

Indiana Department of Administration (IDOA)

Doing Business with the State of Indiana

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Indiana Department of Administration



State of Indiana Procurement

- IDOA is the official procurement agent for executive state agencies, while also available to quasi-agencies, elected officials, local units of government, K-12 public education and higher education institutions.
- State agencies have delegated procurement authority under \$75,000.00.
- Any amount over an agency's delegation, IDOA Procurement Division is responsible for the solicitation process.

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Indiana's Procurement Code

Indiana Code Title 5, Article 22 or IC 5-22

<http://www.in.gov/legislative/ic/code/title5/ar22/index.html>

- These 23 chapters lay out the provisions/procedures for State purchasing.
- They explain Bids, Quotes, RFPs, etc.

The quote/bid pricing preferences can be found in 5-22-15. There are eleven possible and the two most frequently claimed are:

- * Indiana Business - 5% Preference
- * Indiana Small Business - 15% Preference

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Doing Business with the State of Indiana

- Register with Secretary of State at <http://www.in.gov/sos/business/2436.htm>.
- Awarded vendors must be in good standing with Department of Revenue and Department of Workforce Development.
- Register as a **bidder and certify** Buy Indiana status with IDOA Procurement at: <http://www.in.gov/idoa/2464.htm>.
- Upon award, you will be required to register with the Auditor of State for direct deposit or to obtain a waiver.
<http://www.in.gov/auditor/>

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Secretary of State

The screenshot shows a Windows Internet Explorer browser window displaying the Indiana Secretary of State's website. The browser's address bar shows the URL <http://www.in.gov/sos/business/2436.htm>. The website header features the text "INDIANA SECRETARY OF STATE CONNIE LAWSON" and a navigation menu with categories such as "About Indiana", "Agriculture & Environment", "Business & Employment", "Education & Training", "Family & Health", "Law & Justice", "Public Safety", "Taxes & Finance", and "Tourism & Transportation". A search bar is located below the navigation menu.

The main content area is titled "BUSINESS SERVICES DIVISION" and "Corporations Online". It includes a sidebar with links to "Secretary of State Home", "Business Services Division Home", "SOS Divisions", "Your Business Starts Here!", "Online Services for Corporations", "Business Search", "UCC", "Notary", "Trademarks", "Apostilles", "Service of Process", "Division Forms", "News Archives", "Calendar", and "Contact Us". A red box in the sidebar prompts users to "Sign up to receive e-mails from SOS" with an "Enter E-mail Address" field and a "GO" button.

The main content area lists several services under "About Business Services Online":

- [Business Entity Name Search](#)
- Get information on Indiana companies
- Download official Certificates
- Order Business Entity Documents
- Locate Control number
- [Form a New Business Online](#)
- [File Business Entity Reports](#)
- [Check Name Availability](#)
- [Monthly Listings of New Business Entities](#)
- [Order Bulk Business Entity Database](#)
- [Special Search Orders](#)

On the right side, there is a "Online Services" section with a list of services: "Form a New Business", "File a Supplemental Business Filing", "File Entity Report", "File UCC", "Online UCC Filing Information", "Search Businesses", and "Search Trademarks". Below this is a "More Online Services" link and a "Subscriber Center" link.

At the bottom right, there is a "Top FAQs" section with a list of questions:

- How do I dissolve my business?
- Where do I locate the Registered Agent for a business?
- Where do I find information to start a new business?
- How do I file a business entity report?
- How do I reinstate a business?
- Who do I contact about...

The browser's taskbar at the bottom shows the system tray with the date "1/22/2013" and time "1:48 PM". The taskbar also displays icons for various applications and the system tray.

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IDOA Procurement

The screenshot shows a Windows Internet Explorer browser window displaying the IDOA Procurement website. The address bar shows the URL <http://www.in.gov/idoa/2354.htm>. The browser's address bar includes navigation buttons (back, forward, home, stop) and a search box. The website header features the IN.gov logo and a navigation menu with categories such as About Indiana, Agriculture & Environment, Business & Employment, Education & Training, Family & Health, Law & Justice, Public Safety, Taxes & Finance, and Transportation. A search bar is located in the top right corner, and a profile for Governor Mike Pence is visible.

The main content area is titled "Procurement" and includes a sidebar with a list of links such as "IDOA Home", "About IDA", "State Surplus Property", "School Computer Donations", "Federal Surplus Donation Program", "Law Enforcement Support", "Statehouse and Government Center", "State Property Deeds, Maps, & Photos", "Offender Compliance", "ICC Construction Bureau", "Risk Mitigator", "Vendors & Contractors", "Procurement", "Public Works", "Construction Lending", "MVIC", "State Agencies", "Contract Administration", "Printing & Imaging Services", "Child Care Services", "Fleet Services", "Travel Services", "Sales and Agency Property", "Space Planning & Leasing", "Selling the Government", and "Procurement Training & Resources".

The central content area features a "2012 Vendor Fair" section with the heading "IDOA Procurement 2012 Vendor Fair". Below this, there is a text block stating: "The Indiana Department of Administration Procurement Division facilitates the purchasing and contracting activities of all State Agencies, including the Indiana Department of Transportation. The IDOA Procurement Division manages all: Requests for Information, Requests for Quotes, Requests for Proposals, and Quantity Purchase Agreements." Below this text is a "Notice Who Cannot Invest in Indiana" section, followed by a "Sell to the State" section with a "FOR SALE" sign and a "Visit the State House" section with a house image.

The right sidebar contains a "Online Services FIRST IN LINE EVERY TIME" section with links for "View State Property Map & Records", "View State Contracts", "See Current Contracts", "Register as a Bidder", "Register as an Executive Branch Lobbyist", and "Formal Request". Below this is a "Top FAQs" section with four numbered questions regarding certification requirements for lobbyists and contractors, and a "More FAQs" link. At the bottom of the sidebar is a "FOR SALE" sign and a "Visit the State House" link.

The browser's taskbar at the bottom shows the Windows Start button, several application icons, and the system tray with the date and time: 1:54 PM, 1/22/2013. The system tray also displays "Local intranet | Protected Mode: Off" and a zoom level of 50%.

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Finding Out About Opportunities

- Check the IDOA Procurement website at <http://www.in.gov/idoa/> for the vendor handbook and more information.
- Routinely check current solicitations listed at <http://www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl>.
- Bidders/Vendors will receive e-mail notifications on solicitations (over \$75,000) based on the United Nations Standard Products and Services Code (UNSPSC) category selected at the time of bidder registration.
- Bids are advertised in the Indianapolis Star, Indianapolis Recorder, and Court and Commercial Record.
- Understand your customer's business and SELL (under \$75,000) to the agency purchasing administrators listed at <http://www.in.gov/idoa/2479.htm>

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Other Registrations

IDOA Public Works:

<http://www.in.gov/idoa/2353.htm>

All Building designers, consultants, contractors, and subcontractors working on projects valued at over \$150,000 must be pre-qualified (contact the IDOA Public Works division).

Minority and Women's Business Enterprises:

<http://www.in.gov/idoa/2352.htm>

All minority and women business enterprises that wish to provide commodities or services to State Agencies (with the exception of certain businesses that seek to do business with the INDOT) should be certified by the MWBE division of IDOA. You must be registered as a State of Indiana bidder first.

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Indiana Business Veterans Enterprise

The screenshot shows a Windows Internet Explorer browser window displaying the Indiana Department of Administration website. The address bar shows the URL <http://www.in.gov/idoa/2862.htm>. The page features a navigation menu with categories like About Indiana, Agriculture & Environment, Business & Employment, Education & Training, Family & Health, Law & Justice, Public Safety, Taxes & Finance, and Tourism & Transportation. The main content area is titled "Indiana Department of Administration" and "Veteran's Business Enterprises Program". It includes a photo of people in military uniforms and a "FOR SALE" sign. The text describes the program's goal and provides a list of goals and program eligibility criteria.

Indiana Department of Administration
GOVERNOR MIKE PENCE
Walk His Home Page »

Veteran's Business Enterprises Program

On January 14, 2013, Governor Mike Pence issued Executive Order 13-04 to provide additional economic opportunities by setting a goal of Indiana veteran-owned businesses achieving at least 3% of the state of Indiana's competitive purchase of goods and services. The goal is to help men and women who return home after serving their country to start or expand their own business.

- [Become an Indiana VBE](#)
- [Find an Indiana VBE](#)
- [IVBE Frequently Asked Questions](#)

Goal

The primary goal of State's IVBE program is to create an environment that:

1. Promotes meaningful business opportunities.
2. Builds productive partnerships.
3. Creates successful integration of Indiana veteran-owned businesses within the business infrastructure of the state of Indiana.

Program Eligibility

- An Indiana firm with its principal place of business located in Indiana, currently certified by:

Online Services
FIRST IN LINE EVERY TIME

- View State Property Map & Records
- Search State Contracts
- See Contracts Out for Bid
- Register as a Bidder
- Register as an Executive Branch Lobbyist
- Forms .IN.gov

Top FAQs

1. How do I register as a vendor with the State of Indiana?
2. What are the certification requirements for a Minority and/or Women-owned Business Enterprise?
3. How long does the certification process take?
4. What are the requirements for state certification as a Minority and/or Women-owned Business Enterprise? What are the requirements for certification as a Minority and/or Women-owned Business Enterprise?
5. How can I make sure that I have everything required to submit my certification?
6. Does my certification with the State automatically certify me with the City of Indianapolis?

Sell to the State
click to learn more >

Local intranet | Protected Mode: Off | 8:18 AM 9/12/2013

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How to Become an Indiana VBE

IC 5-22-14-3

On January 14, 2013, Governor Mike Pence issued Executive Order 13-04 to provide additional economic opportunities by setting a goal of Indiana veteran-owned businesses achieving at least 3% of the state of Indiana's competitive purchase of goods and services. The goal is to help men and women who return home after serving their country to start or expand their own business.

<http://www.in.gov/idoa/2862.htm>

Veteran: A person who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard, for any length of time and at any place and who was discharged or released under conditions other than dishonorable. Reservists or members of the National Guard called to federal active duty or disabled from a disease or injury incurred or aggravated in the line of duty or while in training status also qualify as a veteran. [Title 38 Section 101 (2)]

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- **Veteran-owned business:** Not less than 51% of which is owned by one or more veterans who have been residents of Indiana for at least one year before making an offer, or in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more veterans; and the management and daily business operations of which are controlled by one or more veterans who have been residents of Indiana for at least one year before making offer.
 - **Service disabled veteran:** A veteran who possesses a disability rating letter issued by the Department of Veterans Affairs, establishing a service-connected rating between 0 and 100% or a disability determination from the Department of Defense.
 - *The term "service-connected" means, with respect to disability or death, that such disability was incurred or aggravated, or that the death resulted from a disability incurred or aggravated, in line of duty in the active military, naval, or air service.[Title 38 Section 101 (16)]*
- **Service disabled veteran-owned business:** Not less than 51% of which is owned by one or more service-disabled veterans, or in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more service-disabled veterans; and the management and daily business operations of which are controlled by one or more service-disabled veterans, or in the case of a veteran with a permanent and severe disability, a spouse or permanent caregiver of such veteran



Small business concern: According to SBA guidelines:

The term "small business concern owned and controlled by veterans" is defined as "(A) not less than 51 percent of which is owned by one or more veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and (B) the management and daily business operations of which are controlled by one or more veterans." (A firm's gross receipts must not exceed the industry size limits for the business.) [Title 15 Section 632(a)]

- **Register your company with the Indiana Department of Administration.** For bidder registration assistance, contact Amey Redding, (317) 234-3542; for other information about the Veteran's Business Enterprises program, e-mail: Indianaveteranspreference@idoa.in.gov.
- **Must provide a letter** from the [U.S. Department of Veteran Affairs](#) to verify VA classification to the prime contractor.

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Indiana Department of Transportation

Indiana Department of Transportation (INDOT)

<http://www.in.gov/indot/index.htm>

- INDOT manages contractors and vendors for their projects. Many of its processes and procedures are different from that of other State Agencies. Additionally, INDOT manages the Disadvantaged Business Enterprise (DBE) certification for those businesses deemed disadvantaged that would like to bid on their federally funded work. A MWBE that would like an INDOT contract should also seek certification as a DBE with them. INDOT uses IDOA certified MWBEs for State funded projects and their certified DBEs for federally funded projects.
- DBE Program: <http://www.in.gov/indot/2392.htm>

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Indiana Department of Transportation

The screenshot shows the Indiana Department of Transportation (INDOT) website in a Windows Internet Explorer browser window. The address bar displays <http://www.in.gov/indot/index.htm>. The browser's Favorites bar includes links for "Employee-facing registry...", "Free Hotmail", and "Web Slice Gallery". The website header features the "IN.gov" logo and a navigation menu with categories such as "About Indiana", "Agriculture & Environment", "Business & Employment", "Education & Training", "Family & Health", "Law & Justice", "Public Safety", "Taxes & Finance", and "Tourism & Transportation". A search bar is located below the navigation menu. To the right of the search bar is a profile for "GOVERNOR MIKE PENCE" with a "Visit his Home Page" link. The main content area is dominated by a large banner for the "I-69 Evansville to Indianapolis" project, featuring an aerial view of a highway interchange and a "learn more" button. To the left of the banner is a vertical navigation menu with options like "INDOT Home", "Travel Conditions", "Current Programs", "Doing Business with INDOT", "Major Projects", "Public Involvement", "Media Room", "Safety", "Resources", "About INDOT", "Accessibility", and "Contact INDOT". Below the menu is a "Sign up to receive e-mail and wireless updates from INDOT" button. To the right of the banner is a "TrafficWise" logo with the tagline "Your link to smart travel". Below the banner is a section titled "Driving Indiana's Economic Growth" with four columns: "INDOT Innovation", "Major Projects", "Planning & Studies", and "District Offices". The "INDOT Innovation" column lists items like "INDOT Mission", "Annual Report", "Capital Program Report", "Green Initiatives", "Innovative Programs", and "Sponsor-A-Highway". The "Major Projects" column lists "Illiana Corridor", "Interstate 69", "Major Moves", "Milton-Madison", "Ohio River Bridges", and "Hoosier Heartland". The "Planning & Studies" column lists "Indiana Rail Plan", "Transportation Long Range Plan", "Statewide Transportation Improvement Program", and "Planning Studies". The "District Offices" column lists "Crawfordsville", "Fort Wayne", "Greenfield", "LaPorte", "Seymour", and "Vincennes". Below this section is a "News" section with a list of recent news items, including "1/18 - [INDOT] IDOT and INDOT Recommend B3 Route for the Illiana Corridor", "1/14 - [INDOT] Drivers Urged to 'Turn Around, Don't Drown'", and "1/10 - [INDOT] Sarvis, Stark to Lead Capital Program, Innovative Project Delivery". To the right of the news section is a "Stay Connected" section with links to YouTube, Facebook, Twitter, RSS Feeds, and Mobile. Below that is a "Top FAQs" section with a list of frequently asked questions, such as "Check current traffic conditions", "Report a road problem or hazard", "File a claim for property damage and/or personal injury", "Contact INDOT", "Check recent news releases", and "Know about public meetings". At the bottom of the browser window, the address bar shows <http://www.in.gov/core/about.html>. The taskbar at the bottom of the screen displays various application icons, including Internet Explorer, Windows Explorer, and Microsoft Office. The system tray shows the date and time as "2:09 PM 1/22/2013".

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BUY INDIANA

Executive Order 05-05 established the goal that agencies will procure 90 cents of each dollar from Indiana businesses.

IDOA is committed to advancing the Governor's plan for revitalizing Indiana's economy. A key component of this endeavor is for state government to invest in and support those firms that have made, and continue to make, significant economic investment in Indiana.

The website is available at <http://www.in.gov/idoa/2467.htm>.

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Indiana Business Defined

An entity that meets any one of the following five conditions set out in I.C. 5-22-15-20.5 is defined as an Indiana business.

- 1. A business whose principal place of business is located in Indiana.*
- 2. A business that pays a majority of its payroll (in dollar volume) to residents of Indiana.*
- 3. A business that employs Indiana residents as a majority of its employees.*

A bidder who qualifies under one of these three areas must complete the Indiana Economic Impact form included in the solicitation documents.

- 4. A business that makes significant capital investments in Indiana.*
- 5. A business that has a substantial positive economic impact on Indiana.*

These two areas are further explained on the following slide.

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- Significant Capital Investment

Any company that can demonstrate a minimum capital investment of \$5 million or more in plant and/or equipment or annual lease payments of \$2.5 million or more shall qualify as an Indiana business under category #4.

- Substantial Positive Indiana Economic Impact

Any company that is in the top 500 companies for one of the following categories: number of employees, unemployment taxes, payroll withholding taxes, or corporate income taxes; shall qualify as an Indiana business under category #5.

IDOA may ask bidders who believe they qualify in these areas to provide proof.

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Indiana Small Business Defined

To be eligible to claim the Indiana Small Business Preference, the bidder must be an Indiana business (as defined above in the Indiana Business Preference section) and qualify in at least one of the five following categories:

- (1) A wholesale business with annual sales of \$4,000,000 or less during the last fiscal year.
- (2) A service business with average sales of \$500,000 or less for the current and preceding three fiscal years, and employs no more than 25 persons.
- (3) A retail business or a business selling services with annual sales and receipts of \$500,000 or less.
- (4) A manufacturing business which employs no more than 100 persons.
- (5) A business in the sector of Information Technology, Life Sciences, Transportation, or Logistics, not employing more than 100 persons or annual sales exceeding \$5,000,000.
- (6) A business that has a current verification as a veteran owned small business as defined by IC 5-22-14-3.5(a)(1-3).

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Review Current Solicitations

IDOA Procurement: <http://www.in.gov/idoa/2788.htm>

IDOA Public Works: http://www.in.gov/serv/dapw_bviewer

INDOT: <http://www.in.gov/indot/2384.htm>

Indiana Stadium & Convention Center:
<http://www.in.gov/iscba/>

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DOING BUSINESS WITH THE STATE OF INDIANA LINKS

Active Contracts and QPAs: Quantity Purchase Agreements are contracts between the State and vendors in which commodities/services are supplied to State agencies on an on-going, as-needed basis. QPAs benefit the State by enabling the State to aggregate purchases to achieve bulk pricing and are awarded via the competitive bid process. <http://www.in.gov/idoa/2448.htm>

Bidding on State Contracts: Vendor Handbook, Bidder Registration, Solicitation Opportunities, State Ethics Policies and Executive Branch Lobbyist Registration.

Companies who would like to respond to a solicitation must be registered with the Department of Administration. Once a company is registered, it will receive notification of solicitation opportunities that match its business offerings. <http://www.in.gov/idoa/2464.htm>

After Bidding Concludes: Your company must be registered with the Indiana Secretary of State. To be paid, your company must have a valid Taxpayer Identification on file with the Auditor of State. All payments made by the State to a vendor will be completed using direct deposit/Automated Clearing House. <http://www.in.gov/idoa/2476.htm>

Procurement Personnel and Agency Purchasing Administrators: Contains a listing of IDOA Procurement division personnel and the head purchasing agents for all the departments in the State. Contact information is provided that will help you in promoting your business. <http://www.in.gov/idoa/2479.htm>

Vendor Handbook: This document shows you how the State makes purchases and what you need to do to get business from the State. http://www.in.gov/idoa/files/vendor_handbook.doc

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Contact Information

IDOA Procurement – tbucker@idoa.in.gov

IDOA Bidder Registration - aredding@idoa.in.gov

IDOA Public Works - <http://www.in.gov/idoa/2487.htm>

IDOA MWBE - mwbe@idoa.in.gov

INDOT - <http://www.in.gov/indot/2331.htm>

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