



COMMONWEALTH of VIRGINIA

Radford University

501 Stockton St., POB 6885
Radford, VA 24143

FY2013 Annual SWaM Procurement Plan

Date of Submission: Thu Sep 20 07:40:54 EDT 2012

1. Agency/Institution Official Name: Radford University

Address: 501 Stockton St., POB 6885, Radford, VA 24143

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 FY2013 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. FY2012 goals were pre-filled from your FY2012 SWaM plan. FY2012 SWaM expenditures were system-generated from the SWaM Dashboard.

	MB	WB	SB
FY2012 Agency SWaM Goals	7.0 %	4.0 %	25.03 %
FY2012 Agency Actual Expenditures	9.37 %	5.78 %	47.07 %
FY2013 Agency Procurement Aspirational Goal	7.20 %	4.23 %	27.03 %

(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 Five-Year SWaM Plan for Fiscal Years 2013-2017 was prepared and reviewed for submission to the Radford University Board of Visitors on February 8, 2012, by SWaM Co-Champions Albert S. Mah, Director-Contract Administration & Supplier Diversity, Pamela P. Simpkins, Director-Procurement & Contracts, Roy E. Saville, Director-Facilities Planning & Construction, Assistant Vice President & Chief Facilities Officer, Chris Willis and Associate Vice President for Finance and Administration, Lisa H. Ridpath, 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: Chris Willis

Title: Assistant Vice President & Chief Facilities Officer

Mailing Address: PO Box 6909 Radford, VA 24142

Telephone/Fax: 540-831-7802

E-mail Address: cwillis5@radford.edu

IV. Policies and Procedures

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

Division of Goods and Services: 9

Division of Construction: 1

2. Do you have major construction projects or purchases planned for FY2013? Yes

If so, identify the project or purchase:

1: Name of the project/purchase: Center for the Sciences

Type: Construction

Anticipated Posting Date: Already Awarded CM

2: Name of the project/purchase: Student Fitness Center

Type: Construction

Anticipated Posting Date: Already Awarded CM

3: Name of the project/purchase: Washington Hall renovation

Type: Construction

Anticipated Posting Date: Fall 2012

4: Name of the project/purchase: New Academic Building

Type: Construction

Anticipated Posting Date: A/E Fall 2012, Phase I and II

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

Solicitations under \$5,000: No

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: The University encourages departments to seek quotes from at least one SWaM vendor for solicitations under \$5,000. For solicitations greater than \$5,000, it is our current policy and practice to seek competitive bids including registered SWaM vendors when available. All RFPs have a weighted SWaM component which supports and provides opportunities to registered SWaM vendors. 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 FY2012 in the following categories:

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

Solicitations between \$5,000 and \$50,000: 47

Solicitations between \$50,000 and \$100,000: 33

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. In the report, contractor is required to identify the following:

-Reporting Period

-Subcontractor Identification (Name, Tax ID, SWaM Category, Dollar Spend, DMBE Certification Number)

-Summary of Expenditures for the period by SWaM Category

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 and subcontractor spend reports are received monthly by the Office of Facility Planning & Construction and forwarded to the Director of Contract Administration and Supplier Diversity. The information is reviewed and included in the Dashboard data submitted quarterly to DMBE by VASCUPP**

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? **Meetings with prime contractors are held on a bi-monthly schedule to discuss all components of the construction project, including, but not limited to subcontracting plans.**

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? **Yes**

12. Does your agency document prime contractor failure to comply with the subcontracting plan? **Yes**

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 FY2012?

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 FY2012? **3-5**

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

If yes, how many in FY2012? SWaM and diversity training is included in the monthly eVA procurement training available to campus end users with delegated purchasing authority.

4. Attend small business outreach events? Yes

If yes, how many of the following in FY2012?

DMBE hosted event (Summit) 1

DGS Forum 1

Minority Supplier Diversity Council Conferences 1

DBA hosted events 0

Other, please name JMU Vendor Fair; VASCUPP SWaMFest

VI. Assessment

1. In FY2012, what has been the most time consuming part of administration of the Small Business initiative from your perspective? Compiling and formatting data for monthly and quarterly reporting.

2. In FY2012, what have been the top three reasons small businesses have not received some awards you believed they were qualified for but were not selected? While many SBE's responded, many were not chosen because:

1. In negotiated procurement, they did not receive the highest ranking in the RFP evaluation process.

2. In invitations for bids, they were not the lowest responsible and responsive bidder.

3. Many small businesses do not take the time to register with DMBE and/or respond to solicitations.

3. In FY2012, what has your Agency done to improve expenditure opportunities for each of the categories represented in the small business program?

Small Business: We continue to increase campus awareness of the SWaM initiative through campus training and one-on-one contact in the procurement cycle. At the departmental level, purchasers are instructed to obtain a quote from a eVA registered and certified SWaM vendors whenever possible. Providing assistance with the SWaM vendor certification process remains a priority at Radford University. For construction projects, we continue to work with CMs to promote on campus assistance with SWaM vendor registration. We increased the University's presence at SWaM vendor functions statewide during the past fiscal year. This increased presence is a key component in the current year's plan.

Women-owned: We continue to increase campus awareness of the SWaM initiative through campus training and one-on-one contact in the procurement cycle. At the departmental level, purchasers are instructed to obtain a quote from a eVA registered and certified SWaM vendors whenever possible. Providing assistance with the SWaM vendor certification process remains a priority at Radford University. For construction projects, we continue to work with CMs to promote on campus assistance with SWaM vendor registration. We increased the University's presence at SWaM vendor functions statewide during the past fiscal year. This increased presence is a key component in the current

year's plan. University representatives will continue to seek outreach events specific to Women-owned businesses to increase participation in procurement opportunities.

Minorities: We continue to increase campus awareness of the SWaM initiative through campus training and one-on-one contact in the procurement cycle. At the departmental level, purchasers are instructed to obtain a quote from a eVA registered and certified SWaM vendors whenever possible. Providing assistance with the SWaM vendor certification process remains a priority at Radford University. For construction projects, we continue to work with CMs to promote on campus assistance with SWaM vendor registration. We increased the University's presence at SWaM vendor functions statewide during the past fiscal year. This increased presence is a key component in the current year's plan. University representatives will continue to seek outreach events specific to Minority-owned businesses to increase participation in procurement opportunities.

4. In FY2012, 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?

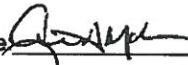
Searches for businesses: **Yes** If yes, how often? **Several times monthly**

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

5. In FY2012, what was one of your Agency's accomplishments in the Small Business program you feel best demonstrates your agency's efforts? **Increased attendance and visibility at Matchmaking and Vendor events. Working with prime contractors to include small business subcontracting plans with their bids and/or proposals. Working with prime contracts in identifying small businesses that are qualified and 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 the SWaM business community.**

7. Additional Information:

Completed by: ALBERT C. MAH Signature:  Date: 9-20-12

Reviewed by: Denelope W. Kyle Signature:  Date: 9/20/12

Agency/Institution Head

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