

**DIVISION OF SUPPLIER DIVERSITY (DSD)  
PRESENTS:**

**PREPARATION MEETING  
OPPORTUNITY**

**March 10, 2022**



# Welcome!


Tell us about you:

- *Name*
- *Company Name*
- *Certification(s) Held*
- *Main Line of Business*
- *Email and/or Phone*



# Mission

- Creating a fair, competitive and equitable business environment
- Providing networking opportunities to clients
- Working to increase utilization
- Monitoring and enforcing program compliance



DSD fulfills its mission by providing knowledge, guidance and service to clients while protecting the integrity of the program. The commitment pledges high quality customer service that is both efficient and professional, and that demonstrates respect for both clients and colleagues.

# MBE/WBE/IVOSB Participation Goals

- The Governor's Commission on Supplier Diversity sets the goals for the MBE/WBE program
- The IVOSB goals are established by the Indiana Code: **IC 5-22-14-11**

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%



# State Contracting Terminology

Term	Definition
Award Recommendation	IDOA's summary to the agency being supported, typically in letter format, of the solicitation and suggestion on vendor selection for the purposes of beginning contract negotiations.
Commercially Useful Function (CUF)	Is deemed to be when a firm is responsible for execution of the work of the contract and is carrying out its responsibilities by performing, managing, and supervising the work involved.
Contracting agency	Agency requesting the solicitation for a good or service with the intent to issue a contract
IDOA	Indiana Department of Administration
Respondent	An offeror that submits a response to a solicitation to a governmental body as defined in IC 5-22-2-18.
Subcontractor	A firm providing a good or service to a vendor a company as part of a response to a solicitation or awarded contract.
Subcontract Amount	Dollar value committed to subcontractor
Subcontract Percentage	Value committed to subcontractor reflected as a percentage of the total bid amount.
Total Bid Amount	The amount that the respondent proposes on the Cost Proposal that represents their total, all-inclusive price.
Valuable Scope Contribution (VSC)	The selected subcontractor(s) provide goods or services within the scope of the solicitation to add value to the overall project and within the industry area for which the firm's certification was approved.
Vendor or Prime Contractor	An entity which does business directly with the State.



# What Does the State Purchase?

- Golf carts
- Ammunition
- Training services
- Health insurance
- Marketing services
- Building construction services
- Road salt
- Software
- Computer components
- Landscaping
- Vehicles and auto parts
- Highway construction
- Interpretation and transcription services
- Toilet paper
- Catering
- Pest control services
- Assessment evaluation
- *Much more!*



# How Does the State Purchase?

- Noncompetitive
- Competitive
  - *Negotiated Bids*
  - *Request for Information (RFI)*
  - *Request for Proposals (RFP)*
  - *Request for Qualifications (RFQ)*
  - *Request for Service (RFS)*



# Locate the Opportunity

## ■ Where?

- *Division of Supplier Diversity [website](#)*
- *Subscribe to alerts via [Gov Delivery System](#) and according to your [UNSPSC](#)*
- *Newspapers (Indianapolis Star, Commercial and Court Record, and Indianapolis Recorder)*
- *Contact [Head Procurement Agents](#)*

## ■ How?

- *Pre-bid/proposal meetings*
- *Trade association meetings*
- *Procurement workshops and contracting events*





# Research the Opportunity

- View State of Indiana contract [templates](#)
- Review the active/most recent contract: [Active Contract Portal](#)
- Review or request the previous bid documents and proposals: [Award Recommendations](#), Bid Tabulations, or [Public Records Request](#) (if available)
- Contact the identified IDOA contact with questions
- Check out the agency/program website



# Standard IDOA RFP Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	45 points
3. Cost (Cost Proposal)	35 points
4. Buy Indiana	5 points
5. Minority Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.6)
6. Women Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.6)
7. Indiana Veteran Owned Small Business Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.7)
<b>Total</b>	<b>100 (103 if bonus awarded)</b>



# Respond to the Opportunity

- Begin preparing proposal documents as soon as possible
- Submit the proposal according to the requirements in the bid or RFP
- MBE and WBE firms cannot count their own certification toward meeting state goals via subcontracting
- IVOSB firms can count their own certification toward the goals
- Ensure certification status is up to date
  - *Certified firms must submit an Affidavit of Continued Eligibility form annually and recertification applications within 60 days of expiration date*



	<b>8(a) Business Development Program</b>	<b>HUBZone Program</b>	<b>Indiana Department of Transportation</b>	<b>Indiana Department of Administration (IDOA)</b>	<b>City of Indianapolis</b>	<b>Mid-States Minority Supplier Development Council (Mid-States MSDC)</b>	<b>Great Lakes Women's Business Council (GLWBC)</b>
Certification Type	8(a) Business/Small Disadvantaged Business	Historically Underutilized Business	Disadvantaged Business	Minority, Veteran, Women Business	Minority, Women, Veteran, Disabled Business	Minority Business	WBENC Women's Business Enterprise, Women-Owned Small Business (WOSB)
Main Benefit	Procurement and financial assistance	10% price evaluation preference in contract competitions	Prime contractors are encouraged to utilize certified subcontractors on federally funded contracts	Prime contractors are encouraged to utilize certified subcontractors on Indiana State contracts	Prime contractors are encouraged to utilize subcontractors on Indianapolis City contracts	Access to local and national corporations seeking to do business with MBEs	National recognition as a certified WBE, Access to current list of procurement leaders, Inclusion in WBENCLink
Other Benefits	Mentoring Counseling Training Surety bonding	Federal government has goal of awarding 3% of all federal contracts to HUBzone certified	Training Workshops Contract Opportunities	Networking Workshops Procurement Opportunities	Networking Workshops Bid Notifications	Networking Professional Development Bid Notification	Matchmaking Opportunities Business Development International certification available through WeConnect International
Business Size	Small Business by SBA standards	Small Business by SBA standards	Small Business by SBA standards	No Requirement	No Requirement	No Requirement	No Requirement
Citizenship	U.S. Citizen	U.S. Citizen	U.S. Citizen/Permanent Resident	U.S. Citizen	U.S. Citizen/Permanent Resident	U.S. Citizen	U.S. Citizen/Permanent Resident
Ownership	At least 51% owned & controlled by socially & economically disadvantaged individuals	Principal office must be located in a HUBZone with 35% of employees from that area	At least 51% owned & controlled by socially & economically disadvantaged individuals	At least 51% owned & controlled by minority, veteran, or women	At least 51% owned & controlled by ADA disabled person, minority or women, with Indiana Domicile & Headquarter	At least 51% owned, controlled/governed, managed by a qualified minority group	51% Ownership, Control, Management, and Contribution of Expertise & Capital by one or more women. Independence
Economic Requirement	Net Income of \$250,000.00 or less, all asset of \$4 million and personally income of \$350,000.00	No Requirement	Personal net worth less than \$1,320,000 (excluding value of primary residence & assets of the firm applying)	Viable Business	Viable Business	No Requirement	No Requirement
Years in Business	At least 2 years	No Requirement	No Requirement	At least 2 years, with exceptions	At least 2 years, with exceptions	No Requirement	No Requirement
Certification Renewal	Annual	Every 3 years, reporting "material changes" immediately	On-site every 3 years, with annual updates	Every 3 years, with annual updates	Every 3 years, with annual updates	Annual	Annual
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DIVISION OF SUPPLIER DIVERSITY  
2022 BUSINESS CONFERENCE  
VIRTUAL SERIES



## From Vision to Action

Tune in every month for the next installment in DSD's 2022 Business Conference Virtual Series!

Now playing this March until September.  
You don't want to miss it!

### SAVE THE DATES



March 2022 -  
September 2022



Connect through  
Webex (Click [here](#))



10:00 A.M. -  
11.30 A.M.



# Questions?



# Contact Us

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