

**REPORT OF THE GOVERNOR'S COMMISSION ON MINORITY AND
WOMEN'S BUSINESS ENTERPRISES TO THE GOVERNOR**
February 22, 2019

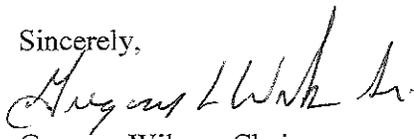
Dear Governor Holcomb:

The Governor's Commission on Minority and Women's Business Enterprises ("Commission") is pleased to submit the attached report, as required by I.C. 4-13-16.5-2 (f)(9). The report is required to prepare a review of the Commission to be submitted to the governor and the legislative council on March 1 and October 1 of each year, evaluating progress made in the following areas:

- Identifying minority and women's business enterprises in the state;
- Assessing the needs of minority and women's business enterprises;
- Initiating aggressive programs to assist minority and women's business enterprises in obtaining state contracts;
- Giving special publicity to procurement, bidding, and qualifying procedures;
- Including minority and women's business enterprises on solicitation mailing lists;
- Evaluating the competitive differences between qualified minority or women's nonprofit corporations and other than qualified minority or women's nonprofit corporations that offer similar services and make recommendation to the department on policy changes necessary to ensure fair competition among minority and women's business enterprises; and
- Defining the duties, goals, and objectives of the deputy commissioner of the department as created under this chapter to assure compliance by all state agencies, separate bodies corporate and politic, and state educational institutions with state and federal legislation and policy concerning the awarding of contracts (including, notwithstanding section 1(d) of this chapter or any other law, contracts of state educational institutions) to minority and women's business enterprises.
- Establishing annual goals:
 - for the use of minority and women's business enterprises; and
 - derived from a statistical analysis of utilization study of state contracts (including, notwithstanding section 1(d) of this chapter or any other law, contracts of state educational institutions) that are required to be updated every five (5) years.

Attached here is the report for March 1, 2019. Our next report, due October 1, 2019, will be submitted in the fall. We are proud of the work of the Commission and of the Indiana Department of Administration's Division of Supplier Diversity. If you have questions regarding this report, please do not hesitate to contact me, or the Deputy Commissioner of the Division of Supplier Diversity, Maia Saprashvili-Lee.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gregory Wilson".

Gregory Wilson, Chairman
Governor's Commission on Minority
and Women's' Business Enterprises

MWBE Commission Update

Commission Meeting

The Governor's Commission on Minority & Women's Business Enterprises (Governor's MWBE Commission) met on December 10, 2018. Deputy Commissioner of the Division of Supplier Diversity (DSD), Maia Saprashvili-Lee, provided updates on M/WBE program activities and highlights of the M/WBE certification, compliance and business outreach of the year of 2018. Ms. Saprashvili-Lee provided:

- Certification 2018 highlights as well as plans on improving M/WBE certification process in 2019;
- Contract compliance 2018 highlights and plans for 2019;
- Business outreach 2018 highlights and business strategy 2019;
- Update on the resumed oversight of the Pay Audit System;
- Update on the administering the Indiana Veteran Owned Small Business (IVOSB) certification as of November 2018;
- Update on the IDOA Commissioner's initiative for quarterly State Educational Institution (SEI) reporting.

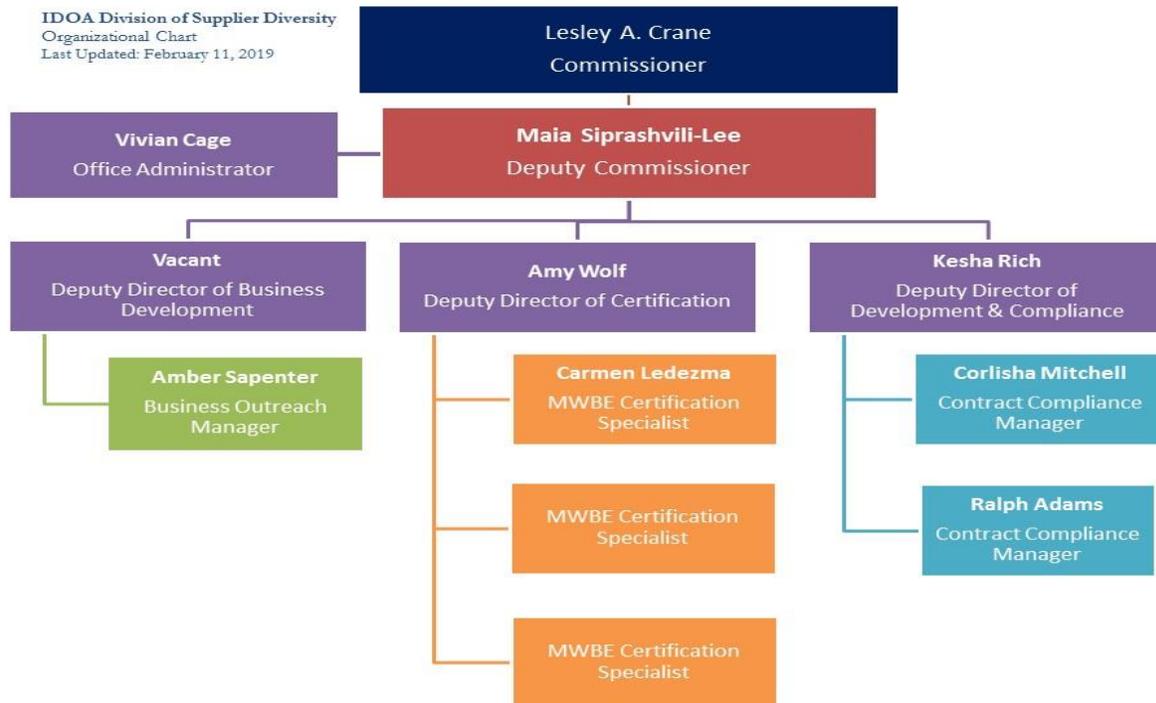
The Deputy Commissioner also distributed the end of year reports from the DSD's Business Outreach and Contract Compliance teams. 2018 Outreach Summary Report included details about the 2019 outreach strategy as well.

Several action items were identified at each of the meetings; the responses will be presented at the next Commission meeting. The next commission meeting will be held on Friday, February 22, 2019 at 1:00 PM at the Indiana Government Center Conference Center, Conference Room C.

Division of Supplier Diversity Team

As a result of adding the IVOSB certification program, with the guidance and support of the IDOA Commissioner, DSD was able to add one more position in order to help out with the outreach efforts for every vendor community that DSD certifies – MBEs, WBEs and IVOSBs.

Here is the current DSD Organizational Chart:



Major Projects

Electronic Certification

Online certification tool in place of the current manual paper-intensive process is badly needed to improve the efficiency of DSD certification programs and operational needs and better serve our MBE/WBE and IVOSB vendor community. E-certification will help in the following areas:

- Elimination of all paper associated with the current certification process;
- System-enforced requirements to prevent incomplete application submission;
- Self-serve access for companies to follow review and check current status;
- Provide for communication and conversation tracking within the online tool;
- Allow companies to upload required documentation;
- Automated certification expiration alerts.

Current status: This project has been underway since 2015. DSD certification team has been meeting with different possible vendors to help out on this initiative. DSD has held over 10 meetings with the Secretary of State's INBiz representatives to explore the possibility of the e-certification with INBiz as a one stop source for the M/W/IVOSBE businesses as well. DSD will keep the Governor's Commission updated about the findings and recommendations on the electronic certification.

Preparation for the Disparity Study 2020

The Governor's Commission on Minority and Women's Business Enterprises will rely on the Statistical Analysis of Utilization Study (Study) to establish annual goals for participation of MBEs to ascertain a "compelling interest" as set forth by *Richmond v. Croson*, 488 U.S. 469 (1989). The Study will include data from July 1, 2013 through June 30, 2018 on both contracts and subcontracts, as well as the availability and utilization of MBEs and WBEs in the State of Indiana.

The Study will report on the utilization of MBEs and WBEs, in accordance with Indiana statute IC 4-13-16.5 for IDOA and applicable separate bodies, corporate and politic. The focus of the Study is to determine availability and utilization with the requirements set forth in IC 4-13-16.5-2 and Title 25 of Indiana Administrative Code (IAC), Article 5.

DSD has begun working on the Request for Proposal (RFP) and the Scope of Work (SoW) of the Study. DSD has inquired and participated in the disparity study preparation meetings with other agencies that DSD has the Memoranda of Understanding (MOU) with, such as the Indiana Department of Transportation (INDOT) and the City of Indianapolis to follow and be informed about the developments of the study that these two agencies are also conducting.

DSD, with the guidance and support of the Governor's MWBE Commission and IDOA Commissioner, created a timeline of the Study to ensure that the RFP, contract award and execution process starts in a timely manner. As of now, the final version of the Disparity Study 2020 is scheduled to be completed by December 31, 2020.

Integrating the Indiana Veteran Owned Small Business (IVOSB) program into DSD

The IVOSB certification program that is now housed in the IDOA DSD. Previously, the DSD was only responsible for certifying Minority and Women Business Enterprises (M/WBE) and recently, we have resumed the responsibility for certifying IVOSBs as well.

This change has not and will in no way affect our IVOSBs and their certification process continues without interruption. However, after reviewing the process and existing regulations, the DSD will be implementing some changes of how IVOSB certification applications will be reviewed in order to ensure that, per the regulations, the pool of certified veteran owned businesses maintains a high level of consistency and the ability to be "ready, willing, and able" to participate in state-funded projects.

Here is a summary of changes that DSD plans to implement:

- The DSD will ask for documentation similar to what the U.S. VA's Office of Small & Disadvantage Business Utilization (OSDBU) requests of its applicants;
- The DSD certification process will be tailored in such a way that it will take the IVOSB applicants much less time than the 6 months, which they might have experienced with the OSDBU;

- We expect that most applicants to Indiana’s program will receive a determination of eligibility under 30 days;
- Currently, the certifications are valid for 2 years, and we are considering expanding this to 3 years as the OSDBU changed their term of certification and we want to mirror them, if possible;
- The recertification process will be more of a “status check”, unlike an initial application, and will require less paperwork from the IVOSB.

DSD Certification:

DSD certification team continues to serve the MBE/WBE and the IVOSB vendor communities. Average days to certify remains stable and is currently 22.13 days. DSD started to successfully integrate the IVOSB certifications into the regular process and currently, the average days to certify IVOSBs is 16 days. It should also be noted that the number of IVOSB certification applications is lower than MBE and WBE applications.

DSD certification team is also working toward partnership with Great Lakes – Women’s Business Council for a Memorandum of Agreement (MOA). DSD already has the Memorandum of Agreement (MOU) with the INDOT and the City of Indianapolis. These agreements help MBEs and WBEs reduce the paperwork to be submitted to the IDOA if they already have gone through the certification process either with the City of Indianapolis or INDOT.

Certification Challenges: As mentioned above, e-certification project has been underway for several years now. The requirements gathering process is complete as of February 2019 and now DSD is awaiting for the budget information, as well as the decision of management. One certification specialist position is still open, as Yvette Johnson resigned and left DSD in February.

MBE/WBE and IVOSB Certification Statistics:

<u>New Applications Received</u>			
	MBE	WBE	TOTAL
Q4 2018	37	47	84
Q1 2019 (partial)	16	25	41

<u>Recertification Applications Received</u>			
	MBE	WBE	TOTAL
Q4 2018	28	46	74
Q1 2019 (partial)	7	22	29

Total MB/WBE Certified Firms: Q4 2018 and 2019 YEAR TO DATE

	<u>Total</u>	<u>MBE</u>	<u>WBE</u>
Q4 2018	1781	671	1110
Q1 2019 (YTD)	1711	654	1057

IVOSB Certification Update

	<u>Q4 2018</u>	<u>2019 YTD</u>
New Incoming Applications	11	8
Recertification Application	4	1
Applications Completed	7	14
Average Processing Time (Days)	7.4	16

DSD Compliance:

DSD outreach and compliance teams regularly publicize procurement and bidding opportunities with the State of Indiana. Bid notices and due dates are electronically sent out to over 4,000 recipients on a weekly basis. Special project announcements and procurement opportunities are separately sent out, as well as posted on the Division's website:

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

DSD contract compliance team continues to proactively audit state contracts with the M/WBE and IVOSB subcontractor utilization. Since December 2018 (previous Commission report submitted to the Governor's Office), there have been over 30 compliance reviews, most of them with the subcontractor participation plan change and the Good Faith Effort (GFE) reviews. DSD contract compliance managers attended 7 pre-proposal meetings and presented the information on the tier two MBE/WBE and IVOSB utilization.

DSD is the final approval authority on requests to change subcontractor participation plan, so the vendor education, whether it is the primary contractor or the subcontractor, is crucial. The flow chart below demonstrates the process of amending the contract as it relates to the MBE/WBE subcontractor plan change.



DSD contract compliance team continues to review State Educational Institutions (SEI) reports and verify the information on the IDOA certified MBE/WBE and IVOSB utilization. With the IDOA Commissioner’s June 2018 recommendation, SEIs are advised to report to the Governor’s M/WBE Commission on the M/W/IVOSBE spend on a quarterly basis. Previously, these reports were submitted annually and were due at the 4th quarterly Commission meeting.

DSD Business Outreach:

DSD always strives to reach as many businesses as possible. Here are numerous different strategies DSD utilizes for marketing and making sure that the information conveyed in a timely manner.

- Communication:
 - Digital
 - Email Communications
 - The Division of Supplier Diversity (DSD) sends out mass email communications regarding information that is important to our businesses, which include contracting opportunities, upcoming DSD events, community partner events, public meetings, and other groundbreaking industry news.
 - All DSD staff is available to communicate with the public via email communications to provide a more specific support to our businesses.
 - Social Media Engagement
 - The Division remains active on popular social media accounts to promote information and services relevant to supplier diversity.
 - Current and Up to Date Webpage
 - The Division is consistently updating its website and its content to reflect reliable information to those that visit.
 - Use of External Digital Platforms
 - When possible, the Division utilizes other external digital resources, like Eventbrite, to further promote information and services to a market that may not have been accessible otherwise.
 - Traditional

- The DSD team is available to answer questions during normal business hours: Monday- Friday 8:00 – 4:30 and can be reached in person, by phone or online.
 - The division has made it a standard practice to maintain effective internal communications, within its own department and with other IDOA agencies that promote easy and accurate transfer of information from IDOA to the public.
- **Partnerships:**
 - The Division takes advantage of building partnerships with other community organizations to further promote information and services to a market that may not have been accessible otherwise.
 - DSD partnerships can be reflected in multiple ways: sponsorship, event collaboration, presenter participation and general support.
- **Events and Other Public Forms of Engagement:**
 - As a part of the Division’s outreach efforts DSD is consistently hosting, partnering or presenting at various types of events.
 - Annually, the Division host the Division of Supplier Diversity Business Conference in the fall with the goal of providing businesses with access to information and resources that can contribute to the development of their business.
 - The Division has a history of partnering with or attending other organizations events to either create an opportunity for its businesses to engage with another industry resource or to provide knowledge of its services to a market of businesses that would benefit.
 - The Division has practice with relating the benefit of our certification and services to a variety of topics which is why DSD is prepared to be a presenter for events that may be vastly different from each other.
 - DSD understands that different settings breed different interactions, which is why the division is open to trying different public engagement tactics to share information about the function of our agency.
 - The Division acts as an advocate for our certified business and make a point to attend public pre-bid meetings to share information relative to being a compliant contractor or sub-contractor.
- **Innovative Practices:**
 - When possible, the Division incorporates innovative practices into the structure of its organization to operate at a more efficient and inclusive pace.
 - The Division has incorporated video conferencing and webinars to its operations which allow businesses across the state to engage in various presentations and have access to multiple resources without the expense associated with traveling.

- The Division constantly evaluates useful and accessible technologies to find ways to make our services more accessible. For example DSD is working to provide an online certification option to businesses interested in becoming certified or recertified with IDOA.

- **Networking:**

- The Division takes advantage of networking opportunities to engage with industry leaders, build stronger connections and create possible partnerships.
- DSD understands the importance of being available and accessible and our businesses value being able to connect to us in multiple arenas.

Social Media: We have 504 Twitter followers, 71 Instagram followers and 286 Facebook followers.

DSD is currently interviewing candidates for the Deputy Director of Business Development & Outreach.

Events Attended in January, 2019: On 1/10 Nine (9) members from the DSD team attended the 2019 ICRC MLK Celebration at the Statehouse in Indianapolis, IN, which was hosted by the Indiana Civil Rights Commission (ICRC). Over one hundred (100+) individuals were in attendance. On 1/18 eight (8) members of the DSD team attended the Champions of Diversity Awards Dinner in Indianapolis, IN, which was hosted by the Indiana Minority Business Magazine. Four hundred and seventy two (472) individuals were in attendance. On 1/18 one (3) member of the DSD team attended the City of Indianapolis, Office of Minority and Women’s Business Development OMWBD MLK Holiday Celebration in Indianapolis, IN, which was hosted by the City of Indianapolis, OMWBD. Sixty eight (68) individuals were in attendance. On 1/16 the Certification Webinar had nine (9) attendees.

Upcoming Events in Supplier Diversity:

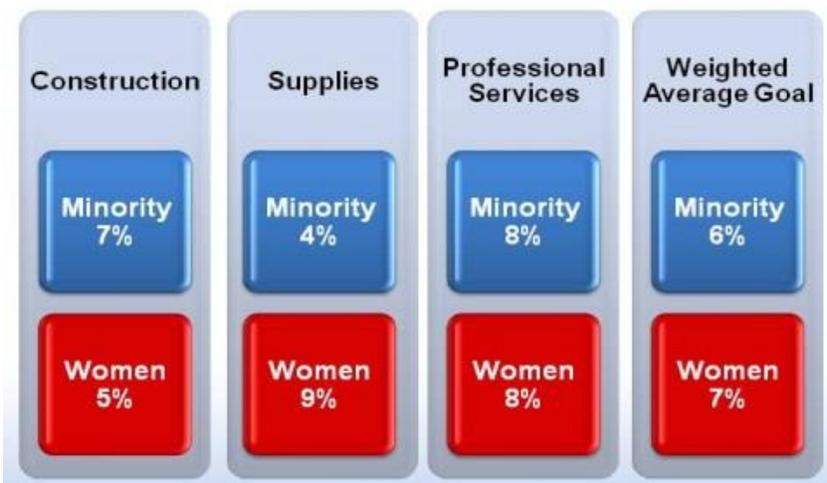
FEBRUARY	
PTAC/SBDC/SBA HUBZone Workshop ~ Evansville, Indiana	Tuesday, February 12, 2019
Indy Chamber Business Model Canvas	Tuesday, February 12, 2019
ILI 2019 Indiana Latino Legislative Breakfast	Thursday, February 14, 2019
IDOA Certification Webinar	Wednesday, February 20, 2019
NAWBO Diversity Luncheon	Thursday, February 21, 2019
1st Quarter MWBE Commission Meeting	Friday, February 22, 2019
PTAC Government Contracting, Marketing/Sales, Selling to Government	Monday, February 25, 2019
IAA 2019 Business Diversity Outreach Event for Construction	Tuesday, February 26, 2019

Indy Chamber Women in Business Retreat	Thursday, February 28, 2019
MARCH	
Indy Chamber Conexion	Thursday, March 07, 2019
Indiana Chamber 2019 Chamber Day Dinner	Sunday, March 10, 2019
ACEC Engineering Excellence Awards Banquet Luncheon 2019	Tuesday, March 12, 2019
NAWBO Day at the Statehouse	Tuesday, March 12, 2019
BSU Diversity Fair	Tuesday, March 19, 2019
IDOA Certification Webinar	Wednesday, March 20, 2019

NOTE: Highlighted fields denote the events that DSD either holds or participates in.

Conclusion:

The current MBE/WBE participation goals are as follows:



In conclusion, the Governor’s Commission on Minority and Women’s Business Enterprises works closely with the IDOA to ensure that the Division promotes, monitors, and enforces the standards for certification of the Minority and Women’s Business Enterprises, as well as provides equal opportunity to the Minority and Women Business Enterprises in the state’s procurement and contracting process. Current IDOA leadership does their best to properly administer the program and take the MBE/WBE program to the next level.