Indiana Department of Administration (IDOA)

Doing Business with the State of Indiana

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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.
Indiana’s Procurement Code

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

• 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
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/
IDOA Procurement
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
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.
Indiana Business Veterans Enterprise
How to Become an Indiana VBE

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)]
• 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.
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
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.
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.
• 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.
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).
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/
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
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