Procurement and Contracts

RFP SWaM Scoring Guide
Procurements requiring inclusion of SWaM reporting will use the following guide to assign SWaM points:

1. RFP Document:
   A. All RFP’s will include SWaM as evaluation criteria.
   B. The criteria will be assigned (10) ten points. [Changed from 20 to 10 points.]

2. RFP SWaM Scoring:
   A. The assignment of SWaM points is the responsibility of the Contracting Officer and should not occur without forethought as it could be the determining factor in a very competitive procurement. If the Contracting Officer is unsure of the correct point’s allocation the Assistant Director of Procurement and Contracts should be consulted. The Assistant Director will make the final determination in consultation with the Director of Procurement and Contracts and the file shall be documented accordingly.
   
   B. Points will be allotted as follows for the initial score:
      - Offerer is SBSD Certified – 10 points [Changed from 20 to 10 points.]
      - Offerer is not SBSD certified and ineligible but offers a subcontracting plan with a SBSD certified subcontractor – 3 points [Changed from 6 to 3 points]
      - Offerer is not SBSD certified and ineligible and offers no substantive subcontracting plan – 0 points

Proof of certification is required. The vendor must be certified by the Virginia Department of Small Business and Supplier Diversity. You can access the SBSD website at www.sbsd.virginia.gov to check the vendor’s SWaM status.

Firms headquartered and/or incorporated states or districts are not eligible for SBSD certification: Arkansas, California, Connecticut, Florida, Iowa, Louisiana, Minnesota, Mississippi, New Mexico, Ohio, Texas, and Washington, DC.

C. Second Round Re-Score:
   - A base of one SWaM point shall be maintained by offerers that were allotted SWaM points for Subcontracting Plans during the initial scoring if in fact they were documented as a SBSD vendor based on SBSD’s certification process. Certification must be valid upon receipt of the offer.
   - After review of the Subcontracting Plan provided in the RFP, should it be
determined by the evaluation committee the plan does not provide value to the Statement of Needs the allotted three SWaM points will be reduced to .5. Documentation must be provided to and approved by the Contracting Officer.

After review of the Subcontracting Plan provided in the RFP should it be determined by the evaluation committee the plan provides some value to the Statement of Needs the allotted three SWaM points will be reevaluated and rescored based on the value the evaluation committee has documented.

- Minimal Value – 1 Point [Changed from 2 to 1 Point]
- Moderate Value – 1.5 Points [Changed from 4 to 1.5 Points]

Approved by:

Pamela Simpkins
Director of Procurement and Contracts

2.28.16
Date