



COMMONWEALTH of VIRGINIA

Radford University

501 Stockton St, PO Box 6885
Radford, VA 24141

FY2018 Annual SWaM Procurement Plan

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1. Agency/Institution Official Name: Radford University

Address: 501 Stockton St, PO Box 6885, Radford, VA 24141

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 FY2018 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. FY2017 goals were pre-filled from your FY2017 SWaM plan. FY2017 SWaM expenditures were system-generated from the SWaM Dashboard.

	MBE	WBE	SBE		
FY2017 Agency SWaM Goals	5.5 %	4.5 %	32.0 %		
FY2017 Agency Actual Expenditures	6.43 %	2.97 %	33.35 %		
Total FY2018 Projected SWaM Spend Goals	6.0 %	4.0 %	32.0 %		
	MICRO	ESO	HBCU	SDV	
Other FY2018 Projected Spend Goals	0 %	0 %	0 %	0 %	

(Percentage based on Discretionary Budget. Each goal should be at least 1%)

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

Continue working to streamline and shorten the process for certifying and recertifying SWaM businesses. A process to notify currently certified SWaM vendors when their certifications are due for renewal that would allow ample time on both sides to complete the process with no non-certified down time.

A more regional visibility to help SWaM qualified businesses understand the significance and benefits of obtaining state certification.

III. Designation of SWaM Equity Champion(s)

A. Purchases and Supply Division

Name: [Albert Mah](#)

Title: [Director-Strategic Sourcing & 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: [10](#)

Construction: [2](#)

2. Do you have major construction projects or purchases planned for FY2018? [Yes](#)

If so, identify the project or purchase:

1: Name of the project/purchase: [Reed/Curie Hall Renovation](#)

Type: [Construction](#)

Anticipated Posting Date: [January 2018](#)

2: Name of the project/purchase: [Various Maintenance Reserve Projects](#)

Type: [Construction](#)

Anticipated Posting Date: [Spring/Summer 2018](#)

3: Name of the project/purchase:

Type:

Anticipated Posting Date:

4: Name of the project/purchase:

Type:

Anticipated Posting Date:

3. Do you have any professional services purchases planned for FY2018? [Yes](#)

If so, identify the project or purchase:

1: Name of the project/purchase: [Banking Services](#)

Type: [Services](#)

Anticipated Posting Date: [Fall 2017](#)

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

Type: [Services](#)

Anticipated Posting Date: [Fall 2017](#)

3: Name of the project/purchase: [General Building Materials, Hardware & Related Supplies](#)

Type: [Material Purchases](#)

Anticipated Posting Date: [Spring 2018](#)

4: Name of the project/purchase:

Type:

Anticipated Posting Date:

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 on eVA's Virginia Business Opportunities, which utilizes push technology to send the information to eVA's registered vendors, including certified SWaM.](#)

5. Have you visited the "I'm a Buyer" page on sbsd.virginia.gov? [Yes](#)

If yes, what additional resources would be helpful on that page? [This is a very good resource page to find](#)

applicable information related to the SWaM initiative. It is a good addition to the DSBSD pages.

6. Who monitors, reviews, audits and enforces your SWaM program goals and compliance? Radford University's Director of Strategic Sourcing & Supplier Diversity, Mr. Albert Mah and Ms. Pamela Simpkins, the University's Director of Procurement & Payables, 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 FY2017?

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 FY2017? 10-15

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

If yes, how many in FY2017? 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 FY2017?

DSBSD hosted event (Summit) 1

DGS Forum 1

Minority Supplier Diversity Council Conferences 0

DBA hosted events 0

Other, please name [VASCUPP SWaMfest](#); [Virginia Tech SWaM Vendor Fair](#), [SBSB Regional Event](#)

VI. Assessment

1. In FY2017, 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? [While there appear to be marked improvements, improve turnaround time required in getting new SWaM vendor applicants and vendor renewals certified. Improve notification process for certified vendors to be informed of impending certification renewal dates and expiration or missing application documentation.](#)

3. In FY2017, what has your Agency done to improve expenditure opportunities for SWaM businesses?

[Radford University increased our interaction with vendors at numerous hosted outreach events. We require 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 obtaining subcontracted work on future and ongoing projects and contracts.](#)

4. In FY2017, 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: [Yes](#) If yes, how often? [1](#)

Renewal for a firm: [Yes](#) If yes, how often? [3](#)

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 FY2017, 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. Are you familiar with the legislation that impacted SBSB? [Yes](#)

If yes, do you have questions or concerns with your ability to implement those changes? [Radford University does not currently have any questions or concerns with regard to any new or proposed legislation that will impact SBSD. We will continue to work to achieve the 42% SWaM participation goal mandated for all state agencies.](#)

8. Do you submit adjustments and subcontracting spend in the expenditure dashboard monthly? [No](#)

If no, can you explain why you are not submitting adjustments and subcontracting spend monthly? [By agreement with DMBE in 2010, VASCUPP member institutions were allowed to consolidate SWaM reporting and submit on a quarterly basis.](#)

9. What functionality would be most helpful to you in the Expenditure Dashboard? [The current functionality in the Expenditure Dashboard meets our needs. The ability to download the information to Excel allows us to manipulate the data in order to get a clearer picture of how Radford University is faring within both the Secretariat, and among other State Agencies.](#)

10. Additional Information:

Completed by: [Albert S. Mah](#) Signature: _____ Date: _____

Reviewed by: [Pamela P. Simpkins](#) Signature: _____ Date: _____

Reviewed by: [Dr. Brian O. Hemphill](#) Signature: _____ Date: _____

Agency/Institution Head

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