

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

February 24, 2023

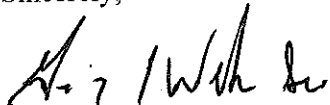
Dear Governor Holcomb:

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 March 1, 2023. Our next report, due October 1, 2023, will be submitted in the fall. 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, Kesha Rich.

Sincerely,

A handwritten signature in black ink, appearing to read "Gregory Wilson".

Gregory Wilson, Chairman
Governor's Commission on Supplier Diversity

Commission Update

Quarterly Commission Meetings

The Governor's Commission on Supplier Diversity held five (4) planned quarterly and one (1) executive meeting in 2022. The first quarterly Commission meeting took place On February 23, 2022, in which the Commission revised the certification reciprocity policy for out-of-state companies applying for Indiana MBE/WBE certification.

The 4th Commission meeting was held on December 12, 2022. Commission meeting began with a half an hour ethics orientation for the new Commission. In an effort to increase the utilization of vendors who are certified with Indiana Department of Administration ("IDOA") Division of Supplier Diversity ("DSD"), DSD staff has been tasked with finding four (4) certified vendors prior to each commission meeting who have not been awarded or participated on a state of Indiana contract. Each vendor is given four minutes to provide the commission and interested attendees with their capabilities statement. These four vendor were preceded by the presentation of the state education institution representatives. Each representative discussed their outreach initiatives and efforts for 2022. The first state agency to report to the Commission was the Indiana Department of Transportation ("INDOT"). After INDOT, was the report of the Deputy Commissioner for IDOA DSD.

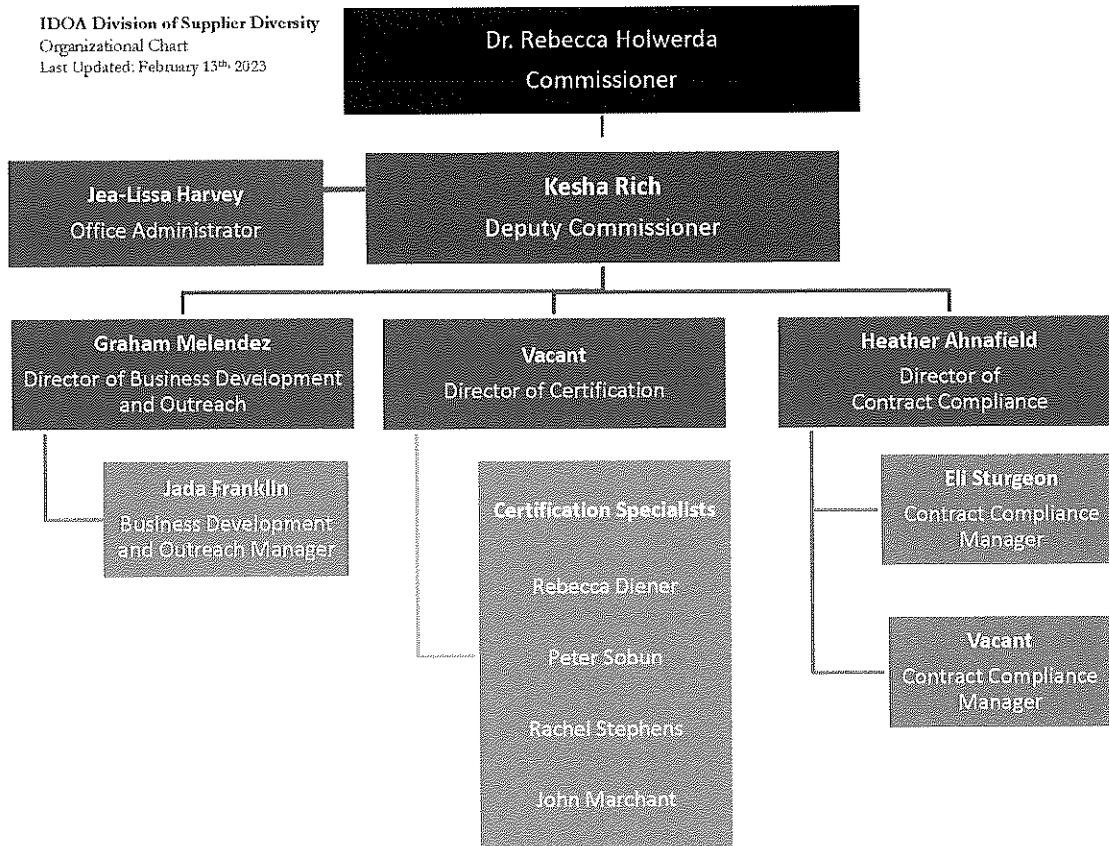
Deputy Commissioner of the IDOA DSD, Kesha Rich, provided updates on MBE/WBE/IVOSB program activities and highlights of the MBE/WBE/IVOSB certification, compliance, and business outreach of the year of 2022. Mrs. Rich provided the following:

- Overview of the outreach efforts across 2022. The conference series titled From Vision to Action ended with the 14th Annual B2B showcase. The series was held throughout the year virtually and ended with an in-person networking event. This event was well received and attended, with having over 400 attendees.

Mrs. Rich was proceeded by the Deputy Commissioner of Procurement, Erin Kellam.

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 days to certify remained stable in 2022 averaging 32 days for MBE/WBE and 13 days for IVOSB.

MBE/WBE Certification Statistics Q4 2022 and Q1 2023:

<u>New Applications Received</u>			<u>Recertification Applications Received</u>				
	<u>MBE</u>	<u>WBE</u>	<u>TOTAL</u>		<u>MBE</u>	<u>WBE</u>	<u>TOTAL</u>
Q4 2022 (as of 11/30/22)	22	22	44	Q4 2022 (as of 11/30/22)	21	46	67
Q1 2023 (as of 1/31/23)	41	29	70	Q1 2023 (as of 1/31/23)	28	33	67

IVOSB Certification Statistic Q4 2022 and Q1 2023:

	<u>Q4 2022</u>	<u>Q1 2023</u>
New Incoming Applications	4	20
Recertification Applications	7	8
Preliminary Denials Issued	0	0
Average Processing Time (Days)	20	25

Total Certified Firms in Q4 2022 and Q1 2023:

	<u>TOTAL</u>	<u>MBE</u>	<u>WBE</u>	<u>IVOSB</u>
Q4 2022 (as of 11/30/22)	2,186	771	1,174	241
Q1 2023 (as of 1/31/23)	2,114	757	1,127	230

IDOA DSD Contract Compliance:

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 and IVOSB subcontractor plan change.



DSD contract compliance team continues to proactively audit state contracts with the MBE/WBE and IVOSB subcontractor utilization. In 2022, there have been total of **104** compliance reviews, most of them with the subcontractor participation plan change and the Good Faith Effort (“GFE”) reviews. DSD contract compliance managers attended **27** pre-proposal meetings and presented the information on the tier two 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 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 Initiatives:

During 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.

- 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 SOP’s created it is the goal of the team to initiate more audit per month
- The Contract Compliance team will be hosting the 2023 Preparation Meeting Opportunity (“PMO”) live on March 22, 2022. This is a 3 part series and will cover how to contract with the state, building relationships with the state and understanding state

procurement. Contract Compliance has already reached out to potential candidates to offer advice and experience to the audience.

- DSD Contract Compliance team has identified a miscommunication between other state agencies contract administrators and IDOA DSD, because of this the Contract Compliance team has reached out to contract administrators to educate them on how to enter the correct dollar amount and allow for more accurate contract compliance reporting, this has also allowed the Contract Compliance team to build relationships with other agencies.
- 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 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.

In 2022, the Indiana Department of Administration Division of Supplier Diversity (IDOA DSD) participated in seventy-four (74) different outreach-based events, thirty-two (32) of which were presented by DSD. The events hosted varied from webinars to workshops. Through these efforts alone, we have been able to connect with two-thousand four-hundred sixty-five (2,465) attendees. October 2022, DSD hosted the 14th Annual Business Conference which incorporated our Business-to-Business ("B2B") Showcase and the opportunity to have a full day of networking; the theme was "From Vision to Action" and garnered close to four hundred (400) participants consisting of MBEs, WBEs, IVOSBs, and XBE partners.

This in-person event allowed vendors to meet and network with prime contractors, state and local procurement agents, and buyers from private entities. As a part of the opening ceremony, newly certified vendors were recognized for now being part of the list of certified vendors. In addition, two (2) certified vendors were recognized with our annual awards for their work in the supplier diversity community. The Cassandra Wilson Ignite Award was given to After Action Medical and Dental Supply, because of their willingness to educate and share their experiences as a certified IVOSB. The Ralph W. Adams Jr. Supplier Diversity Trailblazer Award was given to certified WBE, netlogx LLC for being advocates of supplier diversity in the State of Indiana.

This year DSD staff provided a personal touch by offering vendors the opportunity to have headshots taken to add to their portfolio. During the B2B showcase, seventy (70) vendors had a booth space whereby they shared their services and resources with close to four hundred (400) attendees. This gave vendors and participants alike the unique opportunity to network and engage with each other to further enhance their business acumen. Here are some highlights of the feedback we received:

- "The best networking event of the year! Lots of new connections. Thank you to the IDOA team!"
- "Great event and I would make the drive from Brown County for the next one."
- "Over the past 26 years, this was the best!"

DSD Business Outreach Initiatives:

With the Director of Business Development and Outreach and the Business Development and Outreach Manager (BOM) at the helm, the Business Outreach team is looking forward to 2023. We plan to reach the next level when implementing improvements to current outreach efforts in marketing with an emphasis on social media. This year, our efforts will be based around in-house development, external event outreach, social media platform presence, and innovative content for webinars.

- Posting on social media on a daily basis to share our followers with an intentional approach using hashtags to highlight the various events, webinars, and workshops that can help their businesses grow such as #OutreachTuesday or #OpportunityFriday.
- Developing new content for virtual webinars and in-person workshops by bringing together more variety of panelists will be vital to keeping audience participation. Additionally, providing livestream options to participants who cannot travel for in-person events will be a way in which we can mix both in-person and virtual attendance for a greater impact.
- Utilizing post-feedback surveys from participants is of utmost importance to improve upon the content presented at either webinars or workshops. All webinars and workshops will have an ending component where a survey can be filled out to give feedback, and once the survey is complete, participants will be able to attain a copy of the PowerPoint presentation.
- In 2022, the IDOA Division of Supplier Diversity report was brought back as a yearly form of sharing the efforts of the Business Outreach team. Instead of working on the report towards the end of the year, there will be a quarterly schedule to complete pieces of the report thus not only increasing the efficiency of doing it in live time but also being able to give a coherent depiction of what took place during the previous quarter.

DSD Events in 2022 and 2023:

DATE	EVENT	Organizer
September 16, 2022	Ball State University Diversity Virtual Fair	Ball State University
September 20, 2022	IAA Construction & Professional Services Outreach Event	Indianapolis Airport Authority
September 22, 2022	DSD BC Virtual Series – It Takes a Village	IDOA Division of Supplier Diversity
September 27, 2022	SPARK - Cohort Sweet 16 Presentation	Latin American Chamber of Commerce
October 14, 2022	DSD 14 th Annual Business to Business (B2B) Showcase	IDOA Division of Supplier Diversity
DATE	EVENT	Organizer
October 18, 2022	Ascension St. Vincent Brain & Spine Center Diversity Outreach Event	Pepper Construction Group
October 19, 2022	Indiana State Archives & Record Building Diversity Outreach Event	Pepper Construction Group
October 24, 2022	LUNA Webinar - Get Certified: MBE/WBE/IVOSBs Certification with the State of Indiana	LUNA Language Services
November 9, 2022	ACEC Indiana's Annual Diversity Businesses and Majority Firms Networking Fair	American Council of Engineering Companies Indiana
November 10, 2022	24th Annual State of Indiana Holocaust Remembrance Program	Indiana Civil Right Commission
DATE	EVENT	Organizer
November 17, 2022	BEI Procurement Roundtable - Meet & Greet	Indianapolis Airport Authority, Indy Chamber, and Black Chamber of Commerce
November 18, 2022	Relationships to Partnerships Conference	Purdue University
December 7, 2022	OMWBD 15 th Annual Year-End Forum	City of Indianapolis – Office of Minority and Women's Business Development
December 12, 2022	3rd Quarter Governor's Commission on Supplier Diversity Meeting	IDOA Division of Supplier Diversity

DATE	EVENT	Organizer
January 3, 2023	BSU Diversity Vendor Chat	Ball State University
January 11, 2023	Indiana Educational Institutions Zoom Meeting	SEIs
January 12, 2023	32nd Annual Dr. Martin Luther King Jr. Indiana Holiday Celebration	Indiana Civil Rights Commission
January 13, 2023	Dr. Martin Luther King Jr. Day of Celebration	The City of Indianapolis - Office of Minority & Women Business Development
January 18, 2023	Pay Audit Webinar	IDOA Division of Supplier Diversity
January 18, 2023	BSU Diversity Vendor Chat	Ball State University

DATE	EVENT	Organizer
January 19, 2023	XBE Stakeholder Planning Meeting	Indianapolis Airport Authority
January 25, 2023	BSU Diversity Vendor Chat	Ball State University
January 26, 2023	Ivy Tech/ ISA Project Roll Out	Ivy Tech Community College/ISA
February 1, 2023	BSU Diversity Vendor Chat	Ball State University
February 2, 2023	Muncie Chamber Certification Workshop Series – Introduction to Certification	INDOT, The City of Indianapolis - Office of Minority & Women Business Development, and IDOA Division of Supplier Diversity
February 8, 2023	BSU Diversity Vendor Chat	Ball State University

DATE	EVENT	Organizer
February 15, 2023	Certification Webinar	IDOA Division of Supplier Diversity
February 15, 2023	BSU Diversity Vendor Chat	Ball State University
February 16, 2023	2023 Business Conference Virtual Series - DSD 101: Introduction to Our Programs & Services	IDOA Division of Supplier Diversity
February 16, 2023	Lunch With Legislators	Indy Black Chamber of Commerce
February 22, 2023	BSU Diversity Vendor Chat	Ball State University
February 24, 2023	1st Quarter 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.