSU Diversity Vendor Call	Ball State University
August 24, 2023	BEI Procurement Round Table Supplier Meet & Greet	Indy Chamber - Business Equity for Indy (BEI).
August 29, 2023	Build Westville Outreach: Bid Event #3	Build Westville
August 30, 2023	BSU Diversity Vendor Call	Ball State University

August 31, 2023	OMWBD/IAA 2023 Diversity Outreach Event & Reverse Trade Show	Office of Minority and Women Business Development and Indianapolis Airport Authority
September 6, 2023	BSU Diversity Vendor Call	Ball State University
September 11, 2023	3rd Qtr Governor's Commission on Supplier Diversity Meeting	IDOA Division of Supplier Diversity

Conclusion:

The current MBE/WBE and IVOSB participation goals are as follows:



In conclusion, the Governor’s Commission on Supplier Diversity works closely with the IDOA to ensure that the Division promotes, monitors, and enforces the standards for certification of the Minority, Women’s, and Veteran Business Enterprises, as well as provides equal opportunity to the MBE/WBE and IVOSBs in the state’s procurement and contracting process. Current IDOA leadership does their best to properly administer the program and take the MBE/WBE and IVOSB programs to the next level.