



# COMMONWEALTH of VIRGINIA

## Radford University

501 Stockton St., PO Box 6885  
Radford, VA 24142

### FY2019 Annual SWaM Procurement Plan

Date of Submission: Mon Sep 24 13:05:52 UTC 2018

1. Agency/Institution Official Name: Radford University

Address: 501 Stockton St., PO Box 6885, Radford, VA 24142

2. Agency Code: 217

Sub-Agency Code(s):

3. Agency Head: Dr. Brian O. Hemphill

Phone Number: 540-831-5401

Email Address: bhemphill@radford.edu

4. Director of Procurement: Pam Simpkins

Phone Number: 540-831-6118

5. Secretariat: Secretary of Education

#### II. SWAM Goals

6. List your FY2019 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. FY2018 goals were pre-filled from your FY2018 SWaM plan. FY2018 SWaM expenditures were system-generated from the SWaM Dashboard.

	MBE	WBE	SBE	
FY2018 Agency SWaM Goals	6.0 %	4.0 %	32.0 %	
FY2018 Agency Actual Expenditures	8.74 %	1.68 %	25.82 %	
Total FY2019 Projected SWaM Spend Goals	10 %	2 %	22 %	
	MICRO	ESO	HBCU	SDV

Other FY2019 Projected Spend Goals                      0 %                      0 %                      0 %                      0 %

(Percentage based on Discretionary Budget. Each goal should be at least 1%)

7. What changes could be made to the Commonwealth SWaM Program that would assist you in meeting your goals?

Continue work to decrease the amount of time required for processing certifications and recertifications for SWaM businesses. Improve notification process of expiring certifications for SWaM businesses.

### III. Designation of SWaM Equity Champion(s)

#### A. Purchases and Supply Division

Name: Albert Mah

Title: Director-Strategic Sourcing & Supplier Diversity

Mailing Address: PO Box 6885 Radford, VA 24142

Telephone/Fax: 540-831-2470

E-mail Address: amah@radford.edu

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

Name: Michael Biscotte

Title: Director-Facilities Planning & Construction

Mailing Address: PO Box 6909 Radford, VA 24142

Telephone/Fax: 540-831-7817

E-mail Address: mbiscott@radford.edu

### IV. Policies and Procedures

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

Goods and Services: 10

Construction: 2

2. Do you have major construction projects or purchases planned for FY2019? Yes

If so, identify the project or purchase:

1: Name of the project/purchase: Various Maintenance Reserve Projects

Type: Construction

Anticipated Posting Date: Winter 2018/Spring 2019

2: Name of the project/purchase:

Type:

Anticipated Posting Date:

3: Name of the project/purchase:

Type:

Anticipated Posting Date:

4: Name of the project/purchase:

Type:

Anticipated Posting Date:

3. Do you have any professional services purchases planned for FY2019? **Yes**

If so, identify the project or purchase:

1: Name of the project/purchase: **Tree Pruning & Maintenance Services**

Type: **Services**

Anticipated Posting Date: **Fall 2018**

2: Name of the project/purchase: **Pest Control Inspection & Treatment**

Type: **Services**

Anticipated Posting Date: **Fall 2018**

3: Name of the project/purchase: **IRB E-Research Platform**

Type: **Services**

Anticipated Posting Date: **Fall 2018**

4: Name of the project/purchase: **Cable TV**

Type: **Services**

Anticipated Posting Date: **Spring 2019**

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: **No**

If you answered, "NO" to any category, please state why those solicitations are not set-aside: **University procedures encourage departments to obtain a quote from one certified SWaM business for purchases under \$5,000. For purchases \$5,000 to \$50,000, when available, the award is made to a certified SWaM business after determining price reasonableness by a Contract Officer. Procurements over \$50,000 are posted in eVA's VBO and are competed formally. RFP's include a SWaM component in the evaluation criteria which supports and provides opportunities for certified SWaM businesses.**

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? **An additional resource that would be helpful to Buyers is a list of SWaM contacts at state agencies and institutions.**

6. Who monitors, reviews, audits and enforces your SWaM program goals and compliance? **Radford University's**

Director of Strategic Sourcing & Supplier Diversity, Mr. Albert Mah, and Ms. Pamela Simpkins, the University's Director of Procurement & Contracts, hold primary responsibility and oversight of the University's SWaM initiative. Mr. Mah is tasked with the University's SWaM reporting processes, oversight of the prime contractor SWaM subcontractor reporting, assisting businesses that inquire about SWaM programs and certifications, and outreach events.

Mr. Chad A. Reed, Chief Financial Officer and Vice President for Finance Administration, Ms. Stephanie Jennelle, Associate Vice President for Finance and University Controller, and Dr. Brian Hemphill, President of Radford University are also kept apprised of the University's SWaM goals and progress.

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? Large capital construction contractors.

8. What is your agency's biggest challenge with collecting and reporting subcontract spend? Radford University's Director of Facilities Planning and Construction maintains a good working relationship with contractors and emphasizes the importance of timely submission of subcontractor spend, however, the most time consuming process and challenge is compiling subcontracting data submitted by prime contractors as this is a manual process.

## V. Diversity Training Events

**Does the Agency SWaM Champions or Procurement staff:**

1. Hold open house events for small businesses? No

If yes, how many in FY2018? An event was planned in FY18 but due to a lack of interest from invited businesses, the event was not held.

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 FY2018? 15-20

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

If yes, how many in FY2018? SWaM training is included in the monthly eVA procurement training conducted by Procurement and Contracts for departmental users with delegated procurement authority.

4. Attend small business outreach events? Yes

If yes, please check those attended in FY2018?

DSBSD hosted event (Summit) 1



DGS Forum 1

Minority Supplier Diversity Council Conferences 0

DBA hosted events 0

Other, please name VASCUPP SWaMfest, Virginia Tech SWaM Vendor Fair, JMU SWaM Vendor Fair, SBS

#### Regional Events in Radford and Blacksburg

### VI. Assessment

1. In FY2018, what has been the most time consuming part of administration of the Small Business initiative from your perspective? Other

Comment on your selection above: After an award, setting up the reporting relationship with contractors to ensure data submissions are timely for the monthly and quarterly reports.

2. Do you have recommendations on ways the Commonwealth could improve SWAM business participation in agency procurement opportunities? Continue to improve the turnaround time required to get new SWaM businesses certified as well as renewals recertified. Improve notification process for expiring certifications.

3. In FY2018, what has your Agency done to improve expenditure opportunities for SWAM businesses?

Radford University continues to increase our interaction with businesses at hosted outreach events in the region. We require prime contractors to submit SWaM subcontractor plans and utilize SWaM subcontractors in performance of their contracts. We work with prime contractors in identifying SWaM businesses they can potentially partner with to work on future and ongoing projects and contracts.

4. In FY2018, 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? 2

Renewal for a firm: Yes If yes, how often? 4

Searches for businesses: Yes If yes, how often? Several times monthly

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? None of the Above

6. In FY2018, what was one of your Agency's accomplishments in the SWAM program you feel best demonstrates your agency's efforts? Radford University reached out to local SWaM businesses that are certification eligible to offer assistance with certification and to ensure they are aware of the DSBSD workshops that educate and inform about the advantages of SWaM certification. Radford University awarded \$1.5 million of \$4 million Architectural & Engineering to certified SWaM firms for a FY19 capital project.

While Radford University has consistently met or exceeded our targeted goal of 42%, FY18 proved to be difficult with

a marked decrease in capital construction.

Radford University will continue to work towards improving our visibility and outreach by attending DSBSD regionally hosted events and hosting an event on campus. Due to reduced capital projects, for FY19, Radford University reviewed historical spend in other commodities to determine the FY19 goal.

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

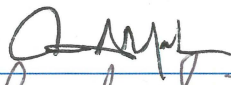
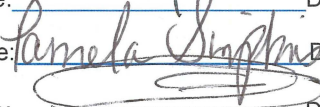
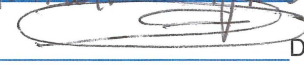
If yes, do you have questions or concerns with your ability to implement those changes? **Radford University does not have any questions or concerns with regard to any new or proposed legislation that will impact SBSB. We will continue to work to achieve our annual SWaM participation goals.**

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, the then DMBE agreed to allow VASCUPP member institutions to submit one consolidated SWaM report on a quarterly basis and this includes subcontracting spend as well.**

9. What functionality would be most helpful to you in the Expenditure Dashboard? **The current functionality meets our needs.**

10. Additional Information:

Completed by: <u>Albert Mah</u>	Signature: <u></u>	Date: <u>9-24-18</u>
Reviewed by: <u>Pamela Simpkins</u>	Signature: <u></u>	Date: <u>09-24-2018</u>
Institution Head: <u>Dr. Brian O. Hemphill</u> <i>Agency/Institution Head</i>	Signature: <u></u>	Date: <u>9/24/18</u>

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