**Indiana State University**

Purchasing Policy & Procedures Overview - Minority and Women Owned Business

Indiana State University is committed to providing minority and women owned enterprise every opportunity to compete for its business. Efforts are continually being made to identify minority vendors and solicit quotes from minority and women owned enterprise, wherever possible. Effort is made to communicate and work closely with minority and women owned enterprise concerning University requirements and the purchasing process, so that they may become more viable suppliers.

To increase our minority and women owned business purchases, ISU’s buyers have long been instructed (over the last 16 years) to include minority and women owned business on every bid, wherever possible.

Pursuant to I. C. § 5-16-1-7 Indiana State University has established as a goal that at least five percent (5%) of its awarded contracts be let to minority business enterprise and five percent (5%) of its awarded contracts be let to women owned business enterprise. Indiana State University welcomes bids from minority owned business enterprise (MBE) and from women owned business enterprise (WBE).

"Minority business enterprise" (MBE) or "minority business" means an individual, partnership, corporation, limited liability company, or joint venture of any kind that is owned and controlled by one or more persons who are United States citizens and members of a minority group.

1. "Owned and controlled" means having:
2. Ownership of at least fifty-one percent (51%) of the enterprise, including corporate stock of a corporation;
3. Control over the management and active in the day-to-day operations of the business; and
4. An interest in the capital, assets, and profits and losses of the business proportionate to the percentage of Ownership.
5. "Minority group" means:
6. African Americans;
7. American Indians;
8. Hispanics;
9. Asian Americans.

"Women business enterprise" (WBE) means an individual, partnership, corporation, limited liability company, or joint venture of any kind that is owned and controlled by one or more women who are United States citizens.

1. "Owned and controlled" means having:
2. Ownership of at least fifty-one percent (51%) of the enterprise, including corporate stock of a corporation;
3. Control over the management and active in the day-to-day operations of the business; and
4. An interest in the capital, assets, and profits and losses of the business proportionate to the percentage of Ownership.

**Public Works – Major Construction Projects**

 **Advertising and Public Announcements (availability and accessibility to bidding)**

* Every public works project over $25,000 is advertised in the Terre Haute paper, is sent to at least five construction planning rooms, notice is always send to the Indiana Minority Supplier Development Council (IMSDC) - whom we are partnered with for identifying minority businesses, and we post the notice on our ISU Purchasing web site.
* Every public works project over $50,000 is advertised in both the Terre Haute paper and the Indianapolis paper, is sent to at least five construction planning rooms, notice is always send to the Indiana Minority Supplier Development Council (IMSDC) - whom we are partnered with for identifying minority businesses, and we post the notice on our ISU Purchasing web site.

 **Use of Minority & Women Owned Subcontractors**

* Prime contractors should take all necessary and reasonable steps to ensure that minority business enterprises (MBE's) and women owned business enterprises (WBE’s) have the maximum opportunity to compete for and perform work included in all major construction projects.
* Bidders shall indicate minority business enterprises by placing (MBE) or women business enterprise (WBE) after the prime contractor’s and subcontractor’s name listed on the “Participation List of Prime/Subcontractors” submitted with the bid. ISU reserves the right to verify all information included in the “Participation List of Prime/Subcontractors.” Bidders are expected to make a good faith effort to meet the minority business participation goals or indicate on the “Participation List of Prime/Subcontractors” the reasons for a lack of minority or women owned enterprise participation in the project.
* Bidders shall submit proof of MBE and WBE certification for each MBE, WBE listed. Certification shall be by: State of Indiana Department of Administration Minority Business Development; Indiana Minority Supplier Development Council, City of Indianapolis, Indiana Department of Transportation, or any other certifying entity recognized by the state or federal government.
* The Prime Contractor receiving the bid award will be expected to report each quarter using ISU’s Subcontractor Tracking System located on the Internet.
* Everything being equal, purchases will be made from minority/women owned enterprise, local, state, and United States vendors, in that order.

**ISU Methods of Identification and Interaction**

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* Every public works project over $50,000 is advertised in both the Terre Haute paper and the Indianapolis paper, is sent to at least five construction planning rooms, notice is always send to the Indiana Minority Supplier Development Council - whom we are partnered with for identifying minority businesses, and we post the notice on our ISU Purchasing web site.
* ISU Purchasing is teamed up with the “Indiana Minority Supplier Development Council.” The IMSDC helps us to identify capable and qualified minority businesses in the market place. Every year, we sponsor and participated in the Indiana Minority Supplier Development Council’s Opportunity Fair at the Indianapolis Convention Center.
* June 7-8, 2007, ISU Purchasing attended and participating in the National Association of Educational Procurement’s National Supplier Diversity Conference.
* In July 2007, ISU Purchasing initiated the forming of "Southwestern Indiana Higher Education Minority Procurement Cooperative," or (SIHEMPC).

SIHEMPC is comprised of three Universities located in southwestern Indiana for the purpose of enhancing minority, women owned, and disadvantaged business procurement processes. The three charter member Universities are: Indiana State University, University of Southern Indiana, and Vincennes University. The three Universities have agreed to share minority, women owned, and disadvantaged vendor lists and best practices. The Universities work closely in the identification of capable and qualified disadvantaged businesses in our region and to assist those businesses in their understanding of the procurement process and to inform them of upcoming opportunities.

**Annual Minority & Women Owned Business Conferences Attended**

* Every February, ISU Purchasing attends and participates in the State of Indiana’s Minority Business Fair at the State Capital.
* Every April, ISU Purchasing has a booth at the (IMSDC) Indiana Minority Supplier Development Council’s Opportunity Fair in Indianapolis.
* Every July, ISU Purchasing, in conjunction with the other State Universities, sponsors and participates in the “State of Indiana’s Buy Indiana, Minority Business Fair,” which is held at the State Capital in conjunction with the Black Expo.
* Following attendance at the three events listed above the business cards of each of the minority and women owned businesses that we meet are scanned into each buyer’s computer via our cardscan database systems. Notation is made in the system indicating that they are a minority or a women owned business, indicating where we meet and what areas they are interested in bidding on.
* Special business enterprises are then added to our Banner purchasing software database as they are identified and sent bids. These vendors then appear in our purchasing system vendor lists indicating that they are a minority or women owned business enterprise. We currently list 364 minority and women owned businesses in our system which is a rough indication of have many minority and women owned businesses have received bids and purchase orders in the past.

Attendance at the three conferences listed above also result in:

* Greater awareness on the part of ISU Purchasing.
* Increased ISU visibility and communications with special business enterprises.
* Increased interest in ISU.
* The identification of additional special business enterprises that can and are now playing a role in supplying goods and services to ISU.
* ISU Purchasing also attends approximately two meetings a year in which the State University’s Purchasing Directors share best practices and information regarding ways to improve minority business purchases.

**ISU Purchasing Initiatives**

* Indiana State University recently started tracking the minority and women owned subcontractors used in our construction projects. The system was designed and programmed by ISU’s Director of Purchasing in collaboration with Jesse Moore, Purdue University’s Manager of Supplier Diversity Development. ISU is currently using this on-line automated system for entry by the Prime and Subcontractors. Purdue University has also committed to using this system. This system puts ISU at the forefront of the new or renewed effort by the State of Indiana and the State Universities to try and track subcontractors.
* ISU Purchasing’s web pages feature an vendor application form for businesses wishing to get started working with ISU.
* ISU’s request for proposal (RFP) form is used to initially gather information on and identify special business enterprises. The definition of a minority and women owned business is included on this form. Upon receiving the RFP, this information is verified and those having special status are then included in our vendor lists in our procurement system.
* ISU is constantly monitoring the Indiana Department of Administration’s web site and its “Directory of Certified Business Enterprises,” for new special business enterprise additions and changes.
* ISU Purchasing includes a form in the public works/construction bids that asks if the prime contractor or any of the proposed subcontractors are minority or women owned and the dollar amount going to each.
* ISU Purchasing generates a letter to all vendors who receive a purchase order asking for their federal identification number for tax reporting to the State of Indiana. We also asked them:
	+ - To indicate if they are a Minority Male Owned, Minority Women Owned, or Women Owned business.
	+ If they were certified with the State of Indiana.
	+ If they have applied or if approval was pending with the State of Indiana.
	+ To supply a copy of their certification with the State of Indiana, City of Indianapolis, or other.
	+ For copies of certification with other government entities.
	+ To check the State of Indiana web site http://www.in.gov/idoa/minority/ for instruction on getting certified and we encouraged them to get certified.

**Strategies for Growth and Improvement**

* ISU meets periodically with our sister state universities to discuss minority business programs that have been effective. These meetings usually results in the stimulation of new ideas and best practice programs, which end up being implemented throughout the system.
* ISU Purchasing Staff attend breakout sessions, round table discussions, and presentations concerning the enhancement of minority purchasing at the National and Regional National Association of Educational Buyer Conferences.
* We are continually scheduling meetings and inviting to campus minority businesses to discuss establishing and maintaining long term relationships.
* Attending minority business fairs, including IDOA – Minority and Women Business Enterprise Division’s, Opportunity Indiana Road Shows.
* Web pages are posted on our Purchasing web site that identify minority vendors and their areas of specialization. Minority vendors are also posted on the commodity specific web pages, along with the non-minority vendors, so as to provide equal visibility to all vendors within a procurement category.
* Periodically, ISU Purchasing will send out a global-email to the campus community informing them of the availability of products and services from certain minority vendors. We also direct the campus community to web pages dedicated to identifying minority vendors and their available goods and services.
* ISU Purchasing’s main web page contains a link to the Indiana Department of Administration’s “Directory of Certified Business Enterprises,” as a resource for use by our client departments.
* ISU Purchasing works closely with our Affirmative Action Office and with our Legal Affairs Office to assure that we have and adhere to appropriate purchasing policies and guidelines.

**ISU Presentations Fostering Diversity**

* September 17, 2009, Alice Watson the Deputy Commissioner - Minority & Women Business for the State of Indiana hosted a presentation at the Capital. The presentation was made by ISU’s Purchasing Director, Kevin Barr. The presentation centered around ISU’s efforts and computer system used for tracking the minority and women owned subcontractor businesses utilized in ISU’s projects. The following State Universities attended: Indiana University, Purdue University, Ball State, Ivy Tech, and the University of Southern Indiana.
* October 15, 2009, ISU’s Director of Purchasing was one of a panel of four who made a presentation on the importance of supplier diversity at the National Association of Educational Procurement’s Regional Meeting.
* November 18, 2009 the Director of Purchasing at ISU was asked by the event’s coordinator to present the minority & women owned subcontractor tracking system at the National Association Educational Procurement’s National Supplier Diversity Conference to be held in Rhode Island in August 2010.

**Constituent Relations**

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