

# Utilizing The Division of Supplier Diversity's Certified Business Resources

This document is an overview of some of the basic services that The Division of Supplier Diversity offers to those seeking to do business with diverse vendors in Indiana. This is not a complete list of services and if you need further assistance please contact our office directly by phone or email.

First is our online data base of State Certified MWBE and IVBE vendors that will allow you to find the right vendor to fulfill your needs.

<http://www.in.gov/idoa/mwbe/2743.htm>

Second is a page on our website where Prime bidders post notices for specific projects.

<http://www.in.gov/idoa/mwbe/2757.htm>

We also have a page that lists the procurement opportunities for all the state departments.

<http://www.in.gov/idoa/mwbe/2488.htm>

We offer the ability to post notices seeking MWBEs and IVBEs as a service to the public and are happy to help you in your pursuit for certified subcontractors. Attached are two examples of the kind of documents we post to the website. (Attachments Labeled: *dave mara Hope Water Distribution System Improv - Minority Solicitation* & *Airport Financial Advisory Services RFQual*)

When sending a notice that you would like the Division of Supplier Diversity to post you should follow the below guidelines:

- Ads seeking MWBE participation must be sent in 7 business days prior to be counted as a good faith effort.
- Send an Email stating your request and the details of the project you are referring to.
- Attach a separate .pdf or word document to the email.
  - The separate document attached to your email does not have to have all the letter head and other things shown in these examples but should include at the very minimum the following information:
    - Project title
    - Scope of work you are looking to subcontract
    - Deadline for when quotes must be turned in
    - Point of Contact for the plans to the project
    - Point of Contact for the project manager
    - Point of Contact to answer questions about the project
- When sending email requests for posting format the subject line as follows:
  - **Business Opportunity Notice: (Name of project as you would have it appear on our website), (Deadline date for replies to your notice), (Your company Name)**
  - Yours should look something like this
  - **Business Opportunity Notice: Example State Project, 12/30/16, Example Prime Contractor, Inc.**
- All requests for postings should be received by close of business Wednesday on any given week. These requests will be processed and posted to <http://www.in.gov/idoa/mwbe/2757.htm> by close of business the Thursday of every week.

- Any requests received after the aforementioned deadline will be posted the following week.

These guidelines have been established to better serve the public in a fair and timely manner.

The last resource is the Division's weekly email that is sent out every Friday at 7:00a.m., to almost 3000 readers.

Attached is a copy of what the email looks like.

We hope this was helpful. Please feel free to email or call us directly if you have any questions at all.

We want to make sure that we are helping facilitate your Indiana State Certified MWBE and IVBE needs.

Thank you for your time and consideration.

Respectfully,

**Indiana Department of Administration**

The Division of Supplier Diversity

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