

# The Link

## to Supplier Diversity

March 2013

### Development after Certification

It takes more than a certification to grow your business. Review these five business development tips to do after getting certified with the Division.

#### Update your Bidder Profile

A company establishes its Bidder Profile through IDOA Procurement prior to getting certified as an M/WBE.

A company must maintain the information on their Bidder Profile; otherwise they may miss notifications of state contracting opportunities.

The IDOA Procurement system e-mails upcoming business opportunities using bidders' UNSPSC codes and their listed email address.



### Construction ISA Networking

The Indiana Subcontractors Association's (ISA) Construction Networking Event of the Year provided unique opportunities for the construction community from every corner of the State.

The Networking Pavilions were exhibited in the center of the Trade-Show and provided attendees the opportunity to learn essential information about new projects, network with existing clients, meet new clients, promote their business/specialties, and foster relationships.

There were several opportunities for companies to network with over a thousand construction industry leaders, which was important for an industry where success often depends on the creation of personal relationships.

The Networking Event of the Year featured key leaders from professional Indiana companies

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Winding down the event, ISA presented six awards to five different companies at the General

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### Looking Forward

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### Pay Audit Workshop

April 10

Learn how to report prime & subcontractor spend on state contracts in the Pay Audit System.



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## Development...

It is a company's responsibility to access their Bidder Profile to update their phone, fax, email, areas of business (UNSPSC codes), and other pertinent information changes. Companies can update their Bidder Profile at: <http://www.in.gov/idoa/2464.htm>.

### Read the Newspaper

The State of Indiana advertises solicitations in the *Court & Commercial Record*, the *Indianapolis Star*, and in local newspapers, based on the location of the project.

Besides looking for business opportunities, companies should stay informed of current events to have an edge over their competition.

**“An investment in knowledge pays the best interest”**  
- Benjamin Franklin

### Attend Pre-Proposal/Bid Meetings

Prime and subcontracts interested in bidding on a state contract should attend the project's pre-proposal or bid meeting.

IDOA conducts these meetings to review the bidding process and project details of a specific contract.

These meetings are the best place companies can receive answers to questions about the bidding process and the contract work.

Pre-proposal or bid meeting dates are listed with each RFP on the solicitation webpage.

### Stay Connected with MWBE Division

Companies should stay connected with the MWBE Division by reading the monthly MWBE e-newsletter, *The Link to Supplier Diversity*, and receive timely updates through Facebook and Twitter.

The Division shares contracting opportunities, business development links, and tips for doing business with the state on its website and its other media channels.

For content suggestions, contact the Division's Communications Manager Jessica Thayer at [jethayer@idoa.in.gov](mailto:jethayer@idoa.in.gov).

### Work 1-1 with a Business Development Manager

Business owners should build their knowledge about state contracts with the MWBE Division's Business Development Manager Nate Lofton.

Mr. Lofton can answer questions about the state contracting process, as well as help owners identify contracting opportunity websites they should be monitoring based on their company's area of expertise and size.

Companies interested in meeting with Mr. Lofton, should contact him by email: [nlofton@idoa.in.gov](mailto:nlofton@idoa.in.gov) to set-up an appointment.



## Business Opportunities

Project Name	Bid Due	Contact Information
Building 63 Rehabilitation - Project No. 1-13-022	Thursday, March 21	Indianapolis Airport Authority Phone: (317) 487-5374
S.R. 3 Force Main Relocation	Thursday, March 21	Mitchell & Stark Construction Co. Phone: (812) 966-2151 Fax: (812) 966-2862 <a href="mailto:dstahl@mitchellstark.com">dstahl@mitchellstark.com</a>
Conference Workshop Presenter	Friday, April 12	Great Lakes Women's Business Conference Betty Aliko Phone: (734) 926-0337 <a href="mailto:baliko@miceed.org">baliko@miceed.org</a>
Security Services	Friday, April 12	Indiana Black Expo, Inc. Shannon L. Joseph Phone: (317) 925-2702x3112 Fax: (317) 925-6624 <a href="mailto:sjoseph@indianablackexpo.com">sjoseph@indianablackexpo.com</a>

Find more on the Business Opportunities webpage: <http://www.in.gov/idoa/2488.htm>

## Construction Cont...

Contractor of the Year Awards Banquet. Over 350 people attended the banquet in Indianapolis emceed by local meteorologist, Angela Buchman. Congratulations to the 2013 winners:

}	<b>Force Construction</b> Project of the Year Under \$10M	<b>The Hagerman Group</b> Subcontractors' Choice
	<b>The Hagerman Group</b> Project of the Year Over \$10M	<b>Meyer Corporation</b> GC of the Year Under \$100M
	<b>F.A. Construction</b> Excellence in Ethics	<b>Wilhelm Shiel Sexton</b> GC of the Year Over \$100M
		<b>Najem</b> GC of the Year Under \$100M

For more information on ISA:  
<http://www.indianasubcontractors.org/>

# SAVE THE DATE

## Indianapolis International Airport Business Opportunity Fair

**May 15, 2013**  
**1 – 4 p.m.**

Meet with vendors looking to do business with M/W/V/DBE companies and learn what contracting opportunities exist within the airport, airline, and other aviation support related industries.

Look for more information in the April Newsletter



Indianapolis Airport Authority

## Newly Certified MWBE

Company Name	Services	City	Cert. Type
HMR Enterprises, Inc.	Cleaning/janitorial supplies, flatware set, food/beverage/tobacco products, institutional food services equipment, office furniture/supplies, personal paper products, professional procurement services	IN	MBE/WBE
Medical Claims Assistance, LLC	Billing services, medical claims review/management	IN	MBE/WBE
Smith Fisher Maas & Howard, P.C.	Legal & legal research services	IN	WBE
Southern Business Machines Inc	Addressing & mailing machines/labels/pickup/delivery services/supplies	IN	WBE
Union Site Supply, LLC	Culverts, electrical wire, hardware/fittings, manhole frames w/covers, pipe/fittings, pumps, structural materials/basic shapes, valves, water meters, water treatment/supply equipment	IN	WBE
Context, LLC	Land use planning, landscaping services	IN	WBE
Chungso Cleaning, LLC	Cleaning and janitorial services	IN	MBE/WBE
Corman Synergy, Inc.	Industrial printing services, printing	IN	WBE
Ideations & Promotions, LLC	Promotional merchandise	IN	MBE/WBE
Munster Steel Company, Inc.	Bolted plate assemblies, building construction service, steel, structural products	IN	WBE
Running Around Screen Printing	Letterpress/screen/promotional/advertising/stationery/business form printing	IN	WBE
A.S.A.P. Courier & Delivery Service Inc.	Postal and small parcel and courier services	IN	MBE/WBE
Apache Trucking Corporation	Local area trucking services	IN	WBE

For the full list of certified MWBE firms please visit: <http://www.in.gov/idoa/2743.htm>

# Newly Certified MWBE Cont...

Company Name	Services	City	Cert. Type
Wabash Food Service	Food Beverage and Tobacco Products	IN	WBE
VLM International	Billing services & Software	IN	WBE
A-1 Expeditors, Inc.	Permitting services	IN	WBE
Details & Associates, LLC	Interior design or decorating	IN	WBE
Fine Line Laminates, Inc.	Office furniture	IN	WBE
Mezzetta Construction Services	Building construction management, building support services, electrical systems & lighting components/ accessories/supplies, facilities management, property management	IN	MBE/WBE
NOW Courier, Inc.	Postal and small parcel and courier services	IN	WBE
TLS By Design, LLC	Accommodation/office/restaurant furniture, furniture, furnishings, industrial sewing services	IN	WBE
Genesis Security, LLC	Security and personal safety, security guard services	IN	MBE
Ideal Cleaning One	Cleaning/janitorial services, floor waxing/carpet cleaning	IN	MBE
Mary Beth Kohart, PC	Real estate services	IN	WBE
Flores Services, LLC	Business/human administration services	IN	WBE
Phoenix Data Corporation/ Phoenix Health	Computer programmed instruction, computer/library/ documentation/ mailing/management support/temporary personnel services, human resource/in service training/ manpower development, project management....and more	IN	WBE
Unlimited Care LLC	Apartment/single family home/commercial/industrial/ general building construction, building/construction/ maintenance services, chimney construction/ maintenance, concrete/mortars.....and more	IN	MBE
F5 Enterprises, LLC	Events management, graphic design, promotional merchandise, sales/marketing, sauces/spreads/ condiments, studio photography/still photographs	IN	MBE
Molea, LLC	Concrete anchors/reinforcement hardware, reinforcing bar/rebar/mesh, wire mesh fabric/cloth	Florence, AL	WBE
Technical Controls / Solutions Inc.	Electronic controls installation services, heating/ ventilation/air circulation	IN	WBE
Vision Financial Services, Inc.	Billing/debt collection services, financial assistance, medical claims review/management, skip tracing	IN	WBE
Create A Space, Inc.	Interior finishing/materials	IN	WBE
CulturaLink, Inc.	Business/corporate management consultation services, conversational foreign language instruction, education/ training/written translation services, ethnic diversity/ foreign languages resources.....and more	IN	MBE/WBE

For the full list of certified MWBE firms please visit: <http://www.in.gov/idoa/2743.htm>

# Newly Certified MWBE Cont...

Company Name	Services	City	Cert. Type
CAD-Vantage, Inc.	Computer generated design services	IN	MBE/WBE
eLucida Imaging	Data archiving services, document management software, document scanning services, optical character reader OCR/scanning software, scanners	IN	WBE
Hi-Tech Sheet Metal, Inc.	Architectural sheet metal work, heathing, ventilation, air circulation	IN	WBE
Imperial Fence Co., Inc.	Fencing	IN	WBE
Indy Rental & Sales, Inc.	Aerial lifts, air compressors/scrubbers, backhoes, coring/heating/drying/grinding/sanding/polishing/hydraulic/paving breaker/pneumatic equipment, dehumidifiers, edging tools, elevating platform vehicles/scissor lifts,	IN	WBE
Jacobi Oil Service, Inc.	Beer/tobacco/smoking products & substitutes, dairy products/eggs/preserved & prepared food, diesel/gaseous fuel, petroleum products transport, fuelling of vehicles	IN	WBE
ME2 Cleaning Service	Cleaning and janitorial services	IN	WBE
RMH PAYROLL SERVICE, LLC	Payroll accounting services	IN	WBE
Spectrum Health Systems, LLC	Individual health screening and assessment services	IN	WBE
Wright Painting, LLC	Painting and Paperhanging Services	IN	WBE

For the full list of certified MWBE firms please visit: <http://www.in.gov/idoa/2743.htm>

## Pay Audit System

Prime Vendors and their MBE or WBE Subcontractors must independently report payments on state contracts in the Pay Audit System.

The Pay Audit System will be down for maintenance April 12 - April 15 and June 28 - July 1. Please plan your business activities accordingly.

To learn more about the Pay Audit System and access the login screen please go to <http://www.in.gov/idoa/payaudit.htm>



Indiana Department of Administration  
 Minority & Women's Business Enterprises  
 402 W. Washington Street RoomW469  
 Indianapolis, IN 46204  
 (317)232-3061  
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Indiana Division of  
 Minority & Women's  
 Business Enterprises

## Certification Process

- 1 Submit Application**  
 Application: [www.in.gov/idoa/mwbe](http://www.in.gov/idoa/mwbe)  
 Business submits completed application packet with all required documentation
- 2 On-Site Scheduled**  
 Business relations specialist contacts business owner to schedule and conduct an on-site visit
- 3 Certification Decision**  
 Certification documentation is reviewed by the committee and a decision letter is sent by certified mail to the business owner

**30 WITHIN DAYS**

**90 WITHIN DAYS OF ON-SITE**