



COMMONWEALTH of VIRGINIA

Radford University

501 Stockston St, PO Box 6885
Radford, VA 24142

FY2017 Annual SWaM Procurement Plan

Date of Submission: Tue Oct 18 12:08:52 UTC 2016

1. Agency/Institution Official Name: Radford University

Address: 501 Stockston 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. Secretariat: Secretary of Education

II. SWAM Goals

5. List your FY2017 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. FY2016 goals were pre-filled from your FY2016 SWaM plan. FY2016 SWaM expenditures were system-generated from the SWaM Dashboard.

	MBE	WBE	SBE	
FY2016 Agency SWaM Goals	6.00 %	3.50 %	32.50 %	
FY2016 Agency Actual Expenditures	5.48 %	8.01 %	31.99 %	
Total FY2017 Projected SWaM Spend Goals	5.5 %	4.5 %	32.0 %	
	MICRO	ESO	HBCU	SDV
Other FY2017 Projected Spend Goals	0 %	0 %	0 %	0 %

(Percentage based on Discretionary Budget)

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

We are unable to project potential spend with the new classification types (ESO, HBCU, SDV) until DSBSD certifies vendors and they are identifiable in our reporting structure. Once DSBSD provides an electronic listing of certified vendors in these classifications, our automated process will be updated to capture and report the new classification types.

III. Designation of SWaM Equity Champion(s)

A. Purchases and Supply Division

Name: Albert 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: Michael Biscotte

Title: Director-Facility 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: 11

Construction: 2

2. Do you have major construction projects or purchases planned for FY2017? Yes

If so, identify the project or purchase:

1: Name of the project/purchase: Muse Hall Life Safety Renovations

Type: Construction

Anticipated Posting Date: Fall 2017

2: Name of the project/purchase: Reed/Curie Hall Renovations

Type: A & E

Anticipated Posting Date: Spring/Summer 2017

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

Type: Construction

Anticipated Posting Date: [Winter 2016/Spring 2017](#)

4: Name of the project/purchase:

Type:

Anticipated Posting Date:

3. Do you have any professional services purchases planned for FY2017? [Yes](#)

If so, identify the project or purchase:

1: Name of the project/purchase: [Student Health and Student Counseling Services](#)

Type: [Student Services](#)

Anticipated Posting Date: [Spring 2017](#)

2: Name of the project/purchase: [Charter Bus Services](#)

Type: [Services](#)

Anticipated Posting Date: [Fall 2016](#)

3: Name of the project/purchase: [Student and Employer Recruiting Platform](#)

Type: [IT Services](#)

Anticipated Posting Date: [Spring 2017](#)

4: Name of the project/purchase: [SMS Non-emergency Text Message System](#)

Type: [IT Services](#)

Anticipated Posting Date: [Spring 2017](#)

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: [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: [University procedures encourage departments to obtain quotes from one certified SWaM vendor for purchases under \\$5,000. Purchases greater than \\$5,000 the current procedure is to seek competition including certified SWaM vendors when available. All RFP's include a SWaM component in the evaluation criteria which supports and provides opportunities for certified SWaM vendors. Solicitation over \\$50,000 are posted in eVA's Virginia Business Opportunities, which utilizes push technology to send the information to eVA's registered vendors, including certified SWaM.](#)

5. Do you need additional guidance on how to implement/manage a set-aside procurement? [No](#)

If yes, what additional guidance would be helpful?

6. Who monitors, reviews, audits and enforces your SWaM program goals and compliance? [Radford University's Director of Contract Administration & 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 including oversight of the prime contractor SWaM subcontractor reporting and assisting with vendor inquiries on SWaM programs and certifications, and is responsible for outreach events.

Mr. Richard Alvarez, Chief Financial Officer and Vice President for Finance & Administration, 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? There have been no major challenges collecting subcontracting spend from vendors. Radford University's Capital Planning and Construction staff maintain a good working relationship with the University's capital construction contractors and has emphasized the importance of timely submission of their subcontractor spend. The most time consuming process that is challenging is compiling subcontracting data submitted by our primary vendors, since 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 FY2016? No open house events were held during FY16 but an on campus event is tentatively planned for Spring 2017

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 FY2016? 5-10

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

If yes, how many in FY2016? 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, please check those attended in FY2016?

DSBSD hosted event (Summit) 1

DGS Forum 1

Minority Supplier Diversity Council Conferences 0

DBA hosted events 0

Other, please name *SWaMfest*

VI. Assessment

1. In FY2016, what has been the most time consuming part of administration of the Small Business initiative from your perspective? *Other*

Comment on your selection above: *Compiling and formatting data for monthly and quarterly reporting, especially subcontracting.*

2. Do you have recommendations on ways the Commonwealth could improve SWaM business participation in agency procurement opportunities? *Improve the turnaround time required in getting new SWaM vendor applicants certified. Identify and make available, electronic listings of vendors approved as DBE, SDV, ESO and HBCU. Improve notification process for certified vendors to be informed of impending certification renewal dates and expirations.*

3. In FY2016, what has your Agency done to improve expenditure opportunities for SWaM businesses?

Radford University increased our interaction with vendors at outreach events. We request prime contractors to submit SWaM subcontractor plans and utilize SWaM subcontractors in performance of their work. We also work with prime contractors in identifying SWaM vendors that are certified by DSBSD that are interested in becoming part of the subcontracting for projects.

4. In FY2016, 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: *No* If yes, how often?

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

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 FY2016, what was one of your Agency's accomplishments in the SWaM program you feel best demonstrates your agency's efforts? *Radford University has consistently met or exceeded the targeted goal of 42% participation percentage mandated for state agencies.*

7. Your comments or suggestions on ways we can improve the SWaM program: *Continue to inform and provide relevant information to the SWaM business community and other State agencies. Identify and make available, electronic listings of vendors approved as DBE, SDV, ESO and HBCU.*

8. What trainings would be most helpful to you in implementing the Commonwealth SWaM Program? *DSBSD SWaM*

Champion training is particularly helpful for new agency employees assuming that role in their agencies. More regional training aimed at obtaining certification and understanding SWaM rules and regulations would be helpful to qualified Small, Women, and Minority businesses, but might be particularly helpful to DBE, ESO, DSV, and HBCU enterprises.

9. Additional Information:

Completed by: Albert S. Mah Signature:  Date: 10-18-16

Completed by: Pamela P. Simpkins Signature:  Date: 10-18-2016

Reviewed by: Brian O. Hemphill Signature:  Date: 10/18/16

Agency/Institution Head

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