



FY2009 Annual SWaM Procurement Plan

Date of Submission: Thu Sep 25 16:17:19 EDT 2008

1. Agency/Institution: Virginia Community College System

2. Agency Code(s): 261

3. Agency Head: Glenn DuBois, Chancellor

4. Secretariat: Thomas Morris, Secretary of Education

5. List your 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.

	MBEs	WBEs	SBEs
FY2008 Agency SWaM Goals	1.5/3.00 %	1.00/1.00 %	13/17 %
FY2008 Agency Actual Expenditures	5.57/0.67 %	2.33/0.68 %	7.92/15 %
Total FY09 Projected SWaM Spend Goals	1.1 %	1.1 %	12.4 %

(Percentage based on Discretionary Budget)

II. Designation of Procurement Champion(s)

A. Purchases and Supply Division

Name: Nick Kaveski

Title: Purchasing Manager

Mailing Address: 101 N. 14th Street, Richmond, VA 23219

Telephone/Fax: (804) 819-4928

E-mail Address: nkaveski@vccs.edu

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

Name: Glendora Woodard

Title: Executive Secretary

Mailing Address: 101 N. 14th Street, Richmond, VA 23219

Telephone/Fax: (804) 819-4920

E-mail address: gwoodard@vccs.edu

III. Responsibilities, Policies and Procedures

A. Who is responsible for the following (Name and Title for each):

1. Producing the Annual SWaM Plan for the agency? **Nick Kaveski and Glendora Woodard (Purchasing Manager and Executive S**
2. Monitoring the agency spend with SWaM vendors? **Cheryl Lawrence and Michele Tilley (Senior Accountant, Fiscal and Assista**
3. Evaluating the progress in meeting the SWaM goals? **Nick Kaveski and Glendora Woodard (Purchasing Manager and Executiv**
4. Planning and implementing agency participation in Diversity Outreach Events? **Glendora Woodard (Executive Secretary**
5. Providing training on SWaM policies and procedures for agency staff and end users? **Nick Kaveski and Glendora Woodard (Purchasing Manager and Executive Secretary)**
6. Posting future procurement opportunities on eVA site? **Nick Kaveski and Facilities Assistant Program Managers (Purchasing Ma**
7. Does the Agency Head meet with the SWaM Procurement Champion(s) on a regular basis to discuss the agency progress and/or barrier that prevent the agency from meeting the SWaM goals? **No**

If yes, how often: **See Section C-6 Below For Additional Information**

B. Does your agency subscribe to the policies that follow:

1. All solicitations under \$5000 are issued as set-asides for DMBE certified Small Businesses? **No**

If No, please explain:

The VCCS Purchasing Office is implementing small business set-aside solicitations for the required SWaM set-asides for small purchases (less than \$5,000.00).

The Facilities Management Services Office currently is not conducting small business set-aside solicitations for its capital outlay projects. However, the VCCS received funding for \$4 million in small ADA improvements, and \$14 million for maintenance reserve projects which we intend to establish a set-aside program to construct these projects.

2. Solicitations between \$5000 and \$50,000 are issued as set-asides for DMBE certified Small Businesses? **No**

If No, please explain:

The VCCS Purchasing Office is implementing small business set-aside solicitations for the required SWaM set-asides for small purchases (between \$5,000 and \$50,000).

The Facilities Management Services Office currently is not conducting small business set-aside solicitations for its capital outlay projects. However, the VCCS received funding for \$4 million in small ADA improvements, and \$14 million for maintenance reserve projects which we intend to establish a set-aside program to construct these projects.

3. Solicitations above \$50,000 are issued as set-asides for DMBE certified Small Businesses? **No**

If No, please explain:

The VCCS Purchasing Office is not currently implementing small business set-aside solicitations for DMBE certified small businesses (over \$50,000).

The Facilities Management Services Office currently is not conducting small business set-aside solicitations for its capital outlay projects. However, the VCCS received funding for \$4 million in small ADA improvements, and \$14 million for maintenance reserve projects which we intend to establish a set-aside program to construct these projects.

4. For all contracts in excess of \$100,000, prime contractors are required to submit Small Business Subcontracting Plans and proof of payment to the Subcontractors? **Yes**

If No, please explain:

5. All proposals from prime contractors are evaluated with weighted value assigned to the prime's Small Business Subcontracting Plan? **No**

Weight assigned:

If No, please explain:

Facilities Management Services projects that are bid using the design-bid-build procurement method are awarded based on lowest cost only. However, with Purchasing Office purchases, 20% of the scoring is based on SWaM participation. For capital outlay, SWaM plans are considered in the selection process on CM-at-Risk design build procurements at no less than 10% weight and professional services selection at 15% weight.

6. Does the agency apply a broad definition of "prior experience," not only to the firm but also to the personnel to be assigned to the contract, in order to include participation of SWaM businesses in state procurements? **Yes**

If No, please explain:

7. Does your agency make early postings of future procurement opportunities on the eVA website in order to allow SWaM businesses to prepare and compete for the solicitation? **Yes**

90 days in advance for Purchasing Office and 30 days in advance for IFB's for construction (non-professional) services and 21 days for RFP's for A/E services.

8. Is training on the SWaM Initiative, and how to implement it, required of staff with procurement responsibility and end users? **Yes**

9. Are Outreach Events for certification/training/information purposes part of your agency's activities to enhance SWaM participation? **Yes**

How many will you attend in FY09? **Approximately 4**

How many will you host in FY09? **Approximately 0-1**

If No, please explain:

10. Does your agency have a policy in place for unbundling contracts in order to include SWaM Participation? **No**

If No, is there a plan to develop a policy for unbundling? **Yes**

11. Does your agency have a pre-qualification program? **Yes**

12. Has the agency developed any pilot programs to increase opportunities for SWaM vendors to perform as prime contractors on Commonwealth projects? **No**

If yes, what program:

13. Does your agency have specific barriers or limitations that prevent your agency from achieving your agency SWaM goals and plans? **Yes**

List your agency's critical barriers or limitations:

The Facilities Management Services Department has the most significant barriers to attracting SWaM contractors business because of the high project cost of many of its capital outlay projects. The location of the capital outlay projects can also be a barrier in meeting SWaM goals. Rural locations have limited access to certified SWaM companies. The VCCS has similar challenges with the procurement of IT goods and services. All other Purchasing Office purcurments have no barriers.

14. Do you have a review process to evaluate the agency progress in achieving the agency's SWaM goal? **Yes**

If Yes, please describe the process:

The SWaM Procurement Champions compile the Weekly SWaM Activities Report which is submitted to the Secretary of Education. These reports are made available to the System Office Controller, Executive Vice Chancellor and the Chancellor. Compliance with SWaM guidelines is reviewed and made available to management utilizing reports compiled from Commonwealth of Virginia SPCC, CARS, and Dashboard-DMBE. Facilities Management Services also monitors information on their Facilities Database. A copy of the quarterly SWaM expenditure utilization report by state agency issued by DMBE is provided to the Executive Vice Chancellor as well.

C. Are there Procedures in place in your agency to do the following:

1. Distribute information to certified SWaM vendors, as well as potential SWaM vendors, about procurement opportunities and to increase SWaM participation? **Yes**

Briefly describe the procedures:

The Facilities Management Services SWaM flyer is distributed along with approved upcoming Facilities projects at all SWaM events attended and is posted on the Facilities website. The VCCS also utilizes eVA for its procurement efforts.

2. Strongly encourage eligible vendors to apply for SWaM Certification? **Yes**

Briefly describe the procedures:

The VCCS strongly encourages contractors and A/E firms in person and through telephone conversation to utilize SWaM companies. The VCCS also inquires why certain vendors are not certified, explains the benefits of certification and provide answers to any questions regarding the SWaM process on a personal level offering assistance as needed. SWaM certification is also encouraged while attending conferences, seminars, fairs and workshops to network with vendors to expand our supplier base and answer any questions regarding the SWaM process. The Facilities flyer is distributed at these events that explain the VCCS' commitment to the SWaM Procurement Initiative and why a vendor working for the VCCS should be certified.

3. Provide a standard form including prime company name, prime TIN, sub company name, sub TIN, subcontracting payment amount and payment date, to a prime contractor to be used to capture the required data for subcontractors participating on the contract? **Yes**

If No, how is the data captured?

4. Please list NIGP codes of product or service that the agency is experiencing difficulties in finding certified SWaM vendors:

91038 91855 91889

5. Please list NIGP codes of product or service that the agency is making its most purchase:

20837 91830 91838 20454 20689 20859

6. Additional information:

(In Response to III.A.7)

The Executive Vice Chancellor formally reviews the quarterly results for the Agency and discusses issues and successes with staff on an ongoing basis. Furthermore, Facilities Management Services advises the State Board for Community Colleges of the SWaM percentages proposed for each new project every two months for awarded contracts in construction.

Completed by: Edward Watson Signature: Edward O. Watson Date: 9-25-08

Reviewed by: Glenn DuBois Signature: Glenn DuBois Date: 9-29-08
Agency/Institution Head

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