



# Commonwealth of Virginia

FY2021 Annual SWaM Procurement Plan for - Radford University

## 1 Agency Information

1. Agency/Institution Official Name **Radford University**

Street Address **501 Stockton Street**

City **Radford**

State **VA**

Zip **24142**

2. Agency Code **217**

3. Agency Head **Dr. Brian O. Hemphill**

Phone Number **540-831-5401**

Email Address **bhemphill@radford.edu**

4. Director of Procurement **Kimberly Dulaney**

Phone Number **540-831-6092**

5. Secretariat **Education**

## 2 SWAM Goals

List your FY2021 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. FY2020 goals were pre-filled from your FY2020 SWaM plan. FY2020 SWaM expenditures were system-generated from the Expenditure Dashboard.

6.

Actual vs. Goal - Spend Percentages FY2020									
	MB	WB	Micro	SDV	SB	ESO	8A	EDWOSB	FSDV
Goal	10.00	2.00	1.00	1.00	16.00	1.00	1.00	1.00	1.00
Actual	9.90	4.67	0.93	0.43	20.87	0.00	0.00	0.00	0.00

Projected Goal - Spend Percentages formYear									
	MB	WB	Micro	SDV	SB	ESO	8A	EDWOSB	FSDV
Goal	10.00	2.00	1.00	1.00	16.00	1.00	1.00	1.00	1.00

7. What changes could be made to the Commonwealth SWAM Program that would assist you in meeting your goals? **Improvement in reducing the time required for processing new certifications and recertification for SWaM businesses. Improve the notification process of expiring certifications for SWaM businesses.**

### 3 Designation of SWaM Equity Champion(s)

A. Purchases and Supply Division

Name **Albert Mah**

Title **Asst. Director - Supplier Diversity & Business Operations**

Mailing Address **PO Box 6885**

Telephone **540-831-2470**

E-mail Address **amah@radford.edu**

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

Name **Michael Biscotte**

Title **Director - Facilities Planning & Construction**

Mailing Address **PO Box 6909**

Telephone **540-831-7817**

E-mail Address **mbiscott@radford.edu**

### 4 Policies and Procedures

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

Goods and Services **11**

Construction **3**

2. Do you have major construction projects or purchases planned for FY2021?

**Yes**

Name of the project/purchase **Various Maintenance Reserve Projects**

Type **Construction**

Anticipated Posting Date **09-23-2020**

3. Do you have any professional services purchases planned for FY2021? **No**

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 **Yes**

Solicitations between \$50,000 and \$100,000 **Yes**

If you answered, "NO" to any category, please state why those solicitations are not set-aside **University procedures encourage departments to obtain a quote from one certified SWaM business for purchases under \$5,000. For purchases \$5,000 to \$100,000, when available, the award is made to a certified SWaM business after determining price reasonableness by a Contract Officer. Procurements over \$100,000 are posted in eVA's VBO and are competed formally. RFP's include a SWaM component in the evaluation criteria which supports and provides opportunities for certified SWaM businesses. Radford University does reserve the right to direct award to a SWaM vendor up to \$200,000 as allowed for in the Governing Rules if it is in the best interest of the University.**

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? **A list of SWaM Champion contacts at other state agencies and institutions.**

6. Who monitors, reviews, audits and enforces your SWaM program goals and compliance? **Radford University's Asst. Director for Supplier Diversity and Business Operations, Mr. Albert Mah, and Ms. Kimberly Dulaney, the University's Executive Director of Strategic Sourcing and Chief Procurement Officer, hold primary responsibility and oversight of the University's SWaM initiative. Mr. Mah is tasked with the**

University's SWaM reporting processes, oversight of the prime contract SWaM subcontractor reporting, assisting businesses that inquire about SWaM programs and certifications, and outreach events. Mr. Chad A. Reed, Vice President for Finance and Administration and Chief Financial Officer, and Dr. Brian O. 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 ? **The most time consuming process and challenge is compiling the subcontracting data submitted by prime contractors, as this is a manual process. Radford University's Facilities Planning and Construction Department maintains a close working relationship with contractors and emphasizes the importance of timely submission of subcontractor spend and insures that information is submitted on time.**

## 5 Diversity Training Events

1. Hold open house events for small businesses? **Yes**

If yes, how many in FY2020? **Hosted DSBSD's Blue Ridge Sales Conference**

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 FY2020? **10-20. The COVID-19 lockdown eliminated the ability for face-to-face discussions during the later months of the fiscal year.**

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

If yes, how many in FY2020? **SWaM training is included in the monthly eVA procurement training conducted by the Office of Procurement and Contracts for departmental end users with delegated procurement authority.**

4. Attend small business outreach events? **Yes**

If yes, please list those attended in FY2020? **VASCUPP SWaMfest, DSBSD Blue Ridge Sales Conference 2020**

## 6 Assessment

1. In FY2020, what has been the most time consuming part of administration of the Small Business initiative from your perspective? **Explaining SWaM regulations to SWaM firms**

Comment on your selection above **Working with qualified SWaM firms that aren't certified and explaining the potential benefits of becoming SWaM certified and how certification can assist in their success. Providing guidance for new or recertifications. It would help to have a streamlined process for these vendors.**

2. Do you have recommendations on ways the Commonwealth could improve SWaM business participation in agency procurement opportunities? **Improve certification turnaround time on new applications and recertifications. Improve the notification process for expiring certifications. Continue to hold outreach and educational programming and events, not only in the denser population areas of the Commonwealth, but also the more rural and outlying areas. Be readily accessible to SWaM businesses in these areas.**

3. In FY2020, what has your Agency done to improve expenditure opportunities for SWaM businesses? **Radford University hosted DSBSD's 2nd Annual Blue Ridge Sales Conference in March 2020 and tries to continue our interaction with businesses at other hosted outreach events in the region. COVID-19 restrictions has seriously limited our ability for face-to-face interaction.**

4. In FY2020, 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? **As required, but we did contact DSBSD on a number of occasions to inquire on specific applications of certification.**

Renewal for a firm **Yes**

If yes, how often? **As required, but we did contact DSBSD on a number of occasions to inquire on specific recertification applications and non renewals.**

Searches for businesses **Yes**

If yes, how often? **Staff from Radford University's Procurement & Contracts Office search the online SWaM Directory and COV Status Search on a daily basis.**

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? **Quarterly**

6. In FY2020, what was one of your Agency's accomplishments in the SWaM program you feel best demonstrates your agency's efforts? **Radford University is working much more closely with DSBSD's Regional representative and hosted DSBSD's 2nd Annual Blue Ridge Sales Conference and also served as a named host of DSBSD's Selling to the Commonwealth online webinar. Radford University has begun work with DSBSD to host the 3rd Annual Blue Ridge Sales Conference in Spring 2021 if conditions allow.**

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 have any questions with regard to legislation at this time. We are continually working to achieve our annual SWaM participation goals and directives.**

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? **In 2010, DMBE agreed to allow VASCUPP member institutions to submit one consolidated SWaM report on a quarterly basis and this includes subcontracting spend as well.**

9. What functionality would be most helpful to you in the Expenditure Dashboard? **The new dashboard seems functional.**

10. Additional Information **None at this time.**

**Completed by :**

*Signature:* Albert Mah

*Date :* 2020-09-11

**Approved by :**

*Signature:* Brian Hemphill

*Date* : 2020-09-23