



State of Indiana Division of Minority and Women's Business Enterprises

The Program

The State of Indiana Division of Supplier Diversity acts on behalf of the state of Indiana to actively promote monitor and enforce the standards for certification of minority, women and veteran business enterprises. The division was developed in 1983 by the state of Indiana in response to Public Law 34 (I.C. 4-13-16.5 and 25 IAC-5) to provide equal opportunity to minority and women enterprises in the state's procurement and contracting process. Public Law 34 also created the Governor's Commission on Minority Business Development that is now known as the Governor's Commission on Minority and Women's Business Enterprises. Commission members are advocates for minority and women's enterprises in state contracting and are active in their respective regions to assist in achieving the MWBE goals for the state of Indiana.

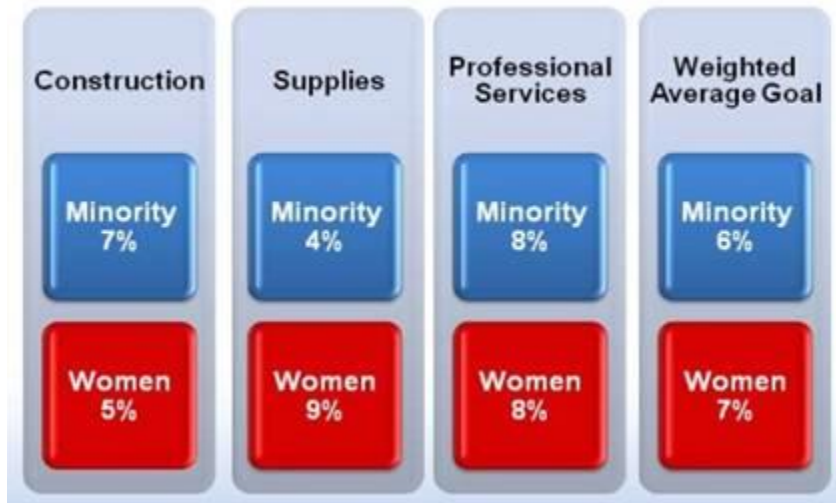
Mission

The State of Indiana is committed to utilizing minority-, women- and veteran-owned business enterprises for state contracts and the Governor's Commission on Minority and Women's Business Enterprises sets annual goals for the participation of MBE and WBEs. The current weighted average goal for MBE participation is 6% and 7% for WBE participation. The Indiana Veteran Business Enterprises Program was established by Governor Mike Pence when he signed SEA 564 on April 25, 2013, as an opportunity to provide additional economic opportunities for men and women who return home after serving their country to start or expand their own business. The VBE goal is set at 3%, per the executive order, of the state of Indiana's competitive contracts for purchase of goods and services. The **Division of Supplier Diversity** focuses on reaching the aforementioned goals.

The program is governed by **Indiana Code 4-13-16.5.1-9** which defines the role of the minority and women business enterprises, and provides an overview of state requirement and grievance procedures. Specifically, **25 IAC 5-1-1; 5-1-3; 5-2-1; 5-3; 5-4** detail the certification standards for certification application review, certification acceptance and denial.

Goals

Each year, the Governor's Commission on Minority and Women's Business Enterprises sets participation goals for state contracts. Current goals are reflected below:



Benefits of Working with Diverse Vendors

- Working with diverse suppliers can improve customer satisfaction.
- Companies and government entities benefit from having more options and flexibility within the supply chain by working with diverse suppliers.
- Utilization of diverse suppliers can result in cost savings and better service.
- Through a diverse culture, we can draw upon valuable features of individual backgrounds and better serve clients and constituents.

Certification

Minority and women business enterprises that wish to provide goods or services to state agencies as a sub-contractor should be certified by the Division of Supplier Diversity.

There are 8 basic steps for Indiana based businesses to become MWBE certified with the state of Indiana. Those steps include the following:

1. Register your company with the [Indiana Secretary Of State](#).
Note: Sole proprietors are not required to register with the Secretary of State; only those firms that are incorporated.
2. Obtain a [Bidder Registration Number](#) by registering with the Procurement Division.
Your Bidder Registration Number will create a unique identifier for your company in the State's system, allow you to log on to the State's website to maintain your profile and access important information.
3. Obtain a [certification application](#) and read about program requirements or call 317-232-3061.

4. Include your Bidder Registration/Bidder ID Number (BRN) on page 1 of the application.
5. Use the application checklist to confirm that all required documents are included with the application.
***[Items most often omitted](#) from M/WBE Certification Application.*
6. Complete and return your application. *There is no processing fee.*
7. Applicants may schedule a consultation for assistance.
As to help as many new applicants as possible, have your application and application documents ready for review at the time of your appointment.
8. The MWBE Division will conduct a site visit to verify application information.

Out of State Firms

Based on the outcome of the Governor's Commission meeting held on January 12, 2009, the Division of Supplier Diversity will only consider applications from out-of-state companies that are based in a state that recognizes Indiana MWBE certification from the Indiana Department of Administration Division of Supplier Diversity. For additional information on out of state certification procedures, please visit <http://www.in.gov/idoa/mwbe/2492.htm>.

Veteran Business Enterprise Certification

To be considered a VBE with the state of Indiana, a firm must:

1. Register with the U.S. Department of Veteran Affairs
2. Register your company with the Indiana Department of Administration. For bidder registration assistance, contact Luther Taylor, (317) 232-3061 or email Indianaveteranspreference@idoa.in.gov.
3. Applicant must provide a letter from the U.S. Department of Veteran Affairs to verify VA classification to the prime contractor.
4. Indiana Department of Administration Division of Supplier Diversity will validate applicant information, contact client with any additional questions and add company to listing of Veteran Business Enterprises.

Benefits of Certification

- Qualify for MBE, WBE & VBE subcontracting opportunities on state contracts.
- Receive notification of state business opportunities and upcoming events.
- Qualify as an MBE/WBE/VBE for purchasing by casinos and state universities, as well as other public and private partner organizations.

- Receive priority registration and display preferences at all Division of Supplier Diversity sponsored events statewide including Regional Business Conferences which feature expert educational content and access to partner organization (public and private) procurement decision makers.
- One on one business development consultation assistance. (*Available by Appointment Only*)

Help Available

Free step-by-step training for MBE, WBE & VBE Certification is available the third Wednesday of each month for new applicants. To register or learn more about clinics and other outreach programming visit the Division of Supplier Diversity “News and Events” webpage located at <http://www.in.gov/idoa/mwbe/2749.htm>.

State of Indiana Disparity Study

In November 2014, the state of Indiana Department of Administration Division of Supplier Diversity commissioned [BBC Research and Consulting](#) to conduct the 2010 disparity study. Following is specific information outlining the parameters of the study.

Who will be Included in the Study?

The partners included in the study are State of Indiana agencies including Indiana Department of Transportation, State Educational Institutions including Indiana University, Indiana State University Purdue University, Ball State University, Vincennes University, University of Southern Indiana, Ivy Tech Community College, the Indianapolis Airport Authority and the Hoosier Lottery.

What is a Disparity Study?

Disparity studies examine whether or not there is evidence of discrimination in the utilization of minority- and women-owned firms. Disparity studies are a way for government agencies to examine whether programs are needed to assist small businesses and/or minority- and women-owned businesses in government contracting and purchasing.

The purpose of the 2015 State of Indiana disparity study is to compare the actual number of minority and woman-owned business enterprises (MWBEs) that exist in the state against the actual number of MWBEs being utilized in state government contracts. A disparity exists when there is underutilization of available MWBEs.

Why is a State Disparity Study Needed?

The last State of Indiana disparity study was commissioned in 2009 and completed in 2010. The State has not completed an updated disparity study since then; per **IC 4-13-16.5-2**, the State of Indiana is required by law to update its disparity study every 5 years. An updated disparity study must be completed in order to establish the legal validity for maintaining an MWBE program.

Will the Study be Made Public?

The results will become public record. The study results will also provide the basis for future state policy and procurement decisions that rely on current information for determining MWBE participation levels. To see progress of the current study or the results from the 2010 disparity study, please visit our website at <http://www.in.gov/idoa/mwbe/2674.htm>.

What will it Cost to Fund the Study?

The cost of a Disparity Study ranges from approximately \$1 million to \$1.5 million based on studies commissioned by states of comparable size. It is estimated that the State of Indiana Disparity Study would cost approximately \$1.5 million based on the cost of the previous study performed and cost of other comparable state studies. One other important item to denote is the state has not captured the data required for a disparity study since the last study, thus expanding the scope and complexity of the project.

How will the study be financed?

The State of Indiana's Minority and Women's Enterprises Division, a program within the Indiana Department of Administration, along with other state agencies, quasi-government agencies will share combined resources to fund the disparity study.

What is the Commission's role?

The firm commissioned to complete the study for the State will track capacity for IN MWBE firms vs. the entire population of firms, then assess utilization vs. that capacity and present that data to the Governor's Commission on Minority and Women's Business Enterprises.

Based on that presentation, it is the commission's responsibility to set the participation goals for the year ahead. The company conducting the study does not make recommendations on what the goals should be.

Other Ways to Help:

- Share your experiences working in the local marketplace by visiting our website <http://www.in.gov/idoa/mwbe/2674.htm>. You can also call our office directly at 317-232-3061 to leave responses in regard to your experiences.

- Call us at 317-232-3061 or email us at mwbe@idoa.in.gov if you have any questions about the study.

Meet the Division of Supplier Diversity Team

Terrie F. Daniel – Deputy Commissioner

“Supplier diversity and inclusion on all levels creates a climate of economic development in our community for everyone. It is our responsibility as diversity champions to expand the mindsets of those who have opportunities to see and understand the real value of creating an environment that levels the playing field so all businesses can successfully compete in the procurement process. Diversity and inclusion is not just something you do to meet a contract goal, it’s the right thing to do.

We are better because of our differences not despite of them and I am committed as the leaders of the state’s supplier diversity efforts to do what I can to ensure those differences are celebrated and businesses have an opportunity to grow state-wide and globally. I have challenged my team to come along side me to make this supplier diversity program one of the best in the country. That will take a lot of hard work, perseverance, and support from the business community and our legislative body, but it can be done.

With the continued support from the community, Governor Mike Pence and Lieutenant Governor Eric Holcomb, we are committed to making Indiana a place where businesses continue to thrive and grow. Together we’re taking this program from “Good to Great!”

Courtney Edmonds – Deputy Director of Business Development & Compliance

“Supplier Diversity programs provide actual, substantive opportunities for small businesses, particularly minority-, women- and veteran-owned businesses, to compete for contracting. The Indiana Division of Supplier Diversity works specifically to provide support and programming to help minority, women and veteran business enterprises realize their success. As the Deputy Director of Development & Compliance, I work daily to provide educational and training resources for minority-, women- and veteran-owned business. In addition, I provide oversight to ensure that contract commitments with the state of Indiana have been fulfilled, including those commitments to utilize minority, women and veteran business enterprises as subcontractors.”

Amy Wolf – Deputy Director of Certification

“As the Director of Certification, I assist businesses with the application process and review applications in order to recommend whether or not the criteria for certification are met. Diverse businesses benefit when the integrity of the program is maintained by a rigorous review process and state agencies, vendors and prime contractors can know that the certified companies have been vetted and the certification as an MBE/WBE is reliable.”

Michael Babcock – Business Development & Outreach Manager

“As the Business Development and Outreach Manager for the Division, I over see all of our external communications, community involvement, and business development efforts. I routinely meet with business owners and act as a resource to them. Whether that is giving them guidance on how to do business with the State, or introducing them to the right people, I strive to serve the diverse business community. There is an educational portion to that service as well. I work to bring actionable information and business experts to the diverse business community for the express purpose of improving said businesses. My work is all that much more rewarding when I see a diverse business grow and thrive because they took full advantages of all the resources the Division has to offer. I am continuously encouraged by the feedback received from our State certified businesses.”

Addison Liggins – 2016 Governor’s Summer Intern

“I am the Summer Intern for the Division of Supplier Diversity. My responsibilities include being a helping hand to the division with upcoming events, certification, outreach initiatives and other office and business requests. The duties I accomplish here at the Division of Supplier Diversity impact the diverse business community by making the environment a more efficient place to do business in.”

Kesha Rich – Certification Coordinator

“As a Certification Coordinator, I am the first line of contact for business owners who either call or come into the office. I process all incoming new and recertification applications. My passion and willingness to help others is a great asset to vendors in the community as I am able to assist and walk them through the entire certification process. I enjoy being able to assist and/or educate those who do not otherwise have access to what the Minority and Women Business Enterprise Division has to offer.”

Isabel Smith - Certification Specialist

“Supplier Diversity is the conduit and the next step for firms to participate and be included in the sharing of wealth creation through our Capitalist country.”

Linda Thibodeau – Administrative Support

“My position is to administratively support the MWBE team, by processing and filing paperwork correctly; the first time, by being attentive to detail and efficient. This support enables the certification process to move forward more rapidly to the approval stage.”

Jocelyn Williams – Certification Specialist

“Supplier diversity is inclusion and should be the headliner of every organization's business model. It's not just an ethical way of doing business, but an ethical way of thinking. As a business relations specialist, it is my objective to position businesses with the proper certifications needed to support their diversity status. Whether it be as a minority owned business, woman owned business or veteran owned business, promoting diversity has been the biggest reward of my career.”

Statistics

Diverse- and women-owned business enterprises are among the fastest-growing segments of the U.S. economy. Diverse-owned businesses generate an (1997) estimated \$495 billion in annual revenue and employ nearly 4 million workers, while women-owned firms employ about 19 million people and generate \$2.5 trillion in annual sales.

Indiana Based Business

Total number of firms - 482,841

Black-owned firms - 4.6%

American Indian- and Alaska Native-owned firms - 0.5%

Asian-owned firms – 1.8%

Native Hawaiian and Other Pacific Islander-owned firms - 0.0%

Hispanic-owned firms, percent - 1.8%

Women-owned firms - 26.8%

**As of 2007 United States Census*