



Commonwealth of Virginia

FY2023 Annual SWaM Procurement Plan for - Radford University

1 Agency Information

1. Agency/Department/Institution Name: Radford University
2. Secretariat: Education
3. Name of Current Secretary: The Honorable Aimee Rogstad Guidera
4. Agency Code: 217
5. Agency Head: President Bret Danilowicz
Phone Number: 540-831-5401
Email Address: president@radford.edu
6. Director of Procurement
Name: Kimberly Dulaney
Title: Executive Director of Strategic Sourcing
Phone Number: 540-831-6092
Email Address: kddulaney@radford.edu
Mailing Address: PO Box 6885, Radford, VA 24142
7. Purchases and Supply Division Lead Purchaser
Name: Teresa Anders
Title: Associate Director of Procurement and Contracts
Phone Number: 540-831-6097
Email Address: tanders@radford.edu
Mailing Address: PO Box 6885, Radford, VA 24142

8. Building and/or Construction Division Procurement Officer (if applicable)

Name: **Richard Farthing**

Title: **Director Capital Planning and Construction**

Phone Number: **540-831-7817**

Email Address: **rfarthing1@radford.edu**

Mailing Address: **PO Box 6909, Radford, VA 24142**

9. SWaM Champion and Preferred Contact Information

Name: **Hunter Malcom**

Title: **Procurement Administrative Support**

Phone Number: **540-831-6885**

Email Address: **hmalcom@radford.edu**

Mailing Address: **PO Box 6885, Radford VA 24142**

Preferred Contact (select one or more): **Email, Phone**

10. Dashboard Users: Identify all new users or users that no longer require access.

No user info entered!

2 SWAM Goals

List your FY2023 SWaM expenditure goals for Small, Women-owned and Minority-owned businesses as a percentage of your projected discretionary expenditures. Goals should include your projected sub-contracting expenditures if applicable. FY2022 goals were pre-filled from your FY2022 SWaM plan. FY2022 SWaM expenditures were system-generated from the Expenditure Dashboard.

1.

Actual vs. Goal - Spend Percentages FY2022										
	MB	WB	Micro	SDV*	SB	ESO	8A	EDWOSB	WOSB	FSDV
Goal	10.00	2.00	1.00	3.00	15.00	1.00	1.00	1.00	1.00	1.00
Actual	9.12	7.24	2.91	0.37	23.18	0.09	0.00	0.00	0.00	0.00

Projected Goal - Spend Percentages FY2023										
	MB	WB	Micro	SDV*	SB	ESO	8A	EDWOSB	WOSB	FSDV
Goal	10.00	2.00	1.00	3.00	16.00	1.00	1.00	1.00	1.00	1.00

*According to § 2.2-4310.2 executive branch agency's goals under § 2.2-4310 for participation by small businesses shall include within the goals a minimum of three percent (3%) participation by service disabled veteran-owned businesses as defined in §§ 2.2-2000.1 and 2.2-4310 when contracting for goods and services.

2. What changes could be made to the Commonwealth SWAM Program that would assist you in meeting your goals? ***Please note that minor differences were found in the percentages reported above in comparison to our submitted report, however, the University goal was still exceeded. Efficiencies may be gained in the overall process by reviewing reciprocal restrictions, streamlining the application process, allowing for self-certification and reducing the number of certification categories.**

3 Policies and Procedures

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

Goods and Services: **7**

Construction: **3**

2. Do you have major construction projects or purchases planned for FY2023?

Yes

Name of the Project/Purchase: **Norwood/Tyler Renovation
/Infrastructure Improvements**

Type: **Renovation/Construction/Construction**

Anticipated Posting Date: **09-15-2022**

3. Do you have any professional services purchases planned for FY2023? **Yes**

Name of the Project/Purchase: **Infrastruction**

Type: **Engineering**

Anticipated Posting Date: **09-15-2022**

4. Does your agency set aside the following solicitations for DSBSD certified businesses?

Solicitations under \$10,000: **Yes**

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? **Catagory-B solicitations are in compliance with the CPSM manual with awards up to \$80,000 set aside for DSBSD small businesses. For Goods and Services, under \$5,000 is at departmental delegation. University procedures encourage departments to obtain a quote from one certified SWaM vendor. The Radford University Procurement manual overseeing small dollar purchasing rules allow for a direct award to certified SWaM vendors up to \$100k after price reasonableness has been confirmed.**

5. Have you visited the "I am a Buyer!" page on <https://www.sbsd.virginia.gov/buyer-page/>? **Yes**

If yes, what additional resources would be helpful on that page? **N/A**

6. Who monitors, reviews and enforces your SWaM Program goals and compliance? **The Executive Director of Strategic Sourcing holds primary responsibility for monitoring all SWaM spend and reporting. The Executive Director reports data to Ms. Stephanie Jennelle, Interim Vice President for Finance and Administration and Chief Financial Officer. Vice President Jennelle reports the data to the University President**

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? **Capital Construction Contractors and A&E's**

8. What is your agency's biggest challenge with collecting and reporting subcontract spend ? **It is very challenging to collect the data from different reports and processes and manually track the subcontractor spend required for reporting**

4 Diversity Training Events

1. Does your agency hold Open House events for small businesses? **Yes**
If yes, how many in FY2022? **Due to COVID restrictions, we were not able to hold events of this nature in 2022**
2. Does your agency 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 FY2022? **We meet with vendors as the opportunity arises**
3. Does your agency conduct training events on SWaM and diversity training? **Yes**
If yes, how many in FY2022? **quarterly**
4. Does your agency attend small business outreach events? **Yes**
If yes, please list those attended in FY2022? **One event was attended virtually which was the VASCUPP SWAMfest.**

5 Assessment

1. In FY2022, what has been the most time consuming part of administration of the Small Business Initiative from your perspective? (Select one or more) **Explaining SWaM regulations to agency personnel, Finding SWaM firms that are interested, Finding SWaM firms that are qualified**
Comment on your selection above **Our area has a limited number of contractors overall. We are competing with a much larger school as well as private industries. The contractors in the area don't place a value on being SWaM certified as there is an abundance of business opportunities elsewhere.**

2. Do you have recommendations on ways the Commonwealth could improve SWAM business participation in agency procurement opportunities?
Streamline the certification process to businesses to alleviate frustrations and encourage registration compliance.

3. In FY2022, what has your agency done to improve expenditure opportunities for SWAM businesses? **Due to COVID restrictions we were not able to host the SBSBD educational event again this year but hope to re-establish the event in FY23. We continue to reach out to campus to educate the importance of utilizing SWaM vendors.**

4. In FY2022, did you contact the Department of Small Business and Supplier Diversity(DSBSD) for assistance with completing the chart for all categories in terms of frequency?
 Initial certification? **No**

 If yes, how often?
 Renewal for a firm? **No**

 If yes, how often?
 Searches for businesses? **Yes**

 If yes, how often? **As needed**

 Distribution of your solicitation notices? **No**

 If yes, how often?

5. How frequently do 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 FY2022, what was one of your agency's accomplishments in the SWAM Program you feel best demonstrates your agency's efforts? **Working with Department of General Services to implement the new eVA platform. Making sure vendors are signed up in the new platform. Becoming aware of total campus spend. Revising reports to capture subcontracting spend. Educating campus on the importance of SWaM vendors during the eVA rollout.**

7. Are you familiar with the legislation that impacted SBSBD? **Yes**

 If yes, do you have questions or concerns with your ability to implement those changes? **The set-aside mandates for goods and services can be problematic in Southwest Virginia as there is a shortage of certified vendors. A true set-aside program would delay the procurement of goods and services.**

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? **We report collectively with VASCUPP as we are a restructured institution under an MOU.**

9. What added functionality would be most helpful to you in the Expenditure Dashboard? **A quick search function that combines the application status as well as the certification status for vendors.**

10. Additional Information **N/A**

Completed by :
Signature: Kimberly Dulaney
Date : 2022-09-15

Approved by :
Signature: Bret Danilowicz
Date : 2022-09-16