



Division of
Supplier Diversity

Indiana Department of Administration

State of Indiana MBE/WBE and IVOSB Certification Overview



*This Presentation is the Property of Indiana Department of
Administration Division of Supplier Diversity*

Things to keep in mind before we begin:

1. Your microphones will be muted during the webinar unless you are a designated speaker.
2. Feel free to use the chat functions for all questions or comments during this session to remain engaged during the presentation.
3. Please use the “raise your hand” feature to be unmuted during the Q&A portion.

Use this QR code to leave your feedback



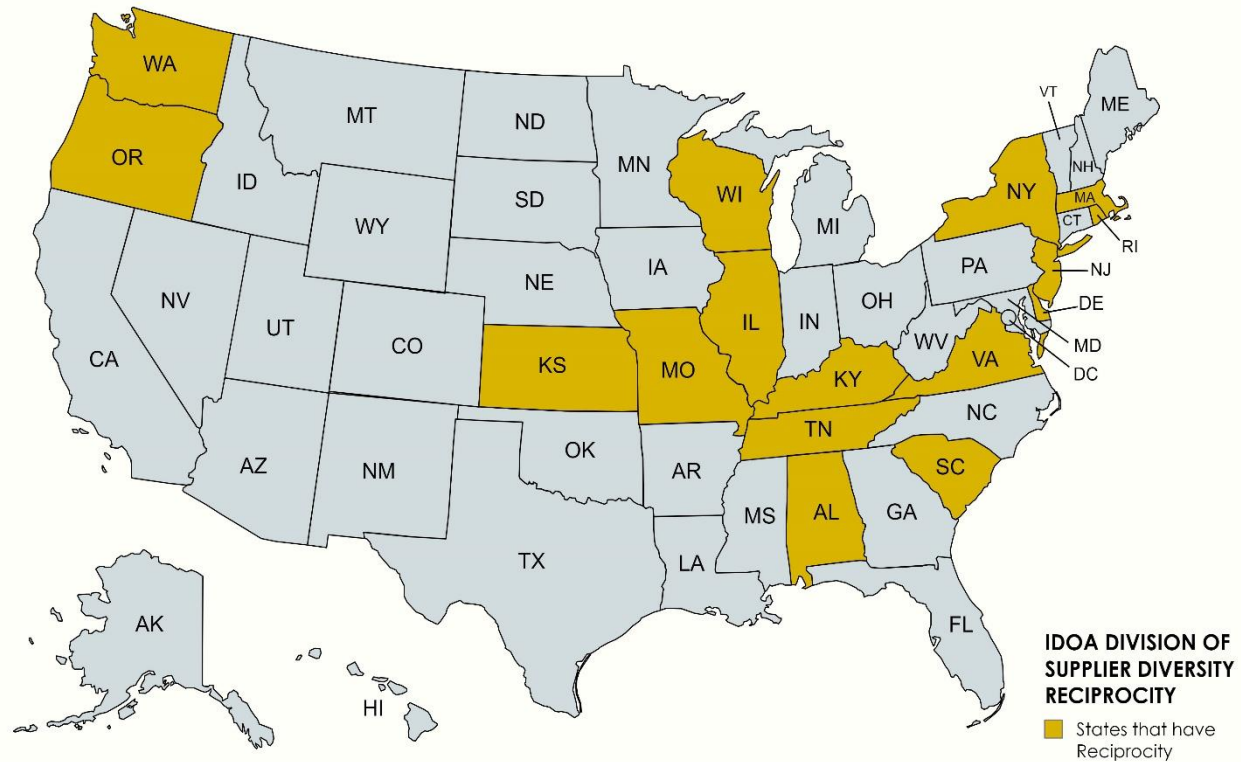
Division of Supplier Diversity

- The Division 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, women, and veteran owned business enterprises
- Provide equal opportunity to minority, women, and veteran owned business enterprises in the state's procurement and contracting process

Benefits of Certification

- Qualify for subcontracting opportunities on state contracts
- Qualify as a subcontractor for purchasing by casinos and state universities, as well as other public and private organizations
- Receive notification of state business opportunities
- Receive notice of upcoming events

Benefits Continued...State Reciprocity



Participation Goals

The following goals have been adopted and will go into effect on 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%

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Do I Qualify? – Program Qualifications

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MBE/WBE Program Qualifications

1. Eligible qualifying members – must be U.S .Citizens

- African Americans
- Hispanic Americans
- Native Americans
- Asian Pacific Americans
- Subcontinent Asian Americans
- Women

References:

13 CFR 124.103

Indiana Administrative Code: 25 IAC 5-2-1

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MBE/WBE Program Qualifications

2. Ownership – at least 51% held by Qualifying Member

- Real and Substantial
- Initial Investment – Notarized Statement
- Stock Purchase Agreements

3. Control – at least 51% held by Qualifying Member

- Who holds highest position?
- Operating Agreement/By-laws
- Day-to-day and Long-term Decisions
- Independence/Affiliations

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MBE/WBE Program Qualifications

4. Expertise/Background

- Resume, Education, Accreditations, etc.

5. State and municipality licenses, if applicable

6. Commercially useful function

- Must be able to produce three (3) documents which provide proof of work
 - ❖ These documents will dictate what UNSPSC Codes a firm is assigned

MBE/WBE Program Qualifications

7. How long has the enterprise been established?
 8. Jurisdiction of Formation
 9. Virtual on-site visit – if applicable
- ❖ The Division will analyze all presented documents and factors, taken as a whole, to render a decision

For more information, please visit:
<https://www.in.gov/idoa/mwbe/files/A00050.PDF>

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IVOSB Program Qualifications

- Two methods of certification
 - *Show evidence of Federal VA OSDBU certification*
 - *Apply with IDOA*
- Veteran businesses do not have to be in Indiana, but the enterprise must have its “principal place of business” within Indiana
- 51% Owned & Controlled by Veteran(s)
- Non-Indiana businesses may be eligible; see website for details
- For more information please visit:

<https://www.in.gov/idoa/3064.htm>



How to Certify Your Business

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Completing the Electronic 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”***
- Just as with the paper application, you must answer all questions and submit all requested documentation to prevent a delay in the certification process

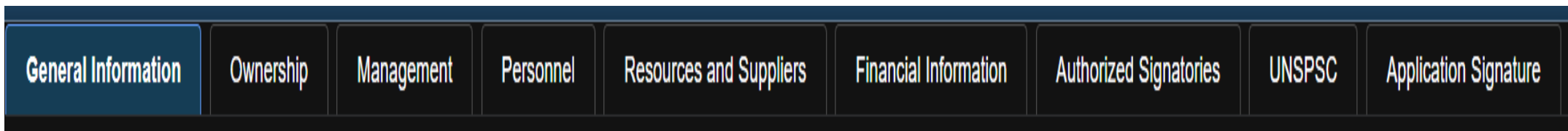
Completing the Electronic Certification

- Follow the checklist
- Attachments are required on every tab of the application
 - Please submit attachments in PDF or JPEG, not HEIC
- Do not start unless you are ready

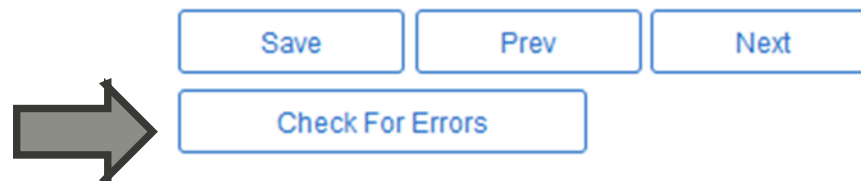
- Indiana Veteran Owned Small Business (IVOSB)
- Minority Business Enterprise (MBE)
- Women's Business Enterprise (WBE)

Completing the Electronic Certification

- You must answer all questions and submit all requested documentation to prevent a delay in the certification process



- If anything is found missing, a pop-up will display the items that need to be corrected. You will have to access each tab to correct the errors



Completing the Electronic Certification

- Once you have answered all the questions in each tab and arrive at the “Application Signature” tab, save the information and check for errors
- If you receive a message stating there are no error or missing information, click ok and you are then ready to submit the application
- A member of the DSD will reach out to you if additional documentation is required
 - ❖ Please allow us at least thirty (30) days before contacting the DSD about your application status

Completing the Electronic Certification

Division of Supplier Diversity
e-Certification Application

[Application FAQs](#)

Save

Prev

Next


Check For Errors

Submit

Bidder Registration Number

Federal Identification Number

Signature (name) of highest qualifying member

First Name	Middle Name	Last Name
John/Jane		Doe
Signed Date		
07/28/2023 		



By checking this box, you agree:

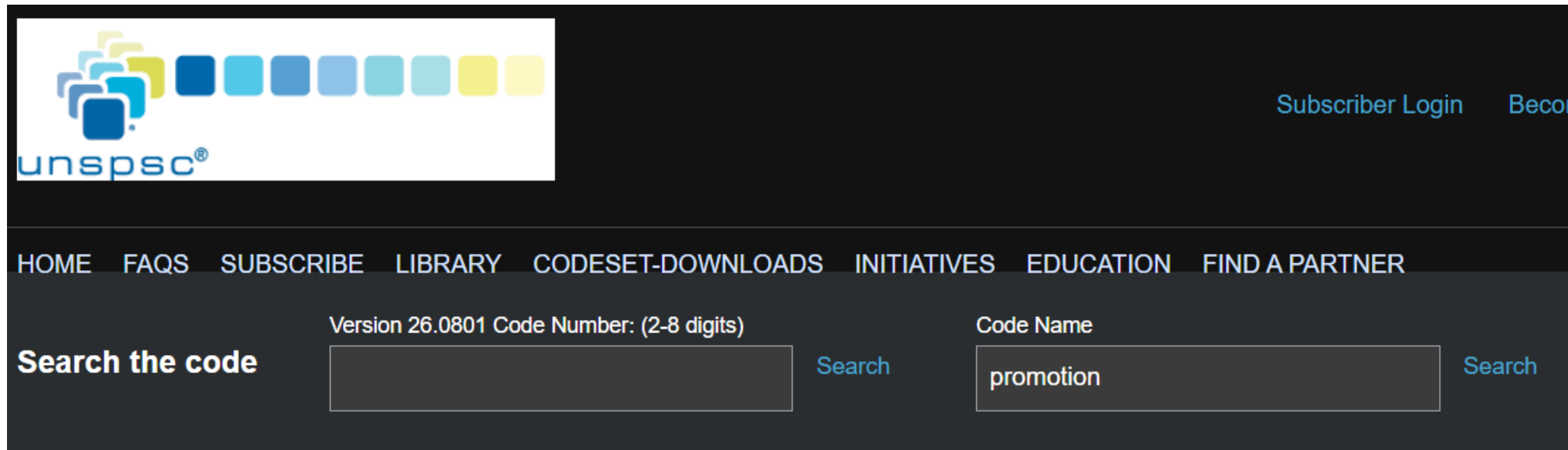
The undersigned swears or affirms that the foregoing statements are true and correct and include all material information necessary to identify and explain the operations of (company name) as well as the ownership thereof. Any misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal or state laws concerning false statements.



A Note About UNSPSC Codes

- Check to ensure the UNSPSC codes match the type of work that is performed and outlined in supporting documentation (www.UNSPSC.org)
 - ✓ *Free UNSPSC Code set Download: <https://store.unspsc.org/collections/codeset-downloads?page=2>*
- Guide to UNSPSC and Bidder Registration:
 - ✓ https://www.in.gov/idoa/procurement/files/BidderProfile_UNSPSCforBidders.pdf
- Codes can only be granted for work already performed
- Documentation can include:
 - ✓ *Contracts/sales agreements*
 - ✓ *Invoices with proof of payment(s)*
 - ✓ *Other documentation to support*

UNSPSC Codes



The screenshot shows the UNSPSC website interface. At the top left is the UNSPSC logo, which consists of a series of colored squares (blue, cyan, yellow) and the text "unspsc®". To the right of the logo are links for "Subscriber Login" and "Become a Member". Below the logo is a navigation menu with the following items: HOME, FAQs, SUBSCRIBE, LIBRARY, CODESET-DOWNLOADS, INITIATIVES, EDUCATION, and FIND A PARTNER. The main search area contains two search boxes. The first is labeled "Search the code" and has a placeholder text "Version 26.0801 Code Number: (2-8 digits)". The second is labeled "Code Name" and has the text "promotion" entered. Both search boxes have a "Search" button next to them.

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Certification Determination – Review Process

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Review Process

- Certification Specialist recommends certification or denial to the Certification Committee
- Certification eligibility notification letter will be emailed from the Division to the applicant
- If eligible, certification is immediate:
 - M/WBE – Valid for three (3) years
 - IVOSB – Valid for two (2) years

Review Process

- Denial letter sent to applicant outlining denial decision
- Applicant has a right to appeal
- Appeal must be filed within 15 business days from date denial letter is received
- Enterprise can re-apply for certification 12 months after final denial date (after all appeals are exhausted)



I'm Certified – Now What? On-Going Responsibilities

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Affidavit of Continued Eligibility (ACE)

- Please call our office to have the unique link sent to you
- Changes in any of the following:
 - Address
 - Phone Number
 - Email Address
 - Services Provided
 - Ownership/Control

❖ Additional documentation may be requested or required

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UNSPSC Amendments



- Request for amendment must have documentation to support the change
 - Contracts/Sales Agreements
 - Invoices with proof of payment(s)
 - Pictures of equipment used to perform work

Re-certification Process

- Complete re-certification application every three (3) years.
 - ❖ Be on the lookout for the reminder email!
- Please call our office to have the unique link sent to you
- Random site visits conducted at the discretion of the Division

Questions & Feedback Survey



Scan QR code for survey



Contact Us

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Fax: (317) 233-6921

E-mail: mwbe@idoa.in.gov

Website: www.in.gov/idoa/mwbe

Facebook: IDOA Division of Supplier Diversity

Instagram: @indiana_dsd

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