

Reporting and Delivery Requirements

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation, and strengthening of small businesses and to encourage their participation in state procurement activities. The Commonwealth encourages contractors to provide for the participation of certified small businesses through partnerships, joint ventures, subcontracts or other contractual opportunities.

REPORT ON THE PARTICIPATION OF SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES

Unless the contractor is a DSBSD-certified small business, the contractor shall submit quarterly reports on the direct involvement of DSBSD-certified firms in the performance of the contract. The report shall specify the actual dollars spent to date with certified small businesses based on the contractor's commitment for utilization of certified firms.

The Contractor shall provide this information to:

Virginia Commonwealth University
Department of Procurement Services
Attn: SWaM Coordinator
912 W. Grace Street, BOX 980327
Richmond, VA 23284

Failure to submit the required information will be considered a contract compliance issue and will be addressed accordingly. In addition, failure to submit the required information will result in invoices being returned without payment.