

MINORITY & WOMEN'S BUSINESS ENTERPRISES DIVISION

Indiana Department of
Administration

Certification & Procurement
Guide

Mitchell E. Daniels, Jr.
Governor



Legislative Authority

- ◆ 49 CFR Parts 23 and 26 (DBE)
- ◆ Indiana Code: IC 4-13-1-4; IC 4-13-2-9; IC 4-13.6-3-1
- ◆ Indiana Administrative Code:
25 IAC 5-1-1

Indiana Department of Administration
(IDOA)

DOING BUSINESS IN INDIANA

- ◆ Register with Secretary of State
- ◆ Must be in good standing with Dept. of Revenue and Dept. of Workforce Development
- ◆ Obtain Bidder Registration Number at: www.buyindiana.in.gov
- ◆ Routinely check Current Solicitations listed at the above IDOA website

WHY APPLY FOR STATE CERTIFICATION

- ◆ Qualify for MBE/ WBE Participation Points on State projects and USDOT projects in Indiana.
- ◆ Notification of state business opportunities
- ◆ Access to training opportunities
- ◆ Advocacy Services
- ◆ State certification often accepted for other government entities and private companies
- ◆ No application fee.

CERTIFIED MINORITY & WOMEN BUSINESS

◆ Qualifications

- Minority or woman...or both
- Owns at least 51% of business
- Possess the expertise required
- Control business enterprise
- Be a U. S. Citizen

Refer to: 25 IAC 5 for more details at:

www.in.gov/idoa/mwbe

What to Expect

- ◆ Governor Daniels expects applications will be processed within an average of 45 days
- ◆ Firm will receive a site visit
- ◆ Determination will be sent in registered letter
- ◆ Certifications are effective immediately
- ◆ Denials may be appealed within 30 days



Potential Pitfalls

- ◆ Deep relationships with non-qualifying individuals
- ◆ Affiliations with other firms
- ◆ Delegation of control
- ◆ Restrictive agreements or corporate structure



VISIT THE M/WBE WEBSITE

www.in.gov/idoa/mwbe

- ◆ Application Forms (M/WBE)
- ◆ Regulations for each category
- ◆ M/WBE Directory in Excel format
- ◆ Frequently Asked Questions (FAQs)
- ◆ List of “Wanted” business types
- ◆ Related links

MINORITY & WOMEN'S BUSINESS ENTERPRISES

402 W. Washington Street, W-469
Indianapolis, IN 46204

317-232-3061

www.in.gov/idoa/mwbe



Indiana State Contracting Opportunities

A guide to successful participation
in the process



GOAL SETTING

M/WBE PARTICIPATION

Governor's Commission on Minority & Women's Business Enterprises sets Annual Goals

- Effective July 1, 2005

- Construction: MBE 5% WBE 3%
- Professional Services: MBE 5% WBE 5%
- Supplies: MBE 8% WBE 11%

- State Agency Procurement participation goal included in solicitations.





Small Construction Projects: Less than \$75,000

- Decentralized - managed by state facility managers
- Three bids are required
- Solicitations to MBEs and WBEs encouraged
- Contact the state directly institutions and notify them of your interest



Large Construction Projects: over \$75,000

- Centralized – managed by IDOA
Division of Public Works
- Solicitations posted on the web
- Prequalification from Public
Works required for both prime
and sub bids over \$150,000
- Attend pre-bid meetings to
introduce your firm to prime
bidders – dates are on web

Large Construction Projects: over \$75,000

- Prime provides potential subs with bid package that states their needs
- Potential subs respond by submitting price with a signature on the package
- Most times bids are awarded before subs are determined
- Review winning bidders proposals in Public Works
- Contact winning prime to offer your services



Methods of Procurement

- Request for Quotation (RFQ)
- Invitation to Bid (BID)
- Quantity Purchase Agreement (QPA)
- Request for Service (RFS)
- Request for Proposal (RFP)





Requests for Quotation

- For goods & general services
- Under \$2500.00
 - Bidders contacted by phone or in writing.
 - At least 3 Vendors must be contacted
- \$2500.00 - \$75,000.00
 - Agency determines need and writes specifications
 - Sends RFQ to at least 3 Vendors
 - Open for 7 days

Invitation to Bid

- Greater than \$75,000.00
- Centralized through Indiana Department of Administration
- Advertised on web
- Must be open for 14 days
- Lowest bid wins



Quantity Purchase Agreement

- Solicited through BID for straight forward items or RFP for more complex commodities
- Over \$50,000 commodity procurement
- Selected Vendor provides goods or services
- Stated unit price
- Specific time frame – usually a year



Request for Service (RFS)

- Decentralized
- Professional Services Only
- Issued to specific firms pre-selected by the Agency
- Specifications Document Included
- Procurements greater than \$75,000



Request for Proposal (RFP)

- Centralized
- Used for Goods, General Service or Professional Service
- Opportunity posted on the website and all firms are invited to respond
- For greater than \$75,000.00



Buy Indiana

RFP Evaluation-100 pts

- 10 points = MBE participation
- 10 points = WBE participation
- 10 points = Indiana prime
- 15 points = IN Economic Impact
- 25 points = price
- 30 points = quality



Procurement Definitions

- Prime Contractor - Company responsible for the entire contract
- Sub Contractor - Company entering into a contract with a prime contractor to furnish services or supplies toward the contract
- Direct – Paid directly by the State of Indiana
- Indirect – Paid directly by the Prime Contractor
- Sub-contractors can be utilized directly in the project or as a supplier to the project.





Internet Resources

A wealth of information

Microsoft Internet Explorer window titled "IDDA - Procurement Division - Microsoft Internet Explorer". The address bar shows "http://www.in.gov/idoa/proc/index.html". The page header includes "accessIndiana" and navigation links like "Agency Listing", "Policies", "Text Only", "Contact Webmaster", and "Help". A search box contains "Search IN.gov" with a "GO" button.

The main content area features a blue banner with the text "STATE of INDIANA Department of Administration" and the slogan "Dedicated to Quality Customer Support for Agencies Serving our Citizens". To the right is the State of Indiana seal. Below the banner is a navigation menu with "Home", "About US", "Contact US", "Calendar", and "Press Releases".

A left sidebar contains a menu with the following items: "Organizational Structure", "IDOA Services", "Doing Business with the State", "State Wide Information", and "accessIndiana".

The main content area is titled "Procurement Division" and contains the following text: "The Procurement Division is responsible for setting policy and procedure for purchasing within the State."

- o [Bidder Registration](#)
- o [State Ethics Policies & Holiday Gifts](#)
- o [Current Solicitation Opportunities & Pre-Project Informational Sessions](#)
- o [Pre-RFP Information](#)

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "9:22 AM".

Bidder Registration and Benefits

- Receive solicitations from the State of Indiana Government
- Listing in the Buy Indiana Directory
- Receive a Registration Number/Bidder ID for Minority/Women/Disadvantaged Certification process
- Maintain your profile to ensure that your contact information and categories of goods and services are current.



Bidder Registration Enrollment Process

- On-line Registration
 - www.buyindiana.in.gov
- Manual Registration
 - Contact Shirley Houston at 317-232-6870
- Problems or Concerns
 - Contact Shirley Houston at 317-232-6870



INDIANA

[Home](#) | [Sign out](#)

[New Window](#) | [Help](#)

Bidder Registration

i Please enter your information below to become a registered bidder within the system.

Contact Information

*First Name	<input type="text"/>	*Last Name	<input type="text"/>
Company:	<input type="text"/>	Title	<input type="text"/>
*Email ID	<input type="text"/>		

Address

*Country:	<input type="text" value="USA"/> <input type="text" value="United States"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
Address 4:	<input type="text"/>

Request for Proposal Process

■ Pre-RFP Informational Session

- Opportunity for Prime Contractors and Sub-Contractors to ask questions of the Agency with regard to the details of the proposed business need
- Relationship building time – identify how you bring value to the bid and sell your niche – whether you will be a Prime Contractor or a Sub-Contractor
- Attendee Contact information is available if you are unable to make a session – Contact the Procurement Contact for the Pre-RFP Session.
- NEW! – pre-meeting introduction period



Solicitation Opportunities Page

This listing last updated Jun/17/2005.

Not all solicitations totaling less than or equal to \$25,000 are listed on this web site.

Click [here](#) to view Department of Administration Public Works Division (DAPW) projects currently bidding.

[State of Indiana Procurement Preferences](#)

Click [here](#) for help searching the index page for a keyword.

Fri, Jun 17 2005 - 11:44 AM EST

Procurement Method	Commodity/Service Description	Addendum	Date Entered	Open Date/Time	Buyer Name and Phone #
QPA	AUTOMOTIVE WIRE ASA6-6-5	1	6/1/2005	6/17/2005 3:00:00 PM	Cindi Atkinson
REP	Vaccines for Children (VFC) Program REP_5_88	0	5/12/2005	6/17/2005 3:00:00	James

Request for Proposal Issued

- After the Pre-RFP Informational Session
 - Request for Proposal is issued
 - Available electronically on the Procurement Website
 - Details of agency specifications and requirements for completing the package are available under the RFP link.



STATE OF INDIANA

REQUEST FOR PROPOSALS

5-38

INDIANA DEPARTMENT OF ADMINISTRATION

AND THE

INDIANA FAMILY AND SOCIAL SERVICES ADMINISTRATION/OFFICE OF MEDICAID POLICY AND PLANNING

Solicitation for:

Enrollment Broker Services

Proposal Due Date: July 29, 2005

CONTENTS OF RFP 5-38

RFP 5-38 consists of the following documents, which may be downloaded from this web site:

- [RFP-5-38](#)
- [Attachment A](#), This is one form: The Minority and Women's Business Enterprise (MWBE) Participation Plan form. A completed version of this document must be included with your response.
- [Attachment B](#), *Sample Contract*.
- [Attachment C](#), *Indiana Economic Impact Form*.
- [Attachment D](#), *Scope of Work*.
- [Attachment E](#), *Indiana Health Coverage Programs Overview*.
- [Attachment F](#), *Cost Proposal*.
- [Attachment G](#), *Corporate Qualifications Reference Questionnaire*.
- [Attachment H](#), *Hoosier Healthwise Mandatory RBMC Map*.
- Questions and Answers about the RFP. The inquiry period for this RFP closes **July 1, 2005**, at 3 p.m. Eastern Standard Time. When the questions and answers are posted, this will be an active link.

Recommendation for Award

- Milestone Calendar
- Prime Contractor is notified and negotiations begin
- Prime Contractor receives awarded contract
- Public Inspection



Monitoring Compliance

- Prime Contractors must honor participation plan or create another plan
- MWBED audits contracts
- Primes in non-compliance face sanctions
- Sanctions range from payment withholding to suspension or revocation of contractor's ability to perform on future state contracts



Keys to Contracting Success

- Build Key Business Relationships
- Provide excellent product or service
- Offer competitive prices
- Market your business to key players in the State Procurement Process
 - State Purchasers
 - State Prime Contractors
- Visit the Procurement Solicitation page on a regular basis
- Designate resources to contract proposal preparation
- Actively participate in networking opportunities
 - Pre-RFP Sessions
 - Business Matchmaking



Website Referrals

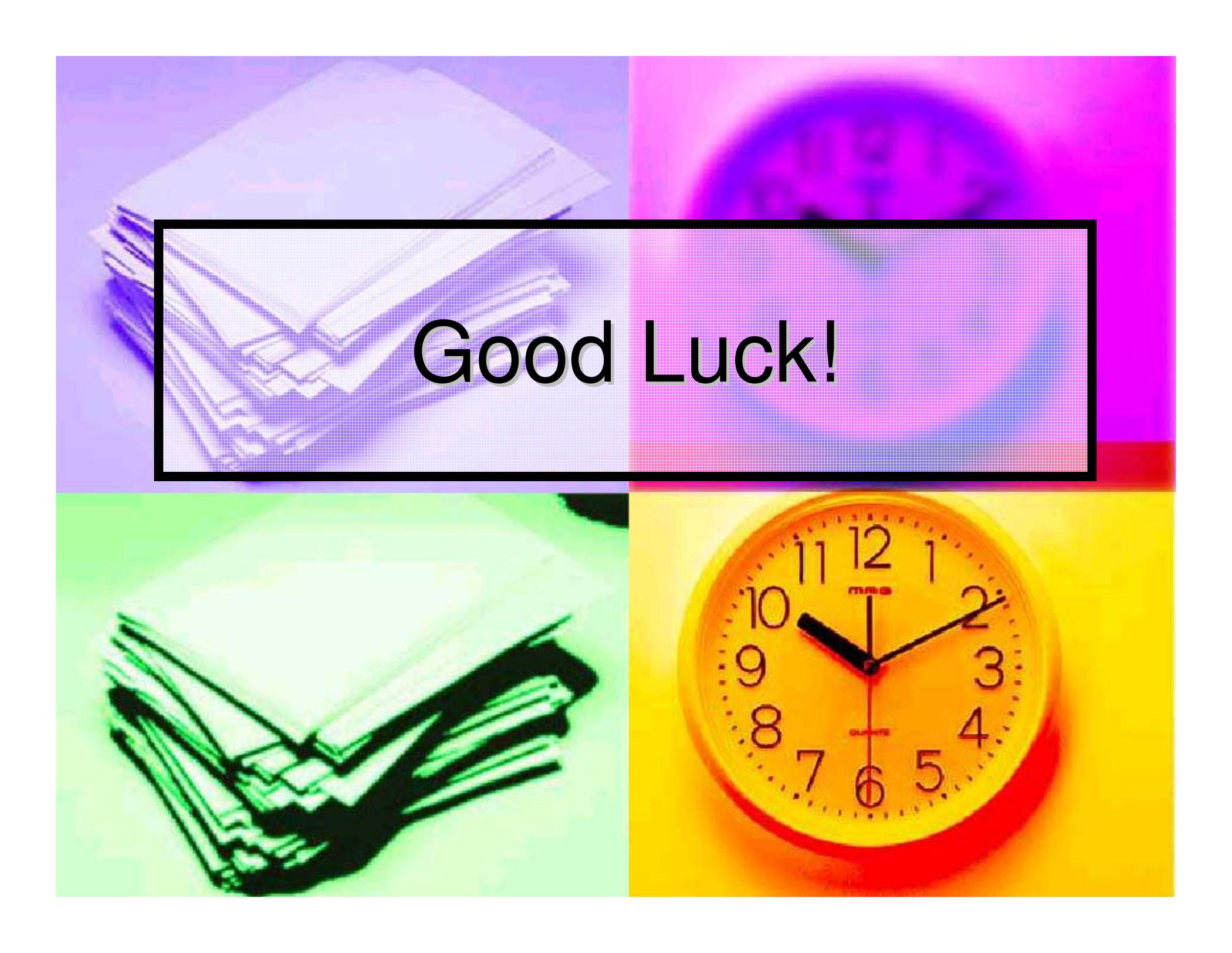
- www.in.gov/idoa/proc/index.html
Procurement Website
- www.in.gov/idoa/proc
Bidder Registration Website
- www.idoa.in.gov/mwbe
Indiana State Office of Minority and Women's
Business Enterprises
- www.buyindiana.in.gov
Bidder Registration, MWBE Directory, Current
Solicitations
- www.in.gov/dot/business/contract/
Indiana Department of Transportation –
Contractors Page





Telephone Referrals

- Bidder Registration
 - Shirley Houston 317-232-6870
 - Amy Redding 317-234-0234
- Minority and Women's Business Enterprises Division
 - Main Number 317-232-3061
- Indiana Department of Transportation – DBE Program
 - George Roney 317-233-3563



Good Luck!