FY2018 Annual SWaM Procurement Plan

Date of Submission: Wed Oct 11 17:18:22 UTC 2017

1. Agency/Institution Official Name: Virginia Commonwealth University
   Address: 912 West Grace Street, Richmond, VA 23284

2. Agency Code: 236
   Sub-Agency Code(s): N/A

3. Agency Head: Michael Rao
   Phone Number: 804-828-1200
   Email Address: president@vcu.edu

4. Secretariat: Education

II. SWAM Goals

5. List your FY2018 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. FY2017 goals were pre-filled from your FY2017 SWaM plan. FY2017 SWaM expenditures were system-generated from the SWaM Dashboard.

<table>
<thead>
<tr>
<th></th>
<th>MBE</th>
<th>WBE</th>
<th>SEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2017 Agency SWaM Goals</td>
<td>0.0 %</td>
<td>0.0 %</td>
<td>0.0 %</td>
</tr>
<tr>
<td>FY2017 Agency Actual Expenditures</td>
<td>7.67 %</td>
<td>5.19 %</td>
<td>35.91 %</td>
</tr>
<tr>
<td>Total FY2018 Projected SWaM Spend Goals</td>
<td>5 %</td>
<td>5 %</td>
<td>28 %</td>
</tr>
<tr>
<td>Other FY2018 Projected Spend Goals</td>
<td>1 %</td>
<td>1 %</td>
<td>1 %</td>
</tr>
</tbody>
</table>

(Percentage based on Discretionary Budget. Each goal should be at least 1%)
6. What changes could be made to the Commonwealth SWAM Program that would assist you in meeting your goals?

Improve recertification process for SWaM Vendors so that recertification is approved and processed in a more timely manner.

III. Designation of SWaM Equity Champion(s)

A. Purchases and Supply Division
   Name: Brenda Mowen
   Title: Director of Procurement Services
   Mailing Address: 912 West Grace Street Richmond VA 23284
   Telephone/Fax: 804-828-3360
   E-mail Address: bmowen@vcu.edu

B. Building and/or Construction Division (if applicable)
   Name: Donald Cosgrove
   Title: Construction Management
   Mailing Address: 700 West Grace Street Suite 1600, Richmond, VA. 23284
   Telephone/Fax: 804-827-7890
   E-mail Address: dmcosgrove@vcu.edu

IV. Policies and Procedures

1. Please specify the number of procurement personnel you have on staff:
   Goods and Services: 9
   Construction: 2

2. Do you have major construction projects or purchases planned for FY2018? Yes
   If so, identify the project or purchase:
   1: Name of the project/purchase: Scott House Renovation
      Type: Construction
      Anticipated Posting Date: 6/30/17
   2: Name of the project/purchase: STEM Buildings I & II
      Type: Construction
      Anticipated Posting Date: 5/2/17
   3: Name of the project/purchase: CCALS Building
      Type: Construction
      Anticipated Posting Date: TBD
   4: Name of the project/purchase:
3. Do you have any professional services purchases planned for FY2018? Yes

If so, identify the project or purchase:

1: Name of the project/purchase: Scott House Renovation
   Type: A/E
   Anticipated Posting Date: 4/24/17

2: Name of the project/purchase: CCALS Building
   Type: A/E
   Anticipated Posting Date: 6/20/16

3: Name of the project/purchase: STEM Buildings I & II
   Type: A/E
   Anticipated Posting Date: 1/23/15

4: Name of the project/purchase:
   Type:
   Anticipated Posting Date:

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 does not currently set aside procurements as a means to meet its 42% goal, but aggressively pursues prime contractors to commit to utilizing SWaM Contractors on prime contracts, awarding prime contracts to SWaM vendors for certain commodities (i.e. office supplies) and sourcing a high number of SWaM vendors for purchases on sourcing activities under $50,000. (i.e. Renovations 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? Brenda Mowen, 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?

Who are your primary vendors that report subcontract spend? Major Construction Contractors such as: Balfour Beatty, Gilbane, Whiting-Turner

8. What is your agency’s biggest challenge with collecting and reporting subcontract spend? Matching vendor’s certification to the time of payment.

V. Diversity Training Events

Does the Agency SWaM Champions or Procurement staff:

1. Hold open house events for small businesses? Yes
   If yes, how many in FY2017? one

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 FY2017? Ten

3. Conduct training events on SWaM and diversity training? Yes
   If yes, how many in FY2017? One

4. Attend small business outreach events? Yes
   If yes, please check those attended in FY2017?
   DSBSD hosted event (Summit) 1
   DGS Forum 1
   Minority Supplier Diversity Council Conferences 0
   DBA hosted events 0
   Other, please name VASSCUP Sponsored Events at UVA & Longwood, Multiple Richmond-area Small Business Events including Metro Business League and University of Richmond Small Business Fair and others.

VI. Assessment

1. In FY2017, what has been the most time consuming part of administration of the Small Business initiative from your perspective? Other
   Comment on your selection above: SWaM Reporting is based on the status of the SWaM vendor at the time of payment and not the purchase, the matching of payments against the monthly feed from the state of SWaM vendors is time consuming, especially given feeds are monthly and reporting is required on a quarterly basis.

2. Do you have recommendations on ways the Commonwealth could improve SWaM business participation in agency procurement opportunities? Continue to recertify and renew SWaM vendors and improve information for the vendors to keep their certifications and recertification active.
3. In FY2017, what has your Agency done to improve expenditure opportunities for SWAM businesses?

VCU made it a priority to highlight the SWaM Program during all pre-proposal conferences. Increased efforts to educate potential SWaM Sub-contractors on how to connect with a prime contractor.

4. In FY2017, 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: Yes If yes, how often? 10
- Renewal for a firm: Yes If yes, how often? 10
- Searches for businesses: Yes If yes, how often? 100+
- 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? Monthly

6. In FY2017, what was one of your Agency’s accomplishments in the SWAM program you feel best demonstrates your agency’s efforts? Placed a strong emphasis on the SWaM subcontractor usage reporting from our prime contractors, resulting in significant improved reporting compliance, thus giving us better oversight of SWaM subcontracting at VCU.

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? How quickly can these external vendors be on-boarded?

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: 1% goals for MICRO, ESO, HBCU and SDV are contingent upon adequate number of certified vendors in areas of VCU’s spend.

(The Plan must be reviewed, approved and signed by Agency/Institution Head)