

Welcome to IDOA DSD 2024 Business Conference Series

“ENERGIZING AND EMPOWERING YOU  IN BUSINESS”

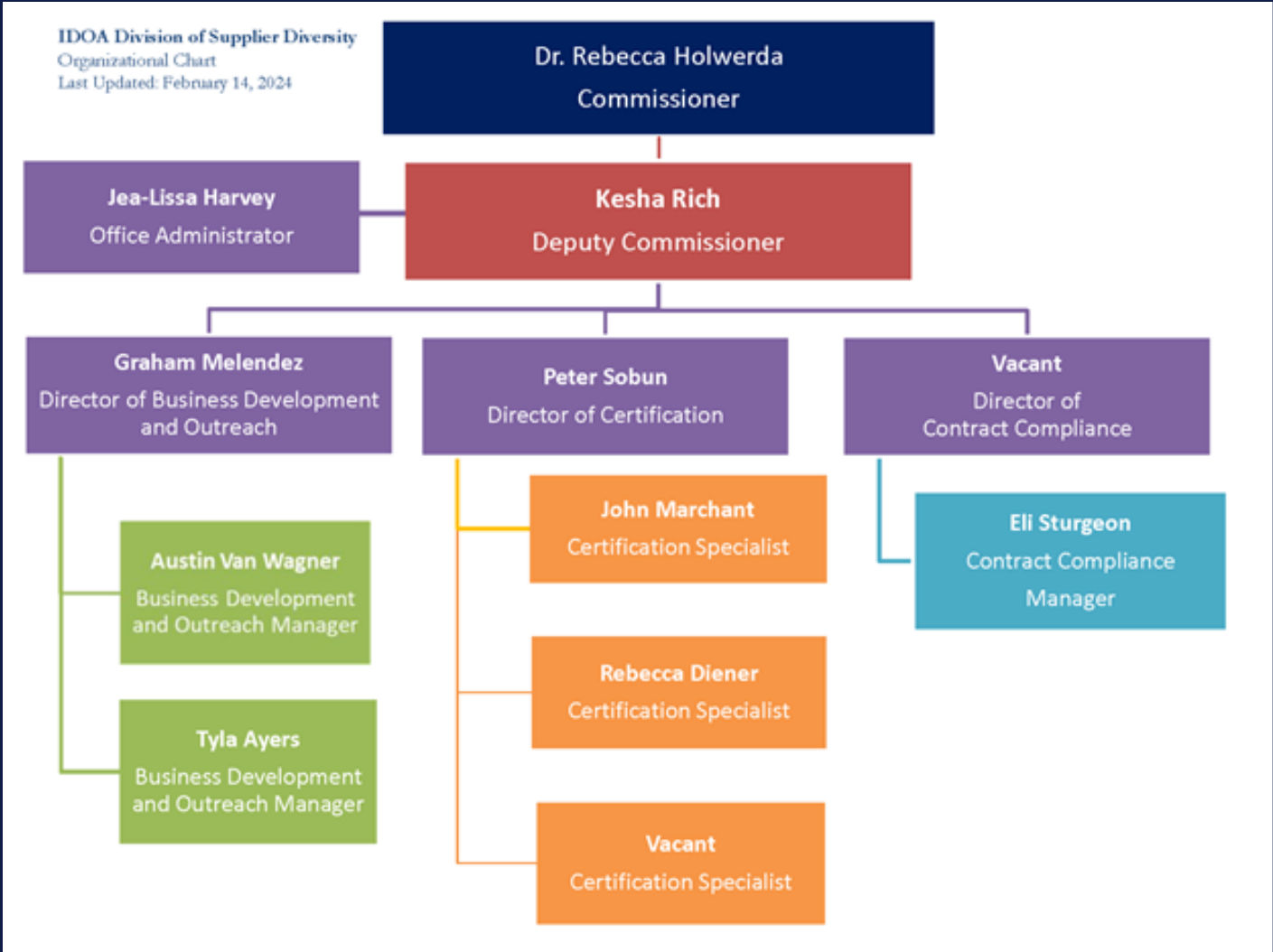
Today's Webinar:

DSD 101: Introduction to the Division's Three Functions

March 20, 2024 | 1:00 – 3:00 p.m.



DSD Org Chart



Things to keep in mind before we begin:

1. Please silence your phones at this time.
2. The restrooms are located directly across the hall.
3. Scan the QR code to leave your feedback.
4. Raise your hand to receive mic during Q&A



Division of Supplier Diversity (DSD's)

Mission/Vision

- The Division of Supplier Diversity (DSD) was established in 1983 and is currently housed within the Indiana Department of Administration (IDOA).
- Promote, monitor, and enforce the standards for certification of Minority and Women Business Enterprises.
- November 2018 – Indiana Veteran Owned Small Business (IVOSB) is added to DSD's mission.
- Provide equal opportunity to Minority, Women and Veteran Business Enterprises in the state's procurement and contracting process.



M/W/VBE Participation Goals

Goals as of July 1, 2021

Construction	Goods and Services	Professional Services	Weighted Average Goal
Minority 7%	Minority 8%	Minority 8%	Minority 8%
Women 5%	Women 13%	Women 11%	Women 10%
Veteran 3%	Veteran 3%	Veteran 3%	Veteran 3%

DSD's 3 Main Functions

Function 1

Business
Development
and
Outreach

Function 2

Certification

Function 3

Contract
Compliance

DIRECTOR OF BUSINESS DEVELOPMENT AND OUTREACH

GRAHAM MELENDEZ



Connecting You to the Opportunities

Function 1

Business
Development
& Outreach

- ❑ New Team Members
 - Tyla Ayers & Austin Van Wagner
- ❑ Getting the word out
- ❑ Opportunities for your business
- ❑ 2024 Business Conference Theme

“ENERGIZING AND EMPOWERING YOU  IN BUSINESS”

Empowering Business Development

Function 1

Business Development & Outreach

- Educational and networking events in 2024:
 - In-Person Workshops
 - Virtual Webinars
 - Partner Collaborations
 - Annual Business Conference and B2B Expo
- Importance of Survey Feedback
- Helpful Links on DSD Website

Energizing Business Outreach

Function 1

Business Development & Outreach

- Follow/subscribe to DSD & receive:
 - Weekly e-blasts
 - Daily social media posts
 - Quarterly newsletters
 - Elevator pitch opportunities
- Check out @idoadsd YouTube channel:
 - Monthly “Vendor Spotlight” video reels
 - Prior Governor’s Commission meetings

Save the Date – Upcoming Events

Function 1

Business Development & Outreach

- Certification Webinar - April 17th
- Preparation Meeting Opportunity: Doing Business with Community Health Network - April 29th
- Pay Audit Webinar - May 15th
- “Pitch Perfect” Workshop - May 23rd
- 16th Business Conference & B2B Expo - October 11th
- For more events, navigate to <https://www.in.gov/idoa/mwbe/events>

DIRECTOR OF CERTIFICATION

PETER SOBUN



Benefits of Certification – MBE/WBE

Function 2

Certification

MBE/WBEs Certification is valid for 3 years:

- Certified MBE/WBEs qualify for subcontracting opportunities on state contracts.
- Certified MBE/WBEs qualify as an MBE/WBE for purchasing by casinos and state universities, as well as other public and private organizations.
- Certified MBE/WBEs receive notification of state business opportunities.

Benefits of Certification – IVOSB

Function 2

Certification

IVOSB Certification is valid for 2 years:

- Ability to be counted for participation as an IVOSB on state contracts.
- IVOSB primes shall receive credit toward the contract goal for the use of its own workforce.
- Certified IVOSBs qualify for purchasing by casinos and state universities, as well as other public and private organizations.

Eligibility Requirements – MBE/WBE

Function 2

Certification

- ❑ Basic requirements for the business owner are:
 - *Ownership – 51%*
 - *Control – 51%*
 - *U.S. Citizenship*

- ❑ For the business itself: it must show that it is a functional business “with a reasonable chance of success in the public sector.”
 - *Must show what work it has performed*
 - *Must demonstrate proof of payment*
 - *Must be financially stable*

Eligibility Requirements - IVOSB

Function 2

Certification

- Basic requirements for the business owner are:
 - *Ownership – 51%*
 - *Control – 51%*
 - *U.S. veteran or on active duty*
- “Principal place of business” is within Indiana
- Demonstrates commercially useful function

Completing the Electronic Certification

Function 2

Certification

- Please watch the videos located on our webpage: <https://www.in.gov/idoa/mwbe/minority-and-womens-business-enterprises/certify-your-business/> to help navigate your way through the process.
- Before submitting your application be sure to view the following guides:
 - “Certification Application – Before You Begin”
 - “Certification Application – Application Process”
 - “Certification Application – After Submission”
- Please answer all questions and submit all requested documentation to prevent a delay in the certification process

CONTRACT COMPLIANCE MANAGER

ELI STURGEON



Before Contract

Function 3

Contract Compliance

- ❑ Promote the utilization of MBE/WBE and IVOSB through presenting information at pre-proposal meetings.
- ❑ Assist primary contractors in search of subcontractors to include in subcontractor participation plan.
- ❑ <http://www.in.gov/idoa/mwbe/2743.htm>

This list is updated every 24 hours.

During Contract

Function 3

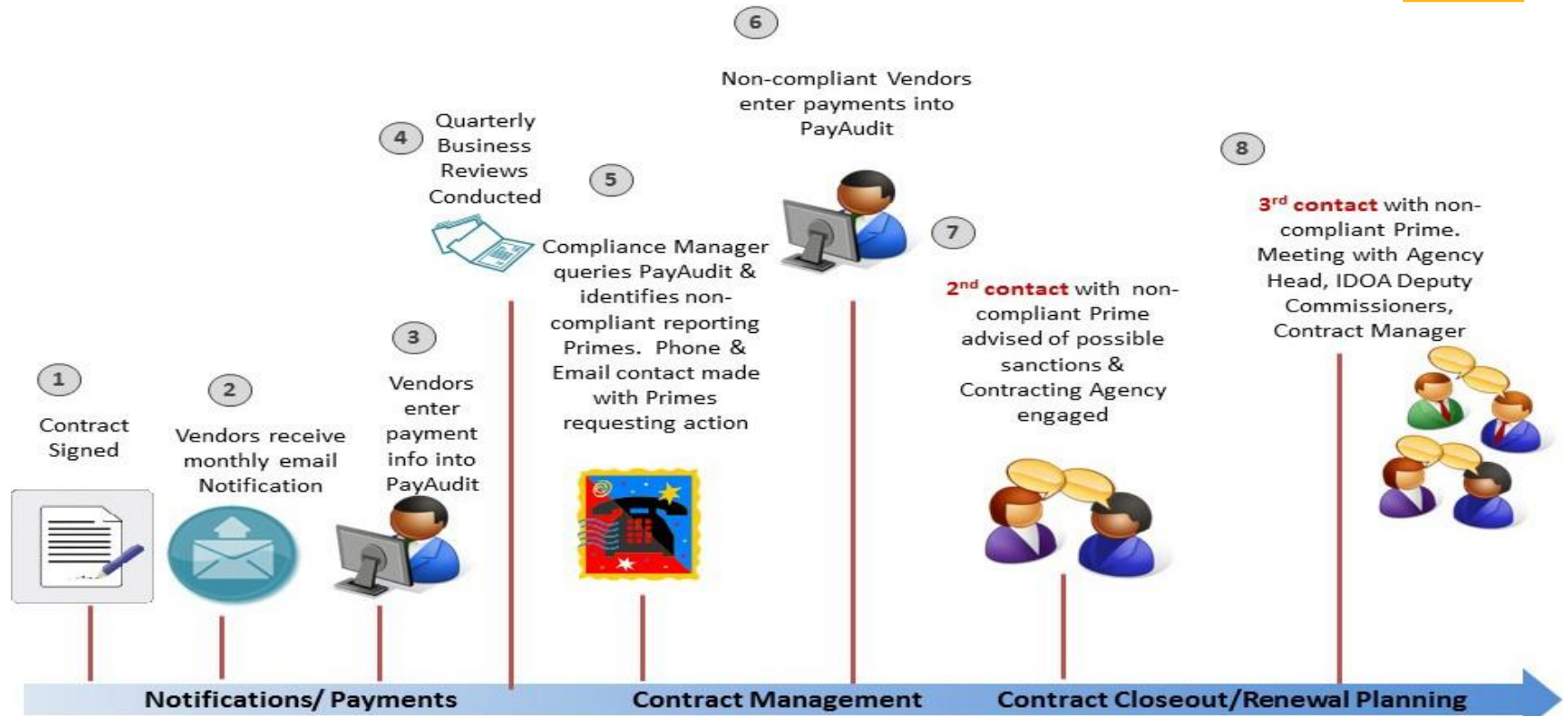
Contract Compliance

- ❑ Monitor MBE/WBE and IVOSB utilization on contracts through the Pay Audit System and/or other reporting tools.
- ❑ Act as the liaison between the prime and subcontractor when compliance issues arise.
- ❑ Ensure subcontractor commitments are met.
- ❑ Serve as final approval authority on requests to change subcontractor participation plan.

Contract Compliance Process

Function 3

Contract Compliance



Contract Compliance Process

Function 3

Contract Compliance



What is the Pay Audit System?

What Is It?

Monitoring prime vendors' contractually committed usage levels of their MBE/WBE/IVOSB subcontractors against the actual usage

Why Is It Important?

To Whom?

Provides The Necessary Data To:

MWBE Commission

- Measure agency performance in achieving Statewide goals and commitments

Division of Supplier
Diversity

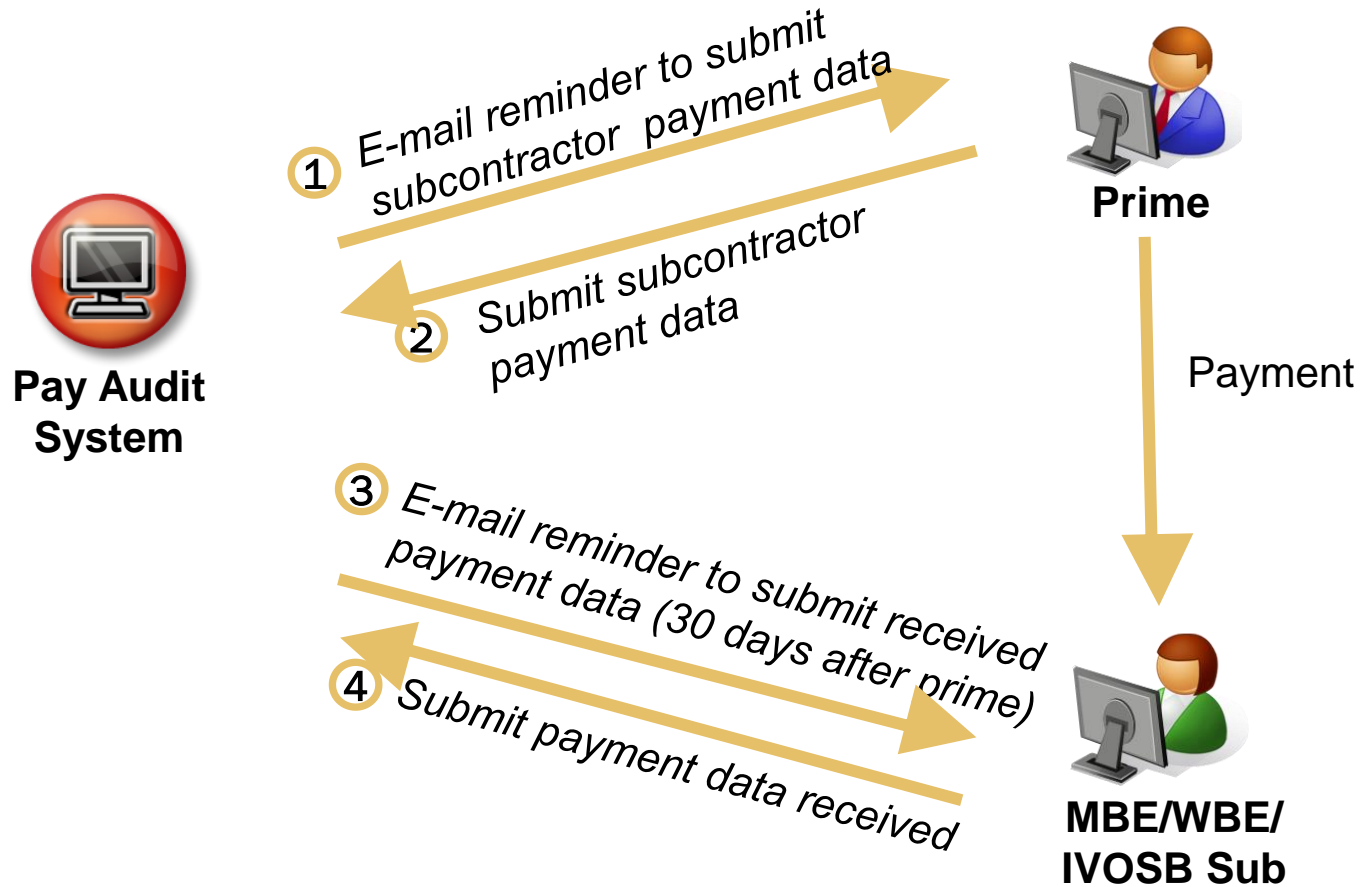
- Examine adherence to contractual MBE/WBE/IVOSB commitments
- Respond to internal and external inquiries
- Act as the liaison between the prime and subcontractor when compliance issues arise

Prime Vendors,
Subcontractors

- Track progress towards meeting a specific contract's MBE/WBE/IVOSB commitment



Pay Audit System Overview



Questions & Feedback Survey



Use this QR code to
leave your feedback





Contact Us



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