



## 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**  
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Street Address **300 Turner Street NW**  
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City **Blacksburg**  
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State **VA**  
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Zip **24061**  
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2. Agency Code **208**  
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3. Agency Head **Dr. Timothy Sands**  
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Phone Number **540-231-6231**  
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Email Address **president@vt.edu**  
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4. Director of Procurement **Mary Helmick**  
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Phone Number **540-231-7583**  
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5. Secretariat **Education**  
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### 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	1.50	1.50	1.00	3.00	13.00	1.00	1.00	1.00	1.00
Actual	1.21	2.94	1.11	0.01	19.33	0.00	0.00	0.00	0.00

Projected Goal - Spend Percentages formYear									
	MB	WB	Micro	SDV	SB	ESO	8A	EDWOSB	FSDV
Goal	1.50	1.50	1.00	3.00	13.00	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? **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**

Mailing Address **300 Turner Street NW, Suite 2100, MC0333,  
Blacksburg, VA 24061**

Telephone **540-231-0485**

E-mail Address **dbroyles@vt.edu**

#### **4 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 SBSB? **Yes**

If yes, do you have questions or concerns with your ability to implement those changes? **We always are willing to partner with SBSB 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