

**REPORT OF THE GOVERNOR'S COMMISSION ON SUPPLIER DIVERSITY
TO THE GOVERNOR**

September 12, 2022

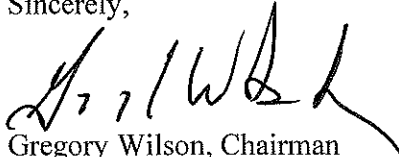
Dear Governor Holcomb:

The Governor's Commission on Supplier Diversity ("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 business enterprises, women's business enterprises, and veteran-owned small businesses in the state;
- Assessing the needs of minority business enterprises, women's business enterprises, and veteran-owned small businesses;
- Initiating aggressive programs to assist minority business enterprises, women's business enterprises, and veteran-owned small businesses in obtaining state contracts;
- Giving special publicity to procurement, bidding, and qualifying procedures;
- Including minority business enterprises, women's business enterprises, and veteran-owned small businesses 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 and veteran-owned small businesses that offer similar services and make a recommendation to the department on policy changes necessary to ensure fair competition among minority business enterprises, women's business enterprises, and veteran-owned small businesses.
- 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 business enterprises, women's business enterprises, and veteran-owned small businesses.
- 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 October 1, 2022. Our next report is due March 1, 2023. We are proud of the work of the Commission and 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 Siprashvili.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Wilson', with a stylized flourish extending from the end.

Gregory Wilson, Chairman
Governor's Commission on Supplier Diversity

Commission Update

Quarterly Commission Meetings

The Governor's Commission on Supplier Diversity has held (2) planned quarterly meetings in 2022. The first quarterly Commission meeting took place On February 24th, 2022.

Deputy Commissioner of the Indiana Department of Administration ("IDOA") Division of Supplier Diversity ("DSD"), Maia Saprashvili, provided updates on MBE/WBE/IVOSB program activities and highlighted the MBE/WBE/IVOSB certification, compliance, and business outreach of the year of 2021. Ms. Saprashvili provided:

- Overview of the creation of the Division, MBE/WBE/IVOSB participation goals, and the three (3) main functions of the Division: certification, contract compliance, and business outreach.
- Overview of the Division's organizational chart and MBE/WBE/IVOSB participation goals.
- Certification review which highlighted the electronic certification process.
- New participation goals for the State of Indiana went into effect on July 1, 2021.
- Certification Updates
 - Average days to certify MBEs/WBEs and IVOSBs are still below regulatory requirements but will possibly be increased due to staffing issues
 - Reverting to paper application temporarily
 - Working with IoT on an e-certification solution
- Compliance Updates
 - Auditing high-value contracts.
 - Reviewing subcontractor change requests.
 - Receiving payments through temporary payment submission forms and entering them manually into Pay Audit System
- Business Outreach Updates
 - 2022 Business Outreach Strategy – *From Vision to Action*.
 - Bi-weekly webinars for public Monthly certification webinars.
 - Monthly certification webinars

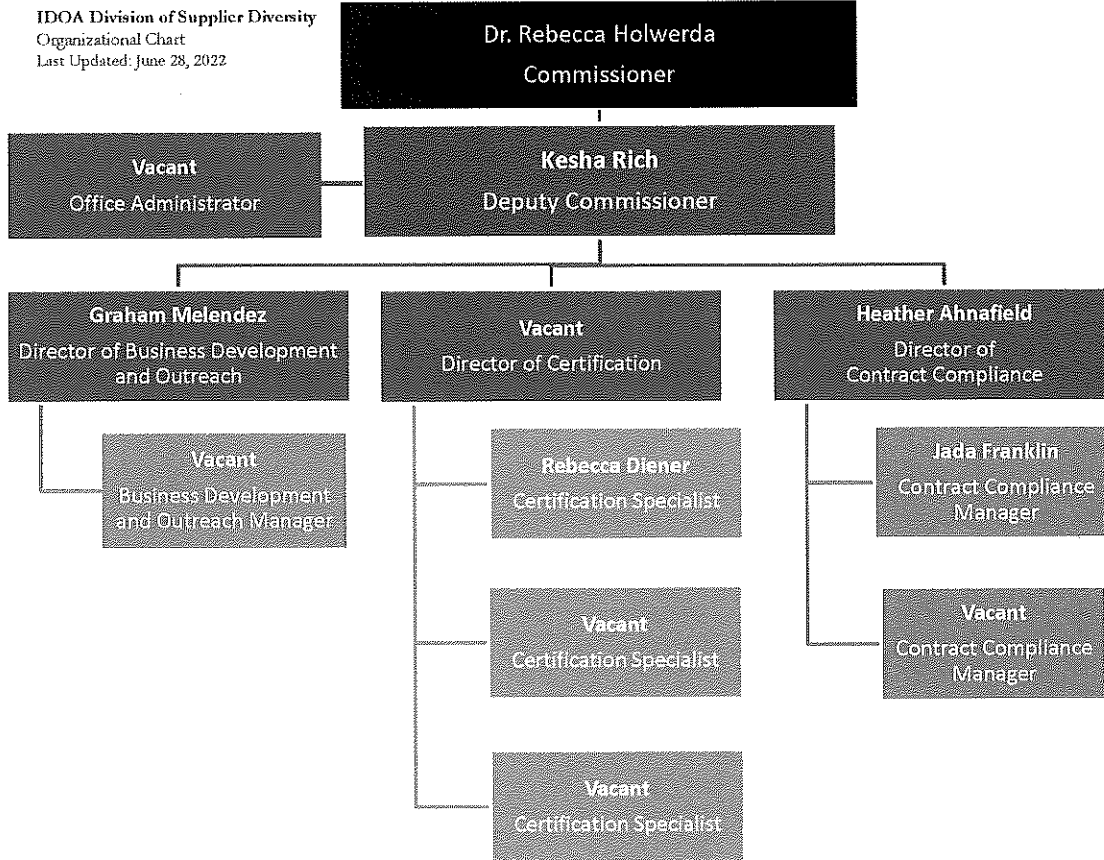
Several action items were identified at each of the meetings, and the responses and feedback are presented at each commission meeting. The next commission meetings will be on September 12, 2022, and December 12, 2022, both will be held in Indianapolis, IN.

Governor's Commission on Supplier Diversity Subcommittee Meetings

With Chairman Greg Wilson's initiative, IDOA DSD has been directed to hold an annual subcommittee meeting in the fall of 2022. The subcommittee will discuss the roles and ethics of the commission as well as pertinent items concerning MBE/WBE/IVOSB utilization.¹

Division of Supplier Diversity Team

Here is the current DSD Organizational Chart:



IDOA DSD Certification:

DSD certification team continues to serve the MBE/WBE and the IVOSB vendor communities. The average number of days to certify remains stable and is currently 34 days for MBE/WBE and 10 days for IVOSB.

MBE/WBE Certification Statistics Q2 2022 and Q3 2022:

<u>New Applications Received</u>			<u>Recertification Applications Received</u>				
	MBE	WBE	TOTAL		MBE	WBE	TOTAL
Q2 2022 <small>(as of 5/31/22)</small>	51	66	117	Q2 2022 <small>(as of 5/31/22)</small>	44	88	132
Q3 2022 <small>(as of 8/31/22)</small>	17	18	35	Q3 2022 <small>(as of 8/31/22)</small>	27	49	76

IVOSB Certification Statistic Q2 2022 and Q3 2022:

	<u>Q2 2022</u>	<u>Q3 2022</u>
New Incoming Applications	23	8
Recertification Applications	27	14
Preliminary Denials Issued	1	0
Average Processing Time (Days)	1	0

Total Certified Firms in Q2 2022 and Q3 2022:

	<u>TOTAL</u>	<u>MBE</u>	<u>WBE</u>	<u>IVOSB</u>
Q2 2022 <small>(as of 5/31/22)</small>	2,362	834	1,266	262
Q3 2022 <small>(as of 8/31/22)</small>	2,265	796	1,221	248

IDOA DSD Contract Compliance:

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



DSD contract compliance team continues to proactively audit state contacts with the MBE/WBE and IVOSB subcontractor utilization. In 2022, there have been a total of **68** compliance reviews, most of them with the subcontractor participation plan change and the Good Faith Effort (“GFE”) reviews. DSD contract compliance managers attended **19** pre-proposal meetings and presented the information on tier two (2) MBE/WBE and IVOSB utilization.

The Contract Compliance team advocates for MBE/WBE/IVOSB subcontractors on State of Indiana contracts who cannot resolve with prime vendors. The team must ensure that prime percentage obligations are met according to the MBE/WBE/IVOSB sections of the signed contract clauses.

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 weekly. 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 Initiatives:

In 2022, the Contract Compliance team implemented improvements to current procedures, which included enhanced communication with other state agencies and vendors. Also, DSD developed stronger relationships with other IDOA departments.

- The Contract Compliance team will be doing Pay Audit webinars on a bi-monthly basis, starting September 21, 2022. In the past, the webinar was found to be helpful to those who have encountered issues entering payment information or who need training on the new system.
- DSD Contract Compliance team has partnered with the IDOA General Counsel, as an additional measure to ensure contract compliance on State of Indiana contracts, to receive subcontractor participation amendment requests to ensure they have been reviewed and approved by DSD.
- DSD Contract Compliance team has identified a miscommunication between other state agencies’ contract administrators and IDOA DSD, because of this the Contract

Compliance team will be creating a webinar and subsequent training to ensure that contract administrators are entering the correct dollar amount and allowing for Contract Compliance.

- DSD Contract Compliance team has created a plan to initiate random audits of state contracts, each team member will be responsible to audit two randomly selected contracts per month. Once the process has been established and SOPs created it is the goal of the team to initiate more audits per month.

DSD Business Outreach:

DSD Business Outreach team designs and organizes events, workshops, and webinars to promote the MBE/WBE and IVOSB certification programs to provide an equal opportunity to minority, women, and veteran business enterprises that seek to participate in the state's procurement and contracting processes. In addition, the regularly publicizes procurement and bidding opportunities with the State of Indiana. Bid notices and due dates are electronically sent out to over 4,000 recipients weekly. Special project announcements and procurement opportunities are separately sent out, as well as posted on the Division's [website](#).

So far, in 2022, the Division of Supplier Diversity has participated in fifty-seven (57) different outreach-based events, twenty-one (21) of which were presented by DSD. The events hosted varied from webinars to workshops. By these efforts alone, we have been able to connect with one-thousand-fifty-nine (1,059) attendees.

This year, the annual business conference-which typically takes place for one day containing both workshops and a B2B showcase-has been split into two parts: year-long virtual business conference series and a full-day showcase. The 2022 Business Conference Virtual Series theme is "From Vision to Action" and garners participation from MBEs, WBEs, IVOSBs, and XBE partners. The most highly attended webinars in the series thus far are:

1. Doing Business with SEIs (Part 1)
 - a. Eighty-two (82) in attendance.
2. Preparation Meeting Opportunity: Finding Opportunities
 - a. Seventy-five (75) in attendance.
3. Contracts and Relationships
 - a. Sixty-eight (68) in attendance.

The annual Business to Business Showcase will take place on Friday, October 14, 2022, from 11:00 a.m. to 3:00 p.m. EST at the Indiana Government Center South Conference Center, 402 West Washington Street, Indianapolis, IN. This will allow vendors to meet and network with prime contractors, state procurement agents, and buyers from private entities. At the start of the event, the most recent ten (10) certified vendors are to be highlighted by IDOA Deputy Commissioner, Keshia Rich and the DSD Business Outreach team. Then, the team will recognize two vendors and give out the annual awards: Ralph J. Adams Jr. Supplier Diversity Trailblazer Award and Cassandra Wilson Ignite Award. Through the remainder of the showcase, vendors will have booth space whereby they can share their services and resources with all attendees and have the opportunity to grow their business by networking with the seventy (70) vendors and partners in attendance.

DSD Business Outreach Initiatives:

Looking forward to 2023, the DSD Business Outreach team strives to implement improvements to current outreach on social media platforms, innovative content for webinars, and newsletter editions.

- Posting on social media more frequently to share pictures and up-to-date information regarding upcoming events and business opportunities to engage more social media viewers and followers.
- Developing new content for virtual webinars and bringing together more variety of panelists is vital to keeping audience participation and using post-webinar surveys to receive feedback from the virtual audience on future webinars.
- Bringing back the IDOA Division of Supplier Diversity newsletter to inform business community information regarding new team members, certification updates, and save the dates on virtual and in-person coming attractions.

DSD Events in 2022:

DATE	EVENT	ORGANIZER
March 2, 2022	Ball State University - Diversity Vendor Chat	Ball State University
March 10, 2022	DSD BC - Preparation Meeting Opportunity: Finding Opportunities	IDOA Division of Supplier Diversity
March 16, 2022	“De Todo Un Poco” Talk Show	Telemundo Indy
March 19, 2022	Herstory: A Multi-cultural Celebration for Corporate and Entrepreneurial Women	VIP Center for Business Women
March 23, 2022	DSD BC - Crushing Your 2022 Goals: Running a World Class Company	IDOA Division of Supplier Diversity
April 6, 2022	Association of Procurement Technical Assistance Centers (APTAC) National Conference	Association of Procurement Technical Assistance Centers (APTAC)
April 14, 2022	DSD BC - Preparation Meeting Opportunity: Business Relationships	IDOA Division of Supplier Diversity
April 20, 2022	NAWBO Trailblazers Luncheon	NAWBO
April 26, 2022	IAA Rental Car Supplier Diversity Outreach Webinar	Indianapolis Airport Authority

April 27, 2022	Ball State University Diversity Vendor Chat	Ball State University
April 28, 2022	DSD BC - Contracts & Relationships	IDOA Division of Supplier Diversity
April 28, 2022	ILE Business & Networking Committee	Indiana Latino Expo
May 3, 2022	Ball State University - Diversity Vendor Chat	Ball State University
May 4, 2022	2022 Pepper Construction Diversity Outreach Event	Pepper Construction
May 5, 2022	DSD BC - Preparation Meeting Opportunity: Business Relationships	IDOA Division of Supplier Diversity
May 11, 2022	XBE to DBE Certification Workshop	The City of Indianapolis, Office of Minority & Women Business Development
May 16, 2022	“Empresarios Certificados” – Session #3: State of Indiana Certification & Supplier Registration	Latin American Chamber of Commerce
May 17, 2022	Conexión: 5 for 500	Indy Chamber, Hispanic Business Council
May 18, 2022	Ball State University - Diversity Vendor Chat	Ball State University
May 19, 2022	DSD BC - Doing Business with SEIs (Part 1)	IDOA Division of Supplier Diversity
May 19, 2022	Business Equity for Indy Procurement Round Table	Indy Chamber, Indy Black Chamber of Commerce
June 8, 2022	Ball State University - Diversity Vendor Chat	Ball State University
June 13, 2022	2nd Quarter Governor’s Commission on Supplier Diversity Meeting	IDOA Division of Supplier Diversity
June 22, 2022	WBENC “We Succeed” Conference 2022	Woman’s Business Enterprise National Council
June 23, 2022	NAWBO 25th Anniversary Luncheon	NAWBO
June 30, 2022	DSD BC - Doing Business with SEIs (Part 2)	IDOA Division of Supplier Diversity

July 12-17, 2022	DSD Workshop - "Finding State Contracting Opportunities" and Other IBE Event Participation	Indiana Black Expo
July 28, 2022	DSD BC - Accessing Capital	IDOA Division of Supplier Diversity
August 11, 2022	DSD BC - Creating and Maintaining Value	IDOA Division of Supplier Diversity
August 16, 2022	Pepper Construction Diversity Virtual Event	Pepper Construction Group
August 16, 2022	USCMA Presentation	US Minority Contractor Association
August 24, 2022	ILE Mayor's Breakfast	Indiana Latino Expo
August 24, 2022	OMWBD Reverse Trade Show	The City of Indianapolis, Office of Minority & Women Business Development
August 25, 2022	DSD BC - The Building Blocks of Bonding	IDOA Division of Supplier Diversity
September 12, 2022	3rd Qtr Governor's Commission on Supplier Diversity Meeting	IDOA Division of Supplier Diversity

Conclusion:

The current MBE/WBE and IVOSB participation goals are as follows:

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%

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