



## **EXPECTATIONS OF BIDDERS ON CONTRACTS WITH MBE/WBE/IVBE PARTICIPATION CONTRACT GOALS**

The Indiana Department of Transportation (INDOT) is committed to the participation of Minority and Women's Business Enterprises and Indiana Veteran's Business Enterprises (MBE/WBE/IVBE) in its procurement and contracting process. Bidders on INDOT contracts are expected to make the effort and document their good faith efforts to attain the MBE, WBE and IVBE Contract Goals whenever they have been assigned. The goal amounts of 7% MBE, 5% WBE and 3% IVBE are mandated by the Indiana Department of Administration and will not be reduced, even though opportunity may be limited.

The MBE/WBE program is administered by the Indiana Department of Administration Division of Supplier Diversity (DSD). If a bidder is having difficulty achieving the Contract Goals they are expected to contact the DSD office. Staff will be available to assist Bidders in locating MBE and WBE firms to engage in the contract. If a Bidder cannot achieve the Contract Goals, the bidder shall submit a Waiver Application to DSD. The Waiver Application may be submitted up to two business days in advance of the bid due date to obtain advance approval of the waiver. The Waiver Application may also be submitted prior to the bid due date, without advance approval, as an electronic file to the email box defined in the Special Provisions of the contract. Evidence of good faith efforts shall be included with the Waiver Application form. Waiver Application forms shall be requested from the DSD. Should you have questions concerning the details of this program, information is available over the internet at <http://www.in.gov/idoa/mwbe/index.htm> or by contacting the DSD at (317) 232-3061.

The IVBE program is administered by the Indiana Department of Administration Division of Supplier Diversity (DSD). If a bidder is having difficulty achieving the Contract Goal they are expected to contact the DSD office. Staff will be available to assist Bidders in locating IVBE firms to engage in the contract. There is no waiver application for the IVBE goal. Information concerning the details of this program is available at <http://www.in.gov/idoa/2862.htm>. Email questions to [Indianaveteranspreference@idoa.in.gov](mailto:Indianaveteranspreference@idoa.in.gov).

The IVBE Participation Plan shall be submitted with the bid. The form for the IVBE Participation Plan is located in the proposal form.

In December, 2011, the Indiana Department of Administration deployed a software system, the Pay Audit System, for compliance monitoring of the state's diversity spend. The Pay Audit System captures and compares contractual Minority and Women's Business Enterprises and Indiana Veteran's Business Enterprises (MWBE and IVBE) payments from both prime contractors and certified MWBE and IVBE subcontractors through a web-based interface. This valuable resource helps the State monitor and enforce the MWBE and IVBE spend commitments on state contracts.

It is important to keep your contact information current with the DSD office, as this information is required for communications from the Pay Audit System and the contract compliance group. Information on the Pay Audit System is available over the internet at <http://www.in.gov/idoa/payaudit.htm>.