



Commonwealth of Virginia

FY2022 Annual SWaM Procurement Plan for - Radford University

1 Agency Information

1. Agency/Institution Official Name **Radford University**

Street Address **501 Stockton Street**

City **Radford**

State **VA**

Zip **24142**

2. Agency Code **217**

3. Agency Head **Interim President Dr. Carolyn Ringer Lepre**

Phone Number **540-831-5401**

Email Address **crlepre@radford.edu**

4. Director of Procurement **Kimberly Dulaney**

Phone Number **540-831-6092**

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	10.00	2.00	1.00	1.00	16.00	1.00	1.00	1.00	0.00	1.00
Actual	16.86	4.11	2.65	0.23	12.96	0.48	0.00	0.00	0.00	0.13

Projected Goal - Spend Percentages FY2022

	MB	WB	Micro	SDV	SB	ESO	8A	EDWOSB	WOSB	FSDV
Goal	10.00	2.00	1.00	3.00	15.00	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? **Streamline the application process. Revisit the reciprocal disqualifications. Have fewer certification categories.**

3 Designation of SWaM Equity Champion(s)

A. Purchases and Supply Division

Name **Kimberly Dulaney**

Title **Executive Director of Strategic Sourcing**

Mailing Address **PO Box 6885, Radford, VA 24142**

Telephone **540-831-6082**

E-mail Address **kddulaney@radford.edu**

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

Name **Michael Biscotte**

Title **Director-Facilities Planning and Construction**

Mailing Address **PO Box 6909, Radford, VA 24142**

Telephone **540-831-7817**

E-mail Address **mbiscott@radford.edu**

4 Policies and Procedures

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

Goods and Services **10**

Construction **3**

2.

Do you have major construction projects or purchases planned for FY2022?

Yes

Name of the project/purchase **Center for Adaptive Innovation and Creativity Center**

Type **Academic Building**

Anticipated Posting Date **Invalid date**

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

Name of the project/purchase **Tyler Norwood Renovations**

Type **Residents Hall Renovation**

Anticipated Posting Date **Invalid 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 **Yes**

Solicitations between \$50,000 and \$100,000 **Yes**

If you answered, "NO" to any category, please state why those solicitations are not set-aside **Under \$5,000 is at departmental delegation. University procedures encourage departments to obtain quote from one certified SWaM vendor for expenditures under \$5,000. The Radford University Procurement Manual has been revised to allow for a direct award to certified SWaM vendors up to \$100,000 after price reasonableness has been confirmed.**

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? **A navigation tree. It is difficult to navigate.**

6. Who monitors, reviews, audits and enforces your SWaM program goals and compliance? **The Executive Director of Strategic Sourcing holds primary responsibility for monitoring all SWaM spend and reporting. The Executive Director reports data to Mr. Chad A. Reed, Vice President for Finance and Administration and Chief Financial Officer. Vice President Reed reports the data to the Interim President.**

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? **Monthly**

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? **Capital Construction Contractors**

8. What is your agency's biggest challenge with collecting and reporting subcontract spend ? **It is very challenging to collect the data from different reports and processes and then manually track subcontractor spend for reporting.**

5 Diversity Training Events

1. Hold open house events for small businesses? **No**
If yes, how many in FY2021?
2. Meet with small businesses one-on-one at your facility to discuss policies and procedures and potential business opportunities? **No**
If yes, how many in FY2021?
3. Conduct training events on SWaM and diversity training? **Yes**
If yes, how many in FY2021? **Quarterly**
4. Attend small business outreach events? **Yes**
If yes, please list those attended in FY2021? **One event was held virtually which was the VASCUPP SWaMfest.**

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 **It is very difficult to contract with certified SWaM vendors in Southwest Virginia. Our area is very rural. Vendors in this area do not certify and there is a shortage of contractors to do any work in our area, with or without certification.**
2. Do you have recommendations on ways the Commonwealth could improve SWAM business participation in agency procurement opportunities? **Streamline the certification process so businesses are not so frustrated with the process.**

3. In FY2021, what has your Agency done to improve expenditure opportunities for SWAM businesses? **Due to COVID-19 we were not able to host on-campus events or attend outreach events. We are scheduled to host the SBSB Blue Ridge Educational Conference again in March 2022.**

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? **Yes**

If yes, how often? **As required**

Renewal for a firm **Yes**

If yes, how often? **As required**

Searches for businesses **Yes**

If yes, how often? **Contract Officers and eVA users search the database often to locate SWaM vendors.**

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? **Quarterly**

6. In FY2021, what was one of your Agency's accomplishments in the SWAM program you feel best demonstrates your agency's efforts? **Revising the Procurement manual to allow streamline awards to certified SWaM vendors.**

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

If yes, do you have questions or concerns with your ability to implement those changes? **No questions at this time.**

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? **We report collectively with VASCUPP.**

9. What functionality would be most helpful to you in the Expenditure Dashboard? **A quick search function that combines both the certification application status and the certified vendors.**

10. Additional Information

Completed by :

Signature:

Date :

Approved by :

Signature:

Date :