

**CITY OF
INDIANAPOLIS**



**OFFICE OF
MINORITY & WOMEN
BUSINESS DEVELOPMENT**



Certification Workshop



About OMWBD



The Office of Minority and Women Business Development provides services free of charge, regardless of race, creed, ethnicity, gender, economic/social class, age, disability, or nationality etc.

Mission:

The Office of Minority & Women Business Development (OMWBD) for the City of Indianapolis strives to enhance the City's growth and economic stability through promotion of contracting and procurement opportunities for Minority, Women, Veteran, and Disabled-owned businesses

OMWBD Objectives:

- Provide free certifications, consultations, and events
- Host and attend events to educate vendors on projects and bidding opportunities around the city
- Promote successful procurement opportunities for XBE firms with
 - City/ County/ Municipal agencies
 - Public-Private Partnerships (P3) development projects

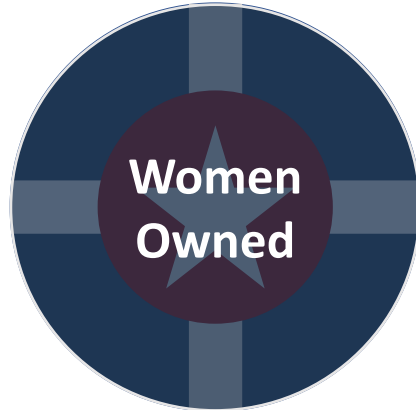


XBE Categories



Business is at least 51% owned & controlled by minority member(s)

Minority groups include: African American, Hispanic, Asian Islanders, Asian Indian, and American Indians (with recognized tribal card)



Business is at least 51% owned & controlled by a woman or women



Business is at least 51% owned & controlled by veteran(s)

- Must provide a DD214 (honorable discharge documentation)



Business is at least 51% owned & controlled by a socially disadvantaged individual(s)

- Based on Americans with Disabilities Act (ADA) Standards
- City of Indianapolis Office of Disability Affairs Affidavit

Why get Certified?

Benefits
of MBE/WBE/VBE/DOBE
Certification



Benefits

- Opportunities to gain contracts from the city-county and municipal corporations
- Promotion of the company in the OMWBD XBE Vendor Directory
- Personalized invitation to OMWBD and partner networking and educational events
- Additional lending opportunities
- Receive city bidding opportunities emails
- City-County-Municipal-P3 Goals: MBE 15%, WBE 8%, VBE 3%, DOBE 1%



City Certification Guidelines

The firm seeking certification has the burden of proof to demonstrate they meet the program requirements

No size standard

A parent company must also meet the City of Indianapolis certification standards to certify a branch, office or subsidiary

City of Indianapolis does not accept certifications/on-sites from national programs, non-profits, or paid certification programs

OMWBD has a Memorandum of Understanding with the Indiana Department of Transportation (INDOT) & Administration (IDOA), which allows us to share documents, but does not guarantee certification



Certification Requirements

Business is Indiana Domiciled & Headquartered

- Indiana Secretary of State
- Corporate Taxes
- Location of the highest office

Principal place of business

- Business location where the qualifying member who manages the firm's day-to-day operations spends most working hours, where management is directed from, and business records are kept.
- Review the process for the highest qualifying members

Must be a viable business for at least two (2) years

- OMWBD has a waiver procedure for businesses that can't meet this requirement
- Certification officer consultation to review your scenario
- Those interested must email OMWBD@Indy.gov to request the waiver

Must be a for-profit business

- Registered for-profit business



Certification Requirements

Ownership at least 51% (one or more qualifying members)

- Real and substantial
- Documented proof of ownership

Control by Qualifying Member(s) - Day to Day

- Operational direction
- Decision maker in business operations
- Outside employment

Control by Qualifying Member(s) – Documentation

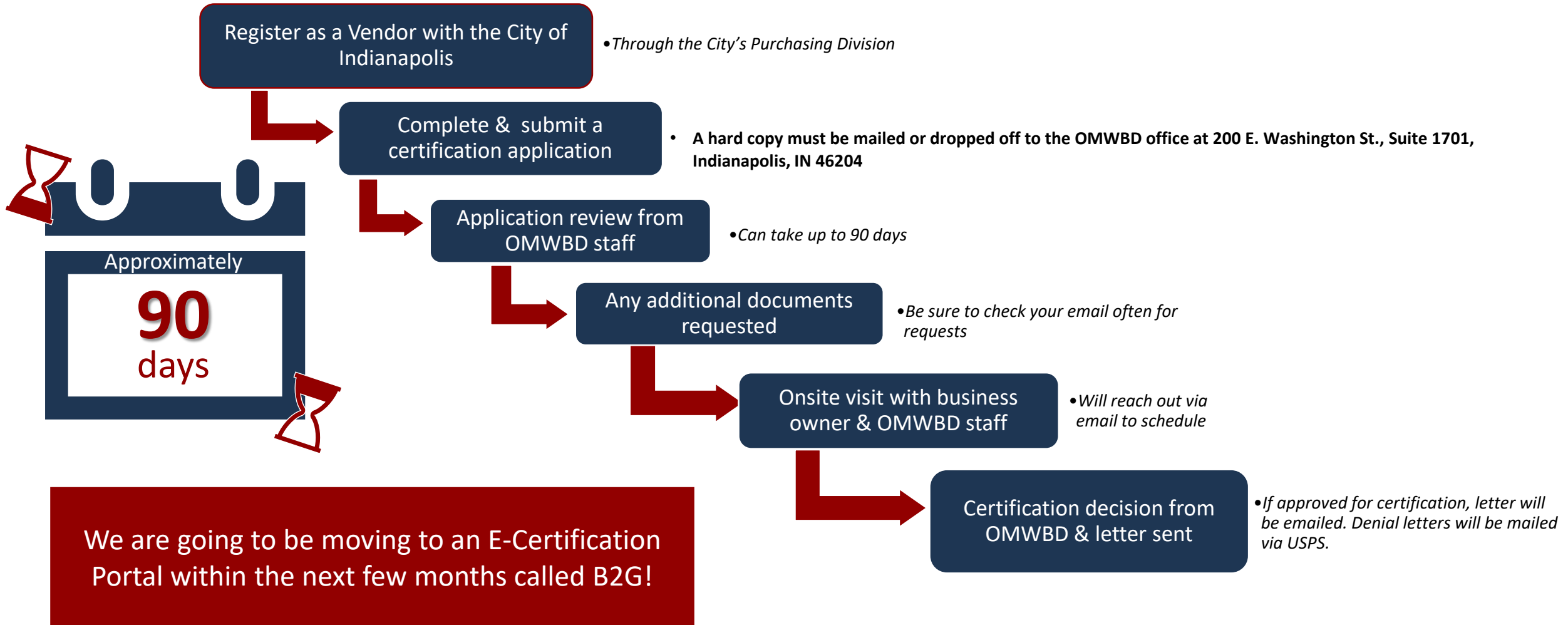
- Corporate documents management
- Board of Directors & voting rights
- Highest offices & duties assigned

Technical Expertise

- Background in industry
- License & related education of the qualifying owner(s)
- Experience in the industry



Overview of the Certification Process





NEW Certifications: Best Practices



- If an application question doesn't apply to your business put N/A as an answer to the question
- Begin with the checklist found near the end of the application to ensure you provide all the necessary information/documentation
- Utilize OMWBD's FREE one-on-one consultations
- Answer the email and phone communication from OMWBD staff
- Make copies of your application and additional documents
- INDOT / IDOA application on same time cycle
- When in doubt, ask OMWBD



RE-Certifications: Best Practices

2024

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
																				31

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30	31				26	27	28	29	30	31		23	24	25	26	27	28	29
																				30

Submit Re-Certification Application

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

Certification Expiration

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

- Submit your recertification application at least 3 months before your expiration date
- Annual statement of change or no change
- Begin with the checklist found near the end of the application to ensure you provide all the necessary information/documentation
- Answer the email and phone communication from OMWBD staff
- Update any contact information with the City's Purchasing Division and OMWBD
- When in doubt, ask OMWBD

Additional Resources

Scan the QR codes to the right for additional resources.



Certification Website



Vendor Registration



Opportunities & Resources



Upcoming Events



Certify Your Minority, Women, Veteran, and or Disabled-owned Business

<https://www.indy.gov/activity/certify-your-minority-women-veteran-disabled-owned-business>

OMWBD Opportunities and Resources

<https://www.indy.gov/activity/omwbd-opportunities-and-resources>

Find Bid Opportunities

Search open bids to find projects of interest to your company

<https://www.indy.gov/activity/find-bid-opportunities>

City and County Contracts

Search and view public contracts

<https://www.indy.gov/activity/city-and-county-contracts>

The Contract Bidding Process

Find out about RFBs, RFIs, RFPs, RFQs, and RFQals

<https://www.indy.gov/activity/the-contract-bidding-process>

Public Private Partnership

E-blast from OMWBD and GC





Contact Us!

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www.Indy.gov/OMWBD



OMWBD@Indy.gov



Q&A Session

Questions that are not answered in today's session
can be emailed to OMWBD@Indy.gov