



How We Conduct Business



- Requirement for all purchases
 - Be registered as a legal entity with the Indiana Secretary of State's Office
 - Vendor Information Form (combination W-9 and Direct Deposit Form) submitted to the Auditor of State's Office: Current Version is State Form 53788 (R2 / 10-09)
- Contracts/Leases
- Quantity Purchase Awards
 - www.IN.gov
- Competitive Quotations
 - Less than \$5,000
 - Contact three, or more, known Contractors
 - Receive telephonic quotations
 - Issue Purchase Order



How We Conduct Business



- Competitive Quotations (cont)
 - Less Than \$75,000
 - Contact three, or more, known Contractors
 - Conduct on Site Pre-Bid Meeting
 - Allow at least seven days for Contractors to send bids
 - Conduct bid opening
 - Award contract
 - Notice to Proceed
 - Less Than \$150,000
 - Advertise in local newspaper
 - Advertise on State Armory Board Web Site: <http://www.in.gov/sab/>
 - No pre-qualification
 - No wage scale
 - Pre-Bid Meeting



How We Conduct Business



- Competitive Quotations (cont)
 - Less Than \$150,000 (cont)
 - Bid opening not earlier than 14 days after Pre-Bid Meeting
 - Public Bid Opening
 - Award Contract
 - Notice to Proceed
 - \$150,000 and up
 - Same as less than \$150,000 except all bidders must be pre-qualified
 - Any/all Sub-Contractors, with a Contract value of \$150,000 or more, must be pre-qualified in their area of work
 - If estimated value of contract is \$350,000, or greater, there will be a Common Construction Wage Determination published. This will establish the minimum wage and benefit compensation to be paid for work done in conjunction with project



How We Conduct Business



- Established Account
 - Annual Operating Budget
 - Capital Improvement Projects
- Armory Board
- Buy Indiana
- Get Pre-Qualified through Indiana Department of Administration; Department of Public Works
- Get Registered: MBE/WBE

INDIANA SECRETARY OF STATE CONNIE LAWSON



- About Indiana
- Agriculture & Environment
- Business & Employment
- Education & Training
- Family & Health
- Law & Justice
- Public Safety
- Taxes & Finance
- Tourism & Transportation

Advanced Search IN.gov Secretary of State SEARCH

- SOS Home
 - About SOS
 - Business Services Division
 - Securities Division
 - Election Division
 - Auto Dealer Services Division
 - Forms by Division
 - Media Center
 - Fellowships and Internships
 - Contact Us
- Sign up to receive e-mails from SOS
- Enter E-mail Address

OFFICIAL WEB SITE OF THE INDIANA SECRETARY OF STATE

“The supplemental business filings feature is AWESOME! It's very user friendly. Thank you.” - Indianapolis Paralegal

[learn more](#)

Online Services

FIRST IN LINE EVERY TIME

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- File a Securities Complaint
- Search Securities Registrations
- View Election Results
- Search list of valid auto dealers
- Forms.IN.gov

More Online Services »
Subscriber Center »

Stay Connected

[Facebook](#) [Twitter](#)

- ### Top FAQs
- [I Want To...](#)
- Where do I find a Certificate of Existence or Good Standing?
 - How do I become an auto dealer?
 - What do I file with Secretary of State, Securities Division, to become a registered broker dealer?
 - Does Indiana register party affiliations?

Ask the Secretary a QUESTION

Who Are Your Elected Officials?

Welcome

- Learn more about Secretary Connie Lawson - [click here](#)
- [Fraudulent compliance requests to Hoosier businesses](#)
- [November 6, 2012 Election Results](#)
- [2012 General Election Media Guide](#)

Press

- April 9, 2013 - [Governor signs Secretary of State bill updating Indiana's LLC laws](#)
- April 3, 2013 - [Secretary of State Connie Lawson Issues Investor Advisory on Private Placement Offerings](#)
- April 1, 2013 - [Charges filed in fraud scheme targeting elderly victims](#)
- [More News »](#)

SCAM ALERT

INDIANA INVESTMENT WATCH

INDIANA SECRETARY OF STATE CONNIE LAWSON



- About Indiana
- Agriculture & Environment
- Business & Employment
- Education & Training
- Family & Health
- Law & Justice
- Public Safety
- Taxes & Finance
- Tourism & Transportation

Advanced Search IN.gov Secretary of State SEARCH

- Secretary of State Home
- Business Services Division Home
- SOS Divisions
- Your Business Starts Here!
- Online Services for Corporations
- Business Search
- UCC
- Notary
- Trademarks
- Apostilles
- Service of Process
- Division Forms
- News Archives
- Calendar
- Contact Us

Sign up to receive e-mails from SOS

Tax Info

All tax questions must be directed to the Department of Revenue
317-233-4015

All EIN questions must be directed to the IRS
1-800-829-4933



BUSINESS SERVICES DIVISION



[learn more](#)

Online Services

FIRST IN LINE EVERY TIME

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks

More Online Services >
Subscriber Center >

- #### Top FAQs
- I Want To...
- How do I dissolve my business?
 - Where do I locate the Registered Agent for a business?
 - Where do I find information to start a new business?
 - How do I file a business entity report?
 - How do I reinstate a business?
 - Who do I contact about Corporation filing?

- #### Helpful Resources
- [Online toolkit to help start your business](#)
 - [Fraudulent compliance requests to Hoosier businesses](#)
 - [Revised Form SS-4, Application for Employer Identification Number, requires identification of responsible party](#)
 - [Indiana Business Law Survey Commission and governing in the Global Age](#)
 - <http://www.businessidtheft.org/>



An add-on for this website failed to run.

INDIANA SECRETARY OF STATE

 CONNIE LAWSON



- About Indiana
- Agriculture & Environment
- Business & Employment
- Education & Training
- Family & Health
- Law & Justice
- Public Safety
- Taxes & Finance
- Tourism & Transportation

Advanced Search IN.gov Secretary of State SEARCH

- Secretary of State Home
- Business Services Division Home
- SOS Divisions
- Your Business Starts Here!
- Online Services for Corporations
- Business Search
- UCC
- Notary
- Trademarks
- Apostilles
- Service of Process
- Division Forms
- News Archives
- Calendar
- Contact Us

Sign up to receive e-mails from SOS

Enter E-mail Address

Tax Info

All *tax questions* must be directed to the **Department of Revenue**
317-233-4015

All *EIN questions* must be directed to the **IRS**
1-800-829-4933



BUSINESS SERVICES DIVISION



Business Services Division > Your Business Starts Here!
Your Business Starts Here!

The Business Services Division of the Indiana Secretary of State's office is open 24/7 and is at your fingertips! The different prospective businesses we serve include:

- Foreign out-of-state;
- Domestic in-state for-profit;
- Domestic non-profit entities;
- Professional corporations;
- Limited liability companies;
- Limited partnerships; and
- Limited liability partnerships.

By using the Business Services' online business portal, not only can you form several domestic entity types, you are able to conduct business entity name searches and acquire official certificates of existence. Additionally, you are easily able to file business entity reports or download copies of filed documents. With just a few simple keystrokes, you can count on our system to deliver a quick response along, with the ability to directly file forms from your office to ours.

Not only are we striving to save Hoosiers time with our online services, we are also trying to save businesses time and money. We recognize it is not only important to provide these services online, but help ensure they are user-friendly, accurate and easy to understand. Many of these online services are available at no cost or for a minimal filing fee.

We encourage frequent users of the business online services to subscribe to IN.gov to enjoy the most convenient and cost-effective access. For more information about subscribing to this service visit in.gov or call 1-800-236-5446.

Toolkit to Help You Start Your Business

[Business Startup Toolkit](#) ←

Filings

Within minutes, documents filed online during business hours are reviewed and processed.

- Walk-in and express-mail filings received by noon will be completed by noon the following business day. Filings received after 12 p.m. will be completed at noon in two business days.
- Documents received by regular mail will be completed in three to five business days from the date received by the division.
- Documents not available online can be filed via fax and completed within 24 hours. Read more about our policies here - [Fax Filing Policies and Guidelines](#).

Online Services
 FIRST IN LINE EVERY TIME

- ◆ Form a New Business
 - ◆ File a Supplemental Business Filing
 - ◆ File Entity Report
 - ◆ File UCC
 - ◆ Online UCC Filing Information
 - ◆ Search Businesses
 - ◆ Search Trademarks
- More Online Services >
 Subscriber Center >

Top FAQs I Want To...

1. How do I dissolve my business?
2. Where do I locate the Registered Agent for a business?
3. Where do I find information to start a new business?
4. How do I file a business entity report?
5. How do I reinstate a business?
6. Who do I contact about Corporation filing?



IDOA Home

- About Us
- State Surplus Property
- School Computer Donations
- Federal Surplus Donation Program
- Law Enforcement Support
- Statehouse and Government Center
- State Property Deeds, Maps, & Photos
- Offender Complaints
- DCS Ombudsman Bureau
- Rules.IN.gov

Vendors & Contractors

- Procurement
- Public Works
- MWBE
- Executive Branch Lobbying

State Agencies

- Contract Administration
- Printing & Mailing Services
- Credit Card Services
- Fleet Services
- Travel Services
- Sell or Claim Agency Property
- Space Planning & Leasing
- Greening the Government
- Procurement Training & Resources

Sign up to receive e-mail and wireless updates from IDOA



Indiana Department of Administration



Buy Indiana
Encouraging State Agencies to Purchase Hoosier Goods and Services [learn more](#)

IDOA in Action

The Indiana Department of Administration provides support services to other agencies.

IDOA centrally manages activities relating to state purchasing, the vehicle and aviation fleet, state travel, real estate leases, property disposition, and the Government Center Campus, among others. In addition to agency support, the department provides assistance to Minority and Women's Business Enterprises interested in state contracting opportunities.

Through its activities, IDOA helps to ensure the smooth function of state government, finding efficient and effective solutions to government-wide needs.

Latest News and Events

- 3/2 - [\[IDOAI\] Today's Hoosier History Highlight](#)
- 3/1 - [\[IDOAI\] Today's Hoosier History Highlight](#)
- 2/28 - [\[IDOAI\] Today's Hoosier History Highlight](#)
- 2/27 - [\[IDOAI\] Today's Hoosier History Highlight](#)
- 2/26 - [\[IDOAI\] Today's Hoosier History Highlight](#)

Online Services
FIRST IN LINE EVERY TIME

- View State Property Map & Records
- Search State Contracts
- See Contracts Out for Bid
- Register as a Bidder
- Register as an Executive Branch Lobbyist
- Forms.IN.gov

[More Online Services >](#)
[Subscriber Center >](#)

Top FAQs

I Want To...

1. What are the certification requirements for a Minority and/or Women-owned Business Enterprise?
2. How do I register as a vendor with the State of Indiana?
3. How long does the certification process take?
4. What are the requirements for state certification as a Minority and/or Women-owned Business Enterprise? What are the requirements for certification as a Minority and/or Women-owned Business Enterprise?
5. Where can I find muster rolls for Hoosiers who fought in the Civil War?
6. How do I find State Surplus information?

[More FAQs >](#)



An add-on for this website failed to run.

- IDOA Home**
- About Us
- State Surplus Property
- School Computer Donations
- Federal Surplus Donation Program
- Law Enforcement Support
- Statehouse and Government Center
- State Property Deeds, Maps, & Photos
- Offender Complaints
- DCS Ombudsman Bureau
- Rules.IN.gov
- Vendors & Contractors**
- Procurement
- Public Works
- MWBE
- Executive Branch Lobbying
- State Agencies**
- Contract Administration
- Printing & Mailing Services
- Credit Card Services
- Fleet Services
- Travel Services
- Sell or Claim Agency Property
- Space Planning & Leasing
- Greening the Government
- Procurement Training & Resources

Sign up to receive e-mail and wireless updates from IDOA



Indiana Department of Administration

[IDOA > Procurement > Bidding on State Contracts](#)

Bidding on State Contracts

The Indiana Department of Administration Procurement Division manages the purchasing process for all Indiana state agencies, with the exception of the Indiana Department of Transportation.

Companies who would like to respond to a solicitation must be registered with the Department of Administration. Once a company is registered, it will receive notification of solicitation opportunities that match its business offerings.

State of Indiana solicitation opportunities released by the IDOA Procurement Division, including Invitations to Bid and Requests for Proposals, are sent via e-mail and published in specific newspapers. Solicitation packages are also posted for download on our website.

Notice to State of Indiana Contractors

The **Indiana State Ethics Commission** has released a new [ethics training](#) for "individuals who have business relationships with the state", which includes Executive Branch Lobbyists. While this training is not required at this time it is recommended that all Indiana contractors complete the program and retain a copy of the completion certificate.

Responding to a Solicitation - Delivery to IDOA

Vendors responding to a solicitation and delivering a bid to IDOA should access the public entrance to Indiana Government Center South, located at 302 W. Washington St. (the eastern-most Washington St. entrance). This entrance will be equipped with metal detectors and screening devices monitored by Indiana State Police Capitol Police. Passing through the public entrance may take some time. Please be sure to take this into consideration if your company submits solicitation responses in person.

- Links**
- [Vendor Handbook](#)
 - [Bidder Registration](#)
 - [Solicitation Opportunities](#)
 - [State Ethics Policies](#)
 - [Executive Branch Lobbyist Registration](#)

Online Services
 FIRST IN LINE EVERY TIME

- ◆ View State Property Map & Records
- ◆ Search State Contracts
- ◆ See Contracts Out for Bid
- ◆ Register as a Bidder
- ◆ Register as an Executive Branch Lobbyist
- ◆ Forms.IN.gov

[More Online Services >](#)
[Subscriber Center >](#)

Top FAQs **I Want To...**

1. What are the certification requirements for a Minority and/or Women-owned Business Enterprise?
2. How do I register as a vendor with the State of Indiana?
3. How long does the certification process take?
4. What are the requirements for state certification as a Minority and/or Women-owned Business Enterprise? What are the requirements for certification as a Minority and/or Women-owned Business Enterprise?
5. Where can I find muster rolls for Hoosiers who fought in the Civil War?
6. How do I find State Surplus information?

[More FAQs >](#)



- IDOA Home**
- About Us
 - State Surplus Property
 - School Computer Donations
 - Federal Surplus Donation Program
 - Law Enforcement Support
 - Statehouse and Government Center
 - State Property Deeds, Maps, & Photos
 - Offender Complaints
 - DCS Ombudsman Bureau
 - Rules.IN.gov
- Vendors & Contractors**
- Procurement
- Public Works
- MWBE
- Executive Branch Lobbying
- State Agencies**
- Contract Administration
- Printing & Mailing Services
- Credit Card Services
- Fleet Services
- Travel Services
- Sell or Claim Agency Property
- Space Planning & Leasing
- Greening the Government
- Procurement Training & Resources

Sign up to receive e-mail and wireless updates from IDOA



Indiana Department of Administration Bidder Registration

Registering your company with the State of Indiana Department of Administration is a requirement for bidding on state procurement contracts. In addition to enabling the submission of bids on state projects, registered businesses:

- Receive solicitation notifications from the State of Indiana,
- Are listed on the Buy Indiana Directory, and
- Receive a registration number for the MWBE/Disadvantaged certification process.

State of Indiana solicitation opportunities released by the IDOA Procurement Division, including Invitations to Bid and Requests for Proposals, are sent via e-mail and published in specific newspapers. Solicitation packages will continue to be posted for download on our website.

Request for Quotation (small purchase) solicitations will not be advertised, so you may wish to contact the individual agency(s) that may be interested in your type of business offering.

Before You Register

To speed the registration process, please have all mandatory registration information available. Mandatory information includes:

- Legal Name
- Owner's Gender*
- Owner's Ethnicity*
- Taxpayer ID Number (TIN)
- CEO Name
- Submitter Name
- Email ID (Required in order to receive solicitations)
- Receive orders preference (email, mail or fax)
- Minority Business Enterprise (MBE) and/or Women Business Enterprise (WBE) Information
- Small Business Information
- Secretary of State Registration Information
- NAICS Code**
- Mailing Address information
- United Nations Standard Product and Services Code (UNSPSC) information

* If your business is a corporation (or has multiple owners) and you are unable to declare an owner's gender and ethnicity, you will need to choose Male as the Owner Gender and Caucasian as the Owner's Ethnicity.

** The NAICS Code is also called the Business Activity Code. It can be found on the following federal Income Tax returns:

Individual - Form 1040 - Schedule C, Page 1 Line B

Online Services
FIRST IN LINE EVERY TIME

- View State Property Map & Records
- Search State Contracts
- See Contracts Out for Bid
- Register as a Bidder
- Register as an Executive Branch Lobbyist
- Foms.IN.gov

More Online Services »
Subscriber Center »

Top FAQs | **I Want To...**

- What are the certification requirements for a Minority and/or Women-owned Business Enterprise?
- How do I register as a vendor with the State of Indiana?
- How long does the certification process take?
- What are the requirements for state certification as a Minority and/or Women-owned Business Enterprise? What are the requirements for certification as a Minority and/or Women-owned Business Enterprise?
- Where can I find muster rolls for Hoosiers who fought in the Civil War?
- How do I find State Surplus information?

More FAQs »



- SAB Home
- About Us
- Contact Us
- Bid Posting
- Calendar



State Army Board
Indiana National Guard

Apply for Current Bids

[get started](#)

Our Mission

Online Services
FIRST IN LINE EVERY TIME

- ◆ Bid Posting ←
- ◆ Forms.IN.gov

More Online Services »
Subscriber Center »

Top FAQs | **I Want To...**

1. How do I receive project documents?
2. Is the project a Union job?
3. How do I qualify to bid on projects?
4. How do I submit a bid, and how do I find out the bid results?

More FAQs »

Members of the State Army Board are appointed pursuant to the Indiana Military Code (I. C. 10-2-2-9) The primary function of the State Army Board is to provide, manage, and care for armories for the use of the Military Forces of the State of Indiana. Additional information relative to the State Army Board may be found in Title 10 Indiana Military Laws.



- Online Services
- Frequently Asked Questions
- Calendar

- Quick Links:**
- Text
 - Text Reader
 - Mobile
 - Find a Person
 - Find an Agency
 - IN.gov User Survey
 - Advanced Search

- Information For:**
- Businesses
 - Kids
 - Local Government
 - Residents
 - State Employees
 - Vendors & Lobbyists
 - Visitors

- State Info:**
- Help
 - Newsroom
 - Transparency
 - Policies
 - Sitemap
 - Web Awards
 - 1-317-247-3259

- Elected Officials
- Legislative
- Judicial

IDOA Home

- About Us
- State Surplus Property
- School Computer Donations
- Federal Surplus Donation Program
- Law Enforcement Support
- Statehouse and Government Center
- State Property Deeds, Maps, & Photos
- Offender Complaints
- DCS Ombudsman Bureau
- Rules.IN.gov

Vendors & Contractors

- Procurement
- Public Works
- MWBE
- Executive Branch Lobbying

State Agencies

- Contract Administration
- Printing & Mailing Services
- Credit Card Services
- Fleet Services
- Travel Services
- Sell or Claim Agency Property
- Space Planning & Leasing
- Greening the Government
- Procurement Training & Resources

Sign up to receive e-mail and wireless updates from IDOA

Sell to the State
click to learn more >

Indiana Department of Administration

IDOA > Procurement > Impacting the Contract Award > Buy Indiana

Buy Indiana

One of Governor Daniels' first priorities was introduction of the Buy Indiana initiative. In Executive Order 05-05, he established a goal for state agencies to procure ninety cents of each dollar from Indiana businesses. In addition, he established the criteria for defining an Indiana business. The order established five (5) guidelines under which a company may qualify as an Indiana business. The order also instructed the Indiana Department of Administration (IDOA) to develop policies and procedures around the Buy Indiana preference. The following information is the policy developed by the Indiana Department of Administration (IDOA), the Office of Management and Budget (OMB), and the Indiana Economic Development Corporation (IEDC).

Defining an Indiana Business:
The Executive Order designates an entity as being an Indiana business if it meets any one of the five conditions as set out in [I.C. 5-22-15-20.5](#).

- (1) A business whose principal place of business is located in Indiana.
- (2) A business that pays a majority of its payroll (in dollar volume) to residents of Indiana.
- (3) A business that employs Indiana residents as a majority of its employees.
- (4) A business that makes significant capital investments in Indiana as defined below.
- (5) A business that has a substantial positive economic impact on Indiana as defined below.

Substantial Capital Investment:
Any company that can demonstrate a minimum capital investment of \$5 million or more in plant and/or equipment or annual lease payments of \$2.5 million or more shall qualify as an Indiana business under category #4. If an out of state company does not meet one of these criteria, it may submit documentation/justification to the State for additional review and consideration for inclusion under this category.

Substantial Indiana Economic Impact:
Any company that is in the top 500 companies for one of the following categories: number of employees (DWD), unemployment taxes (DWD), payroll withholding taxes (DOR), or corporate income taxes (DOR); shall qualify as an Indiana business under category #5. If an out of state company does not meet one of these criteria, it may submit documentation/justification to the State for additional review and consideration for inclusion under this category. If you need assistance in determining if your business qualifies under this criterion, please send an email inquiry to buyindianainvest@idoa.in.gov and you will receive a response within forty-eight (48) hours.

The Buy Indiana Preference

Depending on the size of the State's purchase, the Buy Indiana preference is applied as follows:

- 1% on purchase of \$1 million and up,
- 3% on 500K to \$1M purchases, and
- 5% on purchases valued at less than 500K.

Procurement Methods and Basis for Award:

Online Services
FIRST IN LINE EVERY TIME

- View State Property Map & Records
- Search State Contracts
- See Contracts Out for Bid
- Register as a Bidder
- Register as an Executive Branch Lobbyist
- Forms.IN.gov

More Online Services >
Subscriber Center >

Top FAQs | **I Want To...**

1. What are the certification requirements for a Minority and/or Women-owned Business Enterprise?
2. How do I register as a vendor with the State of Indiana?
3. How long does the certification process take?
4. What are the requirements for state certification as a Minority and/or Women-owned Business Enterprise? What are the requirements for certification as a Minority and/or Women-owned Business Enterprise?
5. Where can I find muster rolls for Hoosiers who fought in the Civil War?
6. How do I find State Surplus information?

More FAQs >



- IDOA Home**
- About Us
- State Surplus Property
- School Computer Donations
- Federal Surplus Donation Program
- Law Enforcement Support
- Statehouse and Government Center
- State Property Deeds, Maps, & Photos
- Offender Complaints
- DCS Ombudsman Bureau
- Rules.IN.gov
- Vendors & Contractors**
- Procurement
- Public Works
- MWBE
- Executive Branch Lobbying
- State Agencies**
- Contract Administration
- Printing & Mailing Services
- Credit Card Services
- Fleet Services
- Travel Services
- Sell or Claim Agency Property
- Space Planning & Leasing
- Greening the Government
- Procurement Training & Resources

Sign up to receive e-mail and wireless updates from IDOA 



[IDOA > Public Works](#)
Indiana Department of Administration


Public Works

Victory for Indiana

117 years above Monument Circle in downtown Indianapolis left the bronze Victory sculpture at the top of the Soldiers and Sailors Monument, as well as carved limestone eagles below the observation deck in need of structural repairs. Spring, 2011, "Victory" was removed from its perch, for repair and restoration, ready for another century of inspirational grace and beauty. Victory returned to its place atop the monument in the Fall after a week of public display. [Follow the historic project.](#)



As a key branch of the Indiana Department of Administration (IDOA), the Public Works Division (DAPW) manages almost all of the building construction and maintenance projects for the State of Indiana. This includes evaluation of construction proposals for feasibility; project design; advertising, public bids, contracts awards and contract management.

In past years, DAPW has administered more than 1000 design and construction projects annually, with an average estimated value in excess of \$70,000,000.

Public Works projects are regularly advertised in major Indiana newspapers and the Court and Commercial Record. Projects are also posted in the IDOA lobby for public review.

- [Bidding Now](#) 
- [Bid Results \(Coming Soon\)](#)
- [Certification Board - Contractors and Designers](#) 
- [Capital Projects List: 11-13 Biennium](#) 
- [General Forms and Manuals](#)
- [Contact the Public Works Division](#)

Online Services
FIRST IN LINE EVERY TIME

- ◆ View State Property Map & Records
- ◆ Search State Contracts
- ◆ See Contracts Out for Bid
- ◆ Register as a Bidder
- ◆ Register as an Executive Branch Lobbyist
- ◆ Forms.IN.gov

More Online Services >
Subscriber Center >

Top FAQs | **I Want To...**

1. What are the certification requirements for a Minority and/or Women-owned Business Enterprise?
2. How do I register as a vendor with the State of Indiana?
3. How long does the certification process take?
4. What are the requirements for state certification as a Minority and/or Women-owned Business Enterprise? What are the requirements for certification as a Minority and/or Women-owned Business Enterprise?
5. Where can I find muster rolls for Hoosiers who fought in the Civil War?
6. How do I find State Surplus information?

More FAQs >



- IDOA Home**
- About Us
 - State Surplus Property
 - School Computer Donations
 - Federal Surplus Donation Program
 - Law Enforcement Support
 - Statehouse and Government Center
 - State Property Deeds, Maps, & Photos
 - Offender Complaints
 - DCS Ombudsman Bureau
 - Rules.IN.gov
- Vendors & Contractors**
 - Procurement
 - Public Works
 - MWBE
 - Executive Branch Lobbying
- State Agencies**
 - Contract Administration
 - Printing & Mailing Services
 - Credit Card Services
 - Fleet Services
 - Travel Services
 - Sell or Claim Agency Property
 - Space Planning & Leasing
 - Greening the Government
 - Procurement Training & Resources

Sign up to receive e-mail and wireless updates from IDOA



Indiana Department of Administration



IDOA > Public Works > Certification Board

Certification Board

The Public Works Certification Board is responsible for pre-qualifying designers, planners, contractors, and subcontractors, as mandated by Indiana Code 4-13.6-4. All designers and planners must be pre-qualified prior to bidding on State contracts. Contractors and subcontractors are required to be pre-qualified by the State prior to bidding on State contracts valued at more than \$150,000.

As a part of the pre-qualification process, the board may carry out any necessary investigations to determine whether an applicant is competent and responsible, and has the financial resources and experience necessary to complete the project in accordance with State law.

The Public Works Certification Board meets once a month. The next meeting is scheduled for April 11, 2013 at 1:30 p.m., with a submission cut-off date of April 4, 2013, close of business. Please allow 2 weeks from the board meeting date for letters and certificates to be mailed.

Questions? Contact the Certification Board Secretary at (317) 232-3005.

- Designers and Planners
- Contractors and Subcontractors

Online Services

- View State Property Map & Records
- Search State Contracts
- See Contracts Out for Bid
- Register as a Bidder
- Register as an Executive Branch Lobbyist
- Foms.IN.gov

More Online Services > Subscriber Center >

Top FAQs I Want To...

- What are the certification requirements for a Minority and/or Women-owned Business Enterprise?
- How do I register as a vendor with the State of Indiana?
- How long does the certification process take?
- What are the requirements for state certification as a Minority and/or Women-owned Business Enterprise? What are the requirements for certification as a Minority and/or Women-owned Business Enterprise?
- Where can I find muster rolls for Hoosiers who fought in the Civil War?
- How do I find State Surplus information?

More FAQs >



- IDOA Home**
- About Us
 - State Surplus Property
 - School Computer Donations
 - Federal Surplus Donation Program
 - Law Enforcement Support
 - Statehouse and Government Center
 - State Property Deeds, Maps, & Photos
 - Offender Complaints
 - DCS Ombudsman Bureau
 - Rules.IN.gov
- Vendors & Contractors**
- Procurement
- Public Works
- MWBE
- Executive Branch Lobbying
- State Agencies**
- Contract Administration
- Printing & Mailing Services
- Credit Card Services
- Fleet Services
- Travel Services
- Sell or Claim Agency Property
- Space Planning & Leasing
- Greening the Government
- Procurement Training & Resources

Sign up to receive e-mail and wireless updates from IDOA



Indiana Department of Administration

IDOA > Public Works > Certification Board > Contractors and Sub-contractors

Contractors and Sub-contractors

All Contractors and Sub-contractors for IDOA Public Works projects valued at over \$150,000 MUST be pre-qualified through the Public Works Certification Board. Pre-qualification requires submission of an application for review by the Public Works Certification Board members. These applications are available online or by contacting the Certification Board Secretary at (317) 232-3005.

NOTICE: The Indiana State Ethics Commission has released a new ethics training for 'individuals who have business relationships with the state', which includes Executive Branch Lobbyists. The training may be accessed at <http://www.in.gov/ig/2689.htm>. While this training is not required at this time it is recommended that you complete the program and retain a copy of the completion certificate.

- Links:
- Contractor Pre-qualification Application
 - Pre-qualified Contractor list
 - Public Works Forms

Online Services

FIRST IN LINE EVERY TIME

- View State Property Map & Records
- Search State Contracts
- See Contracts Out for Bid
- Register as a Bidder
- Register as an Executive Branch Lobbyist
- Foms.IN.gov

More Online Services >
Subscriber Center >

- Top FAQs | I Want To...
- What are the certification requirements for a Minority and/or Women-owned Business Enterprise?
 - How do I register as a vendor with the State of Indiana?
 - How long does the certification process take?
 - What are the requirements for state certification as a Minority and/or Women-owned Business Enterprise? What are the requirements for certification as a Minority and/or Women-owned Business Enterprise?
 - Where can I find muster rolls for Hoosiers who fought in the Civil War?
 - How do I find State Surplus information?
- More FAQs >



- IDOA Home
- MWBE
- About Us
- MWBE Commission
- Participation Goals
- Disparity Study
- News and Events
- Business Opportunities
- MWBE Certification**
- Certify Your Business
- Certified Business Search
- Contract Compliance
- Pay Audit System
- Laws and Policies
- Other Resources
- Contact Us
- Training Materials
- Helpful Links



Indiana Department of Administration

MWBE Opportunities [learn more](#)

Important Update

How are we doing?: 2013 State of Indiana MWBE [Survey](#)

Take a minute to answer 10 questions about the Indiana Department of Administration's MWBE Division. All responses will be collected May 10 and presented to the Deputy Commissioner for review to help make improvements to the MWBE program.

NOTICE:

The Indiana State Ethics Commission has released a new [ethics training](#) for individuals who have business relationships with the state, which includes Contractors and Executive Branch Lobbyists.

While this training is not required at this time it is recommended that you complete the program and retain a copy of the completion certificate.

A Message from your Deputy Commissioner



As Indiana's Supplier Diversity leader, it is my charge to assist MBE and WBE firms in gaining access to subcontracting opportunities with state government. My greater challenge is to assist in growing Indiana's economy by helping MBE and WBE firms become more profitable. The Minority and Women's Business Enterprises Division is working harder than ever before to foster participation by minorities and women in Indiana state government contracts. We are measuring participation more accurately to insure that the goals of the Governor's Commission on Minority and Women's Business Enterprises are met and we are implementing corrective action plans when needed. Our supplier diversity team has a plethora of resources to assist you in leveraging your organization's success. Many of these resources can be found on our website. I encourage you to use these tools to grow your business.

Online Services

FIRST IN LINE EVERY TIME

- View State Property Map & Records
- Search State Contracts
- See Contracts Out for Bid
- Register as a Bidder
- Register as an Executive Branch Lobbyist
- Foms.IN.gov

[More Online Services >](#)
[Subscriber Center >](#)

Stay Connected

[Facebook](#) [Twitter](#)

Top FAQs

I Want To...

0. What are the certification requirements for a Minority and/or Women-owned Business Enterprise?
0. How long does the certification process take?
0. Does my certification with the State automatically certify me with the City of Indianapolis?
0. How can I make sure that I have everything required to submit my certification?
0. What is Pay Audit?

[More FAQs >](#)

- IDOA Home
- MWBE**
- About Us
- MWBE Commission
- Participation Goals
- Disparity Study
- News and Events
- Business Opportunities
- MWBE Certification**
- Certify Your Business
- Certified Business Search
- Contract Compliance
- Pay Audit System
- Laws and Policies
- Other Resources**
- Contact Us
- Training Materials
- Helpful Links



Indiana Department of Administration

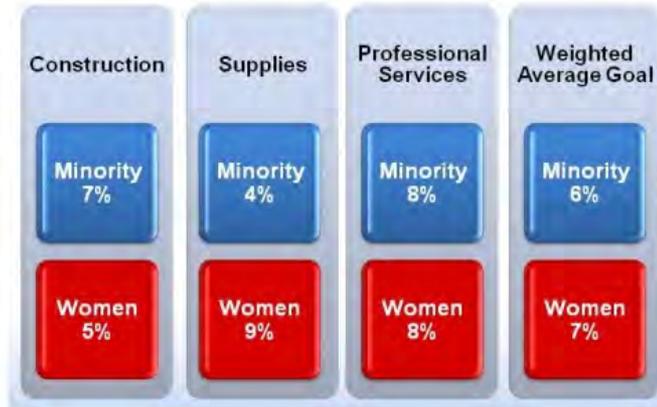


IDOA > MWBE > Participation Goals

Participation Goals

Each year, the Governor's Commission on Minority and Women's Business Enterprises sets participation goals for state contracts.

The current goals are as follows:



Online Services
FIRST IN LINE EVERY TIME

- View State Property Map & Records
- Search State Contracts
- See Contracts Out for Bid
- Register as a Bidder
- Register as an Executive Branch Lobbyist
- Foms.IN.gov

More Online Services >
Subscriber Center >

Stay Connected

Facebook Twitter

Top FAQs | I Want To...

0. What are the certification requirements for a Minority and/or Women-owned Business Enterprise?
0. How long does the certification process take?
0. Does my certification with the State automatically certify me with the City of Indianapolis?
0. How can I make sure that I have everything required to submit my certification?
0. What is Pay Audit?

More FAQs >



- | | | | | |
|--|---|---|---|---|
| <p>Online Services </p> <p>Frequently Asked Questions </p> | <p>Quick Links:</p> <ul style="list-style-type: none"> Text Text Reader Mobile Find a Person Find an Agency | <p>Information For:</p> <ul style="list-style-type: none"> Businesses Kids Local Government Residents State Employees | <p>State Info:</p> <ul style="list-style-type: none"> Help Newsroom Transparency Policies Sitemap | <p> Elected Officials</p> <p> Legislative</p> |
|--|---|---|---|---|

- IDOA Home
- MWBE
 - About Us
 - MWBE Commission
 - Participation Goals
 - Disparity Study
 - News and Events
 - Business Opportunities
- MWBE Certification
 - Certify Your Business**
 - Certified Business Search
 - Contract Compliance
 - Pay Audit System
 - Laws and Policies
- Other Resources
 - Contact Us
 - Training Materials
 - Helpful Links



Indiana Department of Administration



IDOA > MWBE > Certify Your Business

Certify Your Business

Certification Applications

Application for [new certification](#) 
Application for [recertification](#) 



MWBE suppliers are also encouraged to pursue [Disadvantaged Business Enterprise \(DBE\)](#) certification and [other certification programs](#)  that would benefit their business.

Benefits of being Certified

As a certified minority- or woman-owned business, your company will:

- Qualify for MBE/WBE subcontracting opportunities on state contracts in Indiana, which provide for the attainment of business diversity goals
- Receive notification of state business opportunities
- Receive access to training opportunities
- Receive notice of upcoming events such as networking opportunities
- Appear in a [directory of certified firms](#) 
- Qualify as an MBE/WBE for purchasing by casinos and state universities, as well as other public and private organizations

Qualifications for Certification

To qualify as a Minority Business Enterprise or Women's Business Enterprise, a firm must be 51 percent owned by qualifying minorities or women who:

- Possess expertise in the field
- Control the business enterprise
- Are U.S. citizens

Qualifying minority groups include Blacks, Native Americans, Latino/Hispanics, Pacific Asians, and Subcontinent Asians.

Certification Training Resources

Certification Application Basics

[The Basics Presentation](#) 

Certification Clinic

Free step-by-step training for MBE and WBE Certification is available the third Wednesday of each month. Learn more about the certification clinic and other workshops on our [News and Events webpage](#) 

Annual Updates

Online Services

FIRST IN LINE EVERY TIME

- ◆ View State Property Map & Records
- ◆ Search State Contracts
- ◆ See Contracts Out for Bid
- ◆ Register as a Bidder
- ◆ Register as an Executive Branch Lobbyist
- ◆ Forms.IN.gov

More Online Services >>
Subscriber Center >>

Stay Connected

Facebook Twitter

Top FAQs

I Want To...

0. What are the certification requirements for a Minority and/or Women-owned Business Enterprise?
0. How long does the certification process take?
0. Does my certification with the State automatically certify me with the City of Indianapolis?
0. How can I make sure that I have everything required to submit my certification?
0. What is Pay Audit?

More FAQs >>



Point of Contact



National Guard State Headquarters
Mr. John Dunning
(317) 247-3252
john.r.dunning.nfg@mail.mil

QUESTIONS

?????