Minority and Women's Business Enterprises

Minority and Women's Business Diversity Series

Access to Decision Makers

Committed To Participation

Minority and Women's Business Enterprises

Goal Setting
M/WBE Participation

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

Effective July 1, 2006

Construction:

MBE 5% WBE 3%

Professional Services:

MBE 5% WBE 5%

Supplies:

MBE 8% WBE 11%

Committed To Participation

Overview

- Certification is one tool in a deep tool kit
- Your phone will not ring with a contract
- There are not quotas, but goals
- You must work for it

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

Keys to Contracting Success

- 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

Does the State Buy It?

- Review Current QPA's
- Review Current Contracts
- Meet with Key State Staff
- Know PEN Products and State Use

Know Your Market

- Commodity or Professional Service or Construction
  - Different procurement methods and evaluation processes
- Small Sales or Large Sales
  - Decentralized vs Centralized decision making
- Prime Contractor or Sub Contractor
  - MWBE preference is only for subcontracting
  - Agencies can meet goals through use of MWBE primes

State Purchasing and Contracting

- Facilities/Agencies/IDOA
- Low Bid/Evaluated Criteria

Who Decides?

- IDOA Buyers-awards low bidder only
- Agency Procurement Agents-who gets RFQ's
- Facility Superintendents-who gets RFQs
- All names listed on the web
- Agency Subject area experts-who get RFQs and RFSs and who wins points in evaluation process
- Prime Contractors who will serve as contractors

Making Connections

- Trade groups and service organizations hold events, maintain resources and offer assistance
- Monitor web pages for meetings and pre-proposal conferences
- Attend meetings and pre-proposal conferences
- *Successful MWBEs almost always attend pre-proposal meetings*
- Attend matchmaking events and trade shows

Minority and Women's Business Enterprises

Be Prepared and Know the Rules

- Be Certified by IDOA
- Submit business changes immediately and annual "Statement of No-Change"
- Maintain accurate bidder profile
- MWBE primes must also meet MWBE subcontracting
- IDOA Public Works requires pre-qualification for both primes and subs on contracts over $150,000

Committed To Participation

Be Prepared and Know the Rules (cont'd)

- Public Works does *not* require bonds for subcontractors
- MWBE Division offers consultations to explain the processes

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 Business Certification
- Maintain your profile to ensure that your contact information and categories of goods and services are current.

Bidder Registration and Benefits (cont'd)

- **If competing as a subcontractor, you *WILL NOT* receive notification of opportunities by e-mail**

Bidder Registration Enrollment Process

- On-line Registration
  - www.buyindiana.in.gov
- Bidder Registration
  - Contact Amy Redding 317-234-0234

Pre-Proposal Meetings

- Pre-proposal meeting attendees ***ALMOST ALWAYS*** get the subcontract
- 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
- Attendee Contact information is available if you are unable to make a session – Contact Procurement or Public Works
- *NEW!* – pre-meeting introduction period

EMPLOYEE - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address https://financial.gmis.in.gov/psp/guest/EMPLOYEE/ERP/c/AUC_BIDDER_REGISTRATION.AUC_REGISTER.GBL Go Links

INDIANA

Home | Sign out

New Window | Help

Bidder Registration

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

Contact Information

*First Name

*Last Name

Company:

Title

*Email ID

Address

*Country: USA United States

Address 1:

Address 2:

Address 3:

Address 4:

Done Internet

Start In... ID... 1 ... Do... As... EM... Re... Pr... Do... 11:43 AM

Procurement - Solicitation Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address http://www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl Go Links

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
RFP	Vaccines for Children (VFC) Program RFP-5-88	0	5/12/2005	6/17/2005 3:00:00	James

Internet

Start In... ID... 1 ... Do... As... Pr... Re... Pr... Do... 11:45 AM

Solicitations

- Posted online for many larger opportunities
- Details of agency specifications and requirements for completing the package
- www.BuyIndiana.IN.gov
  - Procurement solicitations
  - Public Works and INDOT Bids
  - Stadium Construction Bids
  - Other Opportunities

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.

.

Minority and Women's Business Enterprises

Steps to Awards

- Attend Pre-Bid Meetings
- Tell Firms about your interest
- Construction Email MWBED
- Milestone Calendar published in Solicitation
- Proposal prepared
- MWBE requires subcontractors to protect self
- Prime Contractor is notified and negotiations begin
- Prime Contractor receives awarded contract
- Public Inspection

Committed To Participation

Website Referrals

- www.in.gov/idoa/proc
  - Procurement Website
- www.in.gov/idoa/proc/bidding
  - Bidder Registration Website
- www.in.gov/idoa/mwbe
  - State Office of Minority and Women's Business Enterprises

Website Referrals

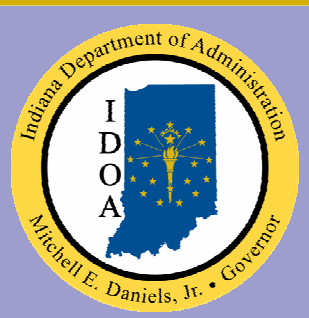
- www.buyindiana.in.gov
  - Bidder Registration, MWBE Directory, Current Solicitations
- www.in.gov/dot/business/contract/
  - Indiana Department of Transportation – Contractors Page
- www.in.gov/IDOA/proc/active
  - State of Indiana Active Contracts

Telephone Referrals

- Bidder Registration
  - 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

Minority and Women's Business Enterprises

Networking to Success



Networking- n.v. a group of people who exchange information, contacts, and experience for professional or social purposes.

-The Oxford Dictionary

Committed To Participation

Networking to Success

Tips for Successful Networking

- 30 second elevator speech
- Ask the Buyer for more detail about their business needs
- Outline why your product or service is of superior benefit to the buyer
- Clarify when the Buyer will need the goods or services
- *BRING PLENTY OF BUSINESS CARDS AND PROMOTIONAL MATERIALS*. Make sure your cards are easily accessible

Networking to Success

Tips for Successful Networking (cont'd)

- Use the State contracts, QPA list, networking contracts, and other resources to know exactly what you have to sell that meets the Buyer's needs.
- Tell them why they should engage your firm
- Be an attentive listener. Engage in conversation related to the business opportunities
- Plan your next meeting or pinpoint a date to follow up

Networking to Success

Networking at Events

- Know the influential people in your field or target market. Seek them out at events with a specific purpose in mind.
- Jot down a few personal notes on the back of the business cards that will help you remember key points
- Don’t spend too much time with one person
- Develop and maintain relationships long term

Contact Us

Minority and Women Business Enterprise
402 W. Washington Street, Room W469
Indianapolis, IN 46204

- mwbe@idoa.in.gov
- www.in.gov/idoa/mwbe
- **317-232-3061**