



COMMONWEALTH of VIRGINIA

Radford University

501 Stockton Street POB 6885

Radford, VA 24142

FY2011 Annual SWaM Procurement Plan

Date of Submission: Tue Sep 07 15:17:45 EDT 2010

1. Agency/Institution Official Name: Radford University

Address: 501 Stockton Street 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 Gerard Robinson

5. List your FY2011 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. FY2010 goals were pre-filled from your FY2010 SWaM plan. FY2010 SWaM expenditures were system-generated from the SWaM Dashboard.

| | MBE | WBE | SBE |
|-----------------------------------------|---------|--------|---------|
| FY2010 Agency SWaM Goals | 7.0 % | 3.53 % | 17.03 % |
| FY2010 Agency Actual Expenditures | 12.72 % | 7.61 % | 40.95 % |
| Total FY2011 Projected SWaM Spend Goals | 7.0 % | 3.75 % | 21.03 % |

(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, AVP Finance & Administration Evelyn C. Wilson, in Accordance with the Restructured Higher Educational Financial and Administration Operations Act, Level 2 Operational Authority in Procurement.

II. Designation of Procurement Champion(s)

A. Purchases and Supply Division

Name: Pamela P. Simpkins

Title: Director, Materiel Management & Contracts

Mailing Address: POB 6885 Radford, VA 24142

Telephone/Fax: 540-831-6118

E-mail Address: ppsimpkin@radford.edu

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

Name: Roy E. Saville

Title: Director, Facilities Planning and Construction

Mailing Address: POB 6909 Radford, VA 24142

Telephone/Fax: 540-831-7812

E-mail Address: rsaville@radford.edu

III. Responsibilities, Policies and Procedures

A. Who is responsible for the following (Name and Title for each):

1. Producing the Annual SWaM Plan for the agency? Pamela P. Simpkins (Director, Materiel Management & Contracts)
2. Monitoring the agency spend with SWaM vendors? Pamela P. Simpkins (Director, Materiel Management & Contracts)
3. Evaluating the progress in meeting the SWaM goals? Pamela P. Simpkins (Director, Materiel Management & Contracts)
4. Planning and implementing agency participation in Diversity Outreach Events? Kathy H. Burnett (eVA Coordinator)
5. Providing training on SWaM policies and procedures for agency staff and end users? Kathy H. Burnett (eVA Coordinator)
6. Posting future procurement opportunities on eVA site? Kathy H. Burnett (eVA Coordinator)
7. Does the Agency Head meet with the SWaM Procurement Champion(s) on a regular basis to discuss the agency progress and/or barrier that prevent the agency from meeting the SWaM goals? No
If yes, how often:

B. Does your agency subscribe to the policies that follow:

1. All solicitations under \$5000 are issued as set-asides for DMBE certified Small Businesses? Yes

2. Solicitations between \$5000 and \$50,000 are issued as set-asides for DMBE certified Small Businesses? No
eVA's Quick Quote is used for non-complex procurements of goods and services between \$5,000 and \$50,000. For goods and services that have detailed specifications, an unsealed Invitation For Bid (IFB) is prepared and faxed to eVA registered vendors based on NIGP commodity code registration.

3. Solicitations above \$50,000 are issued as set-asides for DMBE certified Small Businesses? No
Sealed solicitations are posted in eVA and are mailed to eVA registered vendors. Solicitations over \$50,000 must include SWaM businesses, provided DMBE certified businesses are available.

4. For all contracts in excess of \$100,000, prime contractors are required to submit Small Business Subcontracting Plans and proof of payment to the Subcontractors? Yes

For goods and services.

5. All proposals from prime contractors are evaluated with weighted value assigned to the prime's Small Business Subcontracting Plan? Yes

Weight Assigned: Between 10 to 20 points for goods and services

6. Does the agency apply a broad definition of "prior experience", not only to the firm but also to the personnel to be assigned to the contract, in order to include participation of SWaM businesses in state procurements? Yes

7. Does your agency make early postings of future procurement opportunities on the eVA website in order to allow SWaM businesses to prepare and compete for the solicitation? Yes

How far ahead? 6 months

8. Is training on the SWaM Initiative, and how to implement it, required of staff with procurement responsibility and end users? Yes

9. Are Outreach Events for certification/training/information purposes part of your agency's activities to enhance SWaM participation? Yes

How many will you attend in FY2011? 1

How many will you host in FY2011? 1

10. Does your agency have a policy in place for unbundling contracts in order to include SWaM Participation? Yes
If No, is there a plan to develop a policy for unbundling?

11. Does your agency have a pre-qualification program? No

12. Has the agency developed any pilot programs to increase opportunities for SWaM vendors to perform as prime contractors on Commonwealth projects? No

13. Does your agency have specific barriers or limitations that prevent your agency from achieving your agency SWaM goals and plans? No

14. Do you have a review process to evaluate the agency progress in achieving the agency's SWaM goal? Yes
Spend is evaluated quarterly; effort and activity are evaluated on a monthly basis.

C. Are there Procedures in place in your agency to do the following:

1. Distribute information to certified SWaM vendors, as well as potential SWaM vendors, about procurement opportunities and to increase SWaM participation? Yes

Radford University distributes information to vendors at VASCUPP's annual SWaMFest. University buyers attending VAGP and NIGP conferences discuss buying opportunities with vendors attending exhibitions. Early announcements of future procurement opportunities are posted with eVA.

2. Strongly encourage eligible vendors to apply for SWaM Certification? Yes

Firms that respond to our solicitations that indicate they are and SBE, WBE, or MBE, but aren't certified are contacted by university buyers or our eVA Coordinator to encourage them to complete DMBE certification.

3. Provide a standard form including prime company name, prime TIN, sub company name, sub TIN, subcontracting payment amount and payment date, to a prime contractor to be used to capture the required data for subcontractors participating on the contract? Yes

4. Please list NIGP codes of product or service that the agency is experiencing difficulties in finding certified SWaM vendors: 91200 90638 20453 20454

5. Please list NIGP codes of product or service that the agency is making its most purchase: 20600 61500 91000

6. Please provide the web link to your agency procurement policies: <http://purchase.asp.radford.edu/>

7. Additional information:

Completed by: Pamela P. Simpkins Signature: Pamela P. Simpkins Date: 09/07/2010

Reviewed by: Penelope W. Kile Signature: Penelope W. Kile Date: 9/13/2010

Agency/Institution Head

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