



COMMONWEALTH of VIRGINIA

Radford University

501 Stockton St, POB 6885
Radford, VA 24142

FY2012 Annual SWaM Procurement Plan

Date of Submission: Tue Aug 30 14:40:00 EDT 2011

1. Agency/Institution Official Name: Radford University

Address: 501 Stockton St, POB 6885, Radford, VA 24142

2. Agency Code: 217

Sub-Agency Code(s):

3. Agency Head: President Penelope W. Kyle

Phone Number: 540-831-5401

Email Address: president@radford.edu

4. Secretariat: Secretary of Education

II. SWAM Goals

1. List your FY2012 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. FY2011 goals were pre-filled from your FY2011 SWaM plan. FY2011 SWaM expenditures were system-generated from the SWaM Dashboard.

	MBE	WBE	SBE
FY2011 Agency SWaM Goals	7.0 %	3.75 %	21.03 %
FY2011 Agency Actual Expenditures	9.93 %	7.61 %	57.50 %
Total FY2012 Projected SWaM Spend Goals	7.0 %	4.0 %	25.03 %

(Percentage based on Discretionary Budget)

6. Describe the process for determining your SWaM goals and issues that have been taken into consideration for determining these goals

Radford University's Three-Year SWAM Plan for Fiscal Years 2010-2012 was prepared and reviewed for submission to the Radford University Board of Visitors on June 11, 2009, by SWAM Co-Champions Pamela P. Simpkins, Gary B. Tilley, Roy E. Saville, and AVP Finance and Administration, Evelyn C. Wilson, in accordance with the Restructured Higher Education Financial and Administration Operations Act, Level 2 Operational Authority in Procurement.

III. Designation of SWaM Procurement Champion(s)

A. Purchases and Supply Division

Name: [Albert S. Mah](#)

Title: [Director-Contract Administration & 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: [Roy E. Saville](#)

Title: [Director-Facilities Planning & Construction](#)

Mailing Address: [PO Box 6909 Radford, VA 24142](#)

Telephone/Fax: [540-831-7612](#)

E-mail Address: rsaville@radford.edu

IV. Policies and Procedures

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

Division of Goods and Services: [8](#)

Division of Construction: [1](#)

2. Do you have major construction projects or purchases planned for FY2012? [Yes](#)

If so, identify the project or purchase:

1: Name of the project/purchase: [Center for the Sciences](#)

Type: [Construction](#)

Anticipated Posting Date: [September 2011](#)

2: Name of the project/purchase: [Moffett Hall renovation](#)

Type: [Construction](#)

Anticipated Posting Date: [September 2011](#)

3: Name of the project/purchase: [Student Fitness Center](#)

Type: [Construction](#)

Anticipated Posting Date: [To be determined](#)

4: Name of the project/purchase:

Type:

Anticipated Posting Date:

3. Does your Agency set aside the following solicitations for DMBE certified businesses?

Solicitations under \$5,000: **Yes**

Solicitations between \$5,000 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: **Radford University uses eVA's Quick Quote for non-complex procurements of goods and services between \$5,000 and \$50,000. For goods and services that have detailed specifications, a sealed or unsealed Invitation For Bid (IFB) or Request for Proposal (RFP) is issued. Radford University posts all solicitations over \$50,000 in eVA's Virginia Business Opportunities, which uses push technology to send the information to eVA's registered vendors.**

4. Approximately how many solicitations did you have in FY2011 in the following categories:

Solicitations under \$5,000: **Delegated to departments, not tracked**

Solicitations between \$5,000 and \$50,000: **52**

Solicitations between \$50,000 and \$100,000: **27**

5. For solicitations in excess of 100,000, who is responsible for review of the Small Business Subcontracting Plans and proof of payment to the subcontractors?

Name: **Albert S. Mah**

Title: **Director-Contract Administration and Supplier Diversity**

Contact Information: **(540) 831-2470 amah@radford.edu**

6. What method is used to track the payments to subcontractors by prime contractors? **Prime contractors submit monthly reports in arrears to the University.**

7. Are proposals from prime contractors evaluated with weighted value assigned based upon the Small Business subcontracting plan submitted by the prime? **Yes**

8. How do you monitor the progress of the goal performance under the Small Business Subcontracting plan? **Reports on subcontracting plans are received monthly by the Director of Contract Administration and Supplier Diversity. The information is reviewed and included in the Dashboard data submitted annually to DMBE.**

9. Are meetings held with prime contractors during the project to specifically monitor the small business subcontracting plan? **Yes**

If yes, how often during the project? **Part of project progress meetings for capital projects**

10. Does the agency collect the subcontracting payment information electronically from prime contractors? **No**

If yes, how often?

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

Method used? Internally developed form for reporting subcontractor payments

11. Does your agency counsel prime contractors regarding failure to comply with the subcontracting plan? No

12. Does your agency document prime contractor failure to comply with the subcontracting plan? No

13. Does your agency SWaM plan include measures to withhold the final payment for failure to meet the subcontracting plan? No

14. What other form of review is being conducted in reference to the small business subcontracting plan? The importance of the small business subcontracting plan is emphasized as part of the request for proposal process. Reports on activity are obtained and reviewed monthly. For construction projects, subcontracting plans are reviewed as part of the project progress meetings. At present, the University does not have any concerns with the activity being reported since overall SWaM goals are being met. Current contract language does not provide for the withholding of final payment for failure to meet subcontracting plans.

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 FY2011?

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 FY2011? 1

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

If yes, how many in FY2011? SWaM and diversity training is included in the monthly eVA procurement training

4. Attend small business outreach events? Yes

If yes, how many of the following in FY2011?

DMBE hosted event (Summit) 1

DGS Forum 1

Minority Supplier Diversity Council Conferences 0

DBA hosted events 0

Other, please name VASCUPP SWaMFest

VI. Assessment

1. In FY2011, what has been the most time consuming part of administration of the Small Business initiative from your perspective? Compiling data for monthly and quarterly reports.

2. In FY2011, what have been the top three reasons small businesses have not received some awards you believed they were qualified for but were not selected? Many small businesses responded to solicitations for negotiated procurements, however, they did not receive the highest ranking in the RFP evaluation process. Many small businesses responded to invitations for bids, however, they were not the lowest responsible and responsive bidder. Additionally, many small businesses do not take the time to register with DMBE and/or respond to solicitations.

3. In FY2011, what has your Agency done to improve expenditure opportunities for each of the categories represented in the small business program?

Small Business: Increased campus awareness of this initiative through training and one-on-one contact in the procurement cycle. For construction projects, promoted on campus assistance with SWAM vendor registration.

Women-owned: Increased campus awareness of this initiative through training and one-on-one contact in the procurement cycle. For construction projects, promoted on campus assistance with SWAM vendor registration.

Minorities: Increased campus awareness of this initiative through training and one-on-one contact in the procurement cycle. For construction projects, promoted on campus assistance with SWAM vendor registration.

4. In FY2011, did you contact the Department of Minority Business Enterprise for assistance with:

Initial certification: No If yes, how often?

Renewal for a firm: No If yes, how often?

Searches for businesses: Yes If yes, how often? Monthly

To distribute your solicitation notices No If yes, how often?

5. In FY2011, what was one of your Agency's accomplishments in the Small Business program you feel best demonstrates your agency's efforts? Getting prime contractors to include small business subcontracting plans with their bids and/or proposals. Working with prime contractors in identifying small businesses that are interested in working together in submitting a small business subcontracting plan.

6. Your comments or suggestions on ways we can improve the Small Business program: Continue to inform and provide relevant information to small, women-owned, and/or minority-owned businesses.

7. Additional Information: No comment.

Completed by: William H. Shorter Signature: William H. Shorter Date: 8/30/11
Reviewed by: Evelyn W. Kyle Signature: Evelyn W. Kyle Date: 8/30/11
Agency/Institution Head

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

