Commonwealth of Virginia

FY2021 Annual SWaM Procurement Plan for - Virginia Polytechnic Inst. and State University

1. Agency Information

1. Agency/Institution Official Name Virginia Polytechnic Inst. and State University

Street Address 300 Turner Street NW

City Blacksburg

State VA

Zip 24061

2. Agency Code 208

3. Agency Head Dr. Timothy Sands

Phone Number 540-231-6231

Email Address president@vt.edu

4. Director of Procurement Mary Helmick

Phone Number 540-231-7583

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

<table>
<thead>
<tr>
<th></th>
<th>MB</th>
<th>WB</th>
<th>Micro</th>
<th>SDV</th>
<th>SB</th>
<th>ESO</th>
<th>8A</th>
<th>EDWOSB</th>
<th>FSDV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td>1.50</td>
<td>1.50</td>
<td>1.00</td>
<td>3.00</td>
<td>13.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Actual</td>
<td>1.21</td>
<td>2.94</td>
<td>1.11</td>
<td>0.01</td>
<td>19.33</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Projected Goal - Spend Percentages formYear

<table>
<thead>
<tr>
<th></th>
<th>MB</th>
<th>WB</th>
<th>Micro</th>
<th>SDV</th>
<th>SB</th>
<th>ESO</th>
<th>8A</th>
<th>EDWOSB</th>
<th>FSDV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td>1.50</td>
<td>1.50</td>
<td>1.00</td>
<td>3.00</td>
<td>13.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

7. What changes could be made to the Commonwealth SWAM Program that would assist you in meeting your goals? Create weighted SWaM scorecards for each state agency based on SWaM spend, outreach efforts, onboarding of new suppliers, etc. Consider legislative action to amend the Code of Virginia Section 2.2-1606 (8) to allow SWaM certification in twelve restricted states and the District of Columbia that do not allow Virginia-based businesses to participate equally in their programs for Small, Women- and/or Minority-owned businesses. Offer certification fair(s) where certification can be awarded on the spot at events. Identify SWaM firms that have exceeded certain levels of spend with state agencies (High Performers). Provide an online tool for prime contractors to report Tier II spend. Consider regional differences in the establishment of SWaM goals.

3 Designation of SWaM Equity Champion(s)

A. Purchases and Supply Division

Name Daysha Holmes
Title Assistant Director for Supplier Opportunity
Mailing Address 300 Turner Street NW, Suite 2100, MC0333, Blacksburg, VA 24061
Telephone 540-231-1269
E-mail Address daysha94@vt.edu

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

Name Doug Broyles
Title Contracts Manager, Facilities
Policies and Procedures

1. Please specify the number of procurement personnel you have on staff
   Goods and Services 10
   Construction 3

2. Do you have major construction projects or purchases planned for FY2021? Yes
   Name of the project/purchase Livestock and Poultry Research Facilities
   Type RFP
   Anticipated Posting Date 09-08-2020

3. Do you have any professional services purchases planned for FY2021? Yes
   Name of the project/purchase Cassell Coliseum
   Type RFP
   Anticipated Posting Date 09-08-2020

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 Virginia Tech is utilizing multiple best-practice approaches to maximize opportunities for SWaM firms. Purchases up to $10K can be purchased from a micro small or any other SWaM firm without further competition. For purchases $10K-$100K, when 3 quotes are received, we will award if the SWaM firm is within 5% of the lowest price if that lower bidder is a majority firm. Virginia Tech also emphasizes award to SWaM firms for cooperative term contracts that are available to other state agencies to purchase from as well.

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 resource library that contains guidelines, best practices, white papers,
etc. on the development, maintenance and growth of a formal supplier
diversity program.

6. Who monitors, reviews, audits and enforces your SWaM program
goals and compliance? Mary Helmick, Director of Procurement, monitors,
audits, and enforces SWaM program goals and compliance.

7. Does the agency collect the subcontracting payment information manually
or electronically from prime contractors? Yes, Electronically

If yes, how often is subcontracting data collected? With every payment
request

Do you use DSBSD’s format to record the payments? Yes

If electronically collected, what system is used? GC Pay; Excel
spreadsheets submitted with payment request.

Who are your primary vendors that report subcontract spend?
Construction Contractors

8. What is your agency’s biggest challenge with collecting and reporting
subcontract spend? Gathering second tier spend from the primes on a
regular basis.

5 Diversity Training Events

1. Hold open house events for small businesses? Yes

If yes, how many in FY2020? 2

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? 20+

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

If yes, how many in FY2020? 1

4. Attend small business outreach events? Yes

If yes, please list those attended in FY2020? 2

6 Assessment
1. In FY2020, what has been the most time consuming part of administration of the Small Business initiative from your perspective? Finding SWaM firms that are interested

Comment on your selection above: The most time consuming/demanding piece is to find SWaM firms that are interested and viable. Finding firms that maintain state certification and cost competitive with the resources to both sell to and service our primary campus in Blacksburg.

2. Do you have recommendations on ways the Commonwealth could improve SWAM business participation in agency procurement opportunities? Allow indirect Tier 2 spend and eliminate reciprocity restrictions and allow agencies to report all of the SWaM spend.

3. In FY2020, what has your Agency done to improve expenditure opportunities for SWAM businesses? Implemented beginning phases of reaching out to IT SWaM firms and hosting these firms on our Supplier Ready podcast. IT Peripheral and Equipment is a commodity area we are striving to introduce to campus. Created departmental analysis on department’s SWaM numbers and gave suggestions on how they can increase their percentage to reach our SWaM goals. Created a Supplier Diversity listserv that showcases different SWaM businesses.

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? 15
   Renewal for a firm? Yes
   If yes, how often? 10
   Searches for businesses? Yes
   If yes, how often? 10
   To distribute your solicitation notices? Yes
   If yes, how often? 1

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? Creating the SWAMsearch tool for campus so they can easily find SWaM businesses. Meetings with IT SWaM firms that never have done business with us before and getting campus familiar with them.
7. Are you familiar with the legislation that impacted SBSD? Yes

If yes, do you have questions or concerns with your ability to implement those changes? *We always are willing to partner with SBSD on legislative matters if appropriate.*

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 utilize the VASCUPP submission process. The large volume discretionary and 2nd tier spend requires IT automations and the dashboard process is too manual and granular.*

9. What functionality would be most helpful to you in the Expenditure Dashboard? *We are concerned there may be implications in the future for large universities with our standalone financial systems. Line item reporting would be very difficult for integration to dashboard from the Banner ERP.*

10. Additional Information In regard to spend goals for the Micro, SDV, ESO, 8A, EDWOSB, and FSDV, we have entered 1% or 3% per the instructions given, but will not be able to obtain these goals due to (1) lack of available firms and (2) lack of electronic interface to our ERP’s vendor table to report these categories.

Completed by:

*Signature:* Daysha Holmes

*Date:* 2020-09-08

Approved by:

*Signature:* Ken Miller

*Date:* 2020-09-23