Commonwealth of Virginia

FY2022 Annual SWaM Procurement Plan for - Virginia Commonwealth University

1 **Agency Information**

1. Agency/Institution Official Name **Virginia Commonwealth University**

   Street Address **912 West Grace Street**

   City **Richmond**

   State **VA**

   Zip **23284**

2. Agency Code **236**

3. Agency Head **Dr. Michael Rao**

   Phone Number **804-828-1200**

   Email Address **president@vcu.edu**

4. Director of Procurement **John McHugh**

   Phone Number **804-828-0033**

5. Secretariat **Education**

2 **SWAM Goals**

List your FY2022 SWaM expenditure goals for Small, Women and Minority Owned businesses as a percentage of your projected discretionary expenditures. Goals should include your projected sub-contracting expenditures if applicable. FY2021 goals were pre-filled from your FY2021 SWaM plan. FY2021 SWaM expenditures were system-generated from the Expenditure Dashboard.

6.

Actual vs. Goal - Spend Percentages FY2021										
	MB	WB	Micro	SDV	SB	ESO	8A	EDWOSB	WOSB	FSDV
Goal	4.00	4.00	3.00	1.00	26.00	1.00	1.00	1.00	0.00	1.00
Actual	4.35	3.10	1.68	0.04	33.75	0.00	0.00	0.00	0.00	0.00

Projected Goal - Spend Percentages FY2022										
	MB	WB	Micro	SDV	SB	ESO	8A	EDWOSB	WOSB	FSDV
Goal	5.00	5.00	1.00	3.00	26.00	1.00	1.00	1.00	1.00	1.00

7. What changes could be made to the Commonwealth SWAM Program that would assist you in meeting your goals? **1. Consider auto certification for sole proprietors; 2. Proactively certify SWaM businesses recognized in federal diversity programs rather than require businesses to initiate the certification process. 3. Remove the nonreciprocal policy and allow businesses from every state to participate in the Commonwealth's SWaM program. 4. Consider developing guidance for solicitation scoring that increases opportunities for Virginia based SWaM businesses. 5. Continue to improve the quality of DSBSD's certification and recertification process by completing the process from start to finish rather than rejecting for an informality or denying without explanation; 6. Consider third party certifying organizations to address backlog and improve cycle time; 7. Improve SBSD's SWaM education strategy to drive improvements in certification cycle time and increase certifications. 8. Improve partnerships and communications with State entities. With increased collaboration amongst SBSD and state entities, Virginia would see value in regards to integrating SWaM strategies. 9. Develop a certification intake request from agencies and track/report/communicate certification progress to businesses and agency 10. Identify underrepresented categories of expenditures and develop strategy to recruit SWaM businesses for certification in these under-represented areas. 11. Increase funding for State entities allowing for business development with SWaM businesses. The additional funding could support marketing, consultations, production services and technology services providing support to SWaM businesses located in our communities.**

3   **Designation of SWaM Equity Champion(s)**

A. Purchases and Supply Division

Name **John Kostyniuk**

Title **Manager, Procurement Services**

Mailing Address **912 west grace st**

Telephone **804-828-5954**

E-mail Address **kostyniukjs@vcu.edu**

B. Building and/or Construction Division (if applicable)

Name **Matthew Magruder**

Title **Director of Construction Management**

Mailing Address **700 West Grace Street, Richmond, VA 23284**

Telephone **804-827-7890**

E-mail Address **magrudermc@vcu.edu**

4   **Policies and Procedures**

1. Please specify the number of procurement personnel you have on staff

   Goods and Services **7**

   Construction **3**

2. Do you have major construction projects or purchases planned for FY2022? **Yes**

   Name of the project/purchase **Arts & Innovation Academic Building**

   Type **RFP for CM@Risk**

   Anticipated Posting Date **09-23-2021**

3. Do you have any professional services purchases planned for FY2022? **Yes**

   Name of the project/purchase **Interdisciplinary Academic & Lab Building**

   Type **RFP**

   Anticipated Posting Date **09-23-2021**

4. Does your Agency set aside the following solicitations for DSBSD certified businesses?

   Solicitations under $10,000 **No**

   Solicitations between $10,000 and $50,000 **No**

   Solicitations between $50,000 and $100,000 **No**

   If you answered, "NO" to any category, please state why those solicitations are not set-aside **VCU aggressively sources a a high number of SWaM vendors for purchases on sourcing activities under $200,000. VCU also pursues prime contractors to commit to utilizing SWaM subcontractors, encouraging them to award prime contracts for certain commodities to SWaM vendors (i.e. construction, office supplies, security services, etc.) as part of the Contract.**

5. Have you visited the I'm a Buyer page on sbsd.virginia.gov? **Yes**

   If yes, what additional resources would be helpful on that page? **N/A**

6. Who monitors, reviews, audits and enforces your SWaM program goals and compliance? **John Kostyniuk, VCU's SWaM Equity Champion and John McHugh, Director of Procurement Services**

7. Does the agency collect the subcontracting payment information manually or electronically from prime contractors? **Yes, Manually**

   If yes, how often is subcontracting data collected? **Quarterly**

   Do you use DSBSD's format to record the payments? **No**

   If electronically collected, what system is used? **N/A**

   Who are your primary vendors that report subcontract spend? **Aramark, Atlantic, Barnes & Noble, Hourigan, Kjellstrom + Lee, Siemens, SSC, Pepsi and Warwick**

8. What is your agency's biggest challenge with collecting and reporting subcontract spend ? **1.) Getting SWaM capable subcontractors to become SWaM Certified; 2.) Matching a vendors' SWaM certification to the time of payments and collecting applicable data into one report. With SWaM reporting based on the status of each SWaM vendor at the time of payment and not the time of contract or purchase, matching payments against current SWaM certification from DSBSD is difficult and time consuming.**

5   Diversity Training Events

1. Hold open house events for small businesses? **Yes**

   If yes, how many in FY2021? **Six**

2. Meet with small businesses one-on-one at your facility to discuss policies and procedures and potential business opportunities? **Yes**

   If yes, how many in FY2021? **Twenty-Five**

3. Conduct training events on SWaM and diversity training? **Yes**

   If yes, how many in FY2021? **Six**

4. Attend small business outreach events? **Yes**

If yes, please list those attended in FY2021? **VASCUPP's SWaMFest, Numerous MBL Supplier Diversity Events, Numerous Hispanic Chamber of Commerce Events, Numerous Asian Chamber of Commerce Events, Numerous CVMSDC Events, Numerous BLK RVA Events and Four VCU SWaM Connect Events.**

6 Assessment

1. In FY2021, what has been the most time consuming part of administration of the Small Business initiative from your perspective? **Finding SWaM firms that are interested**

   Comment on your selection above **Firms that are SWaM capable are not always interested in becoming SWaM certified. VCU educates firms on the value of SBSD certification helping them work past reasons, real or perceived, for not applying for SWaM Certification. Additionally VCU works to educate internal departments about making all purchases under the small purchase threshold using SWaM firms interested in doing business with VCU instead of historically used vendors.**

2. Do you have recommendations on ways the Commonwealth could improve SWAM business participation in agency procurement opportunities? **Certify/recognize every SWaM capable firm. In FY21, VCU did business with numerous non SWaM firms that self-identified as SWaM but were not certified by SBSD. These firms did not apply due to the certification process, were not approved by SBSD, were sole proprietors or they were located in nonreciprocal states. VCU's transactions with these self-identified SWaM businesses in FY21 totaled $7.2M. If these firms were recognized by SBSD, VCU would have seen a positive impact in SWaM spend. Additionally, other state entities would have seen an increase in their SWaM spend because many of these firms did business with other state entities.**

3. In FY2021, what has your Agency done to improve expenditure opportunities for SWAM businesses? **1.) VCU held information sessions educating businesses, developing relationships and connecting SWaM's with VCU and other businesses in the Commonwealth; 2.) Hosted SWaMFest 2021 (virtual due to COVID-19 Restrictions); 3.) Developed a web-based search engine that allows users to source from SWaM businesses; 4.) Partnered with a Supplier Diversity Consultant to help lead outreach and explore new opportunities for SWaM businesses. 5.) Increased SWaM goals in solicitations with project specific goals. 6.) Created a dashboard of expenditures by category to identify strategies to improve by category and learn from the our successes. These actions allowed VCU to spend 43% of discretionary spend with SWaM Vendors.**

4.

In FY2021, did you contact the Department of Small Business and Supplier Diversity(DSBSD) for assistance with Complete the chart for all categories in terms of frequency.

Initial certification? **No**

If yes, how often?

Renewal for a firm **Yes**

If yes, how often? **ten**

Searches for businesses **Yes**

If yes, how often? **ten**

To distribute your solicitation notices **No**

If yes, how often?

5. How frequently does the Agency Director and Procurement Officer (or designated SWaM Champion) meet to discuss the SWaM goals, progress, challenges and support in achieving stated goals? **Weekly**

6. In FY2021, what was one of your Agency's accomplishments in the SWAM program you feel best demonstrates your agency's efforts? **VCU did business with 52 new SWaM vendors via small purchase spot awards in FY21, totaling $2.8M in capital for local SWaM businesses.**

7. Are you familiar with the legislation that impacted SBSD? **Yes**

   If yes, do you have questions or concerns with your ability to implement those changes? **Will the Commonwealth of VA introduce legislation that makes VA race and gender conscious?**

8. Do you submit adjustments and subcontracting spend in the expenditure dashboard monthly? **No**

   If no, can you explain why you are not submitting adjustments and subcontracting spend monthly? **In 2010, VASCUPP and the director of DMBE agreed that VASCUPP schools could continue to consolidate SWaM reporting and submit on a quarterly basis**

9. What functionality would be most helpful to you in the Expenditure Dashboard? **N/A**

10. Additional Information **Note: The SWaM plan requires a minimum 1% goal for ESO, 8A, EDWOSB, WOSB and FSDV. These are aspirational goals for VCU. Based on SBSD's hierarchy of SWaM categories, VCU is forecasting less than 1% for ESO, 8A, EDWOSB, WOSB and FSDV categories based on duplication of certifications. Based on SBSD's hierarchy, VCU will record transactions in the following order: MBE, WBE, Micro (O), SBE and SDV.**

Completed by :

Signature: John Kostyniuk

Date : 2021-09-23

Approved by :

Signature: Michael Rao

Date : 2021-09-23