

## **VCCS SWAM SPECIAL CONDITIONS**

### **SMALL, WOMEN- AND MINORITY-OWNED BUSINESSES SUBCONTRACTING REPORTING REQUIREMENTS & GOALS**

- A. It is the policy of the Virginia Community College System (VCCS) to contribute to the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in State procurement activities.
- B. Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such business to minority and/or women-owned and/or small businesses.
- C. When such business has been subcontracted to these firms and upon submission of each month's pay request, the Contractor agrees to furnish the VCCS's Facilities Management Services Department with the following information: name of firm, address, phone number, total dollar amount subcontracted or sub-subcontracted and percentage of the dollar amount to subcontractors and sub-subcontractors, type of product/service provided, and the firm's Federal Employer Identification Number (FEIN). The Schedule of Values and Certificate of Payment (CO-12) requires that the Contractor also list its subcontractor's and sub-subcontractors dollars and DMBE registration number beside each respective line item.
- D. In accordance with Section 51 of the General Conditions to the contract, the Contractor shall, as soon as practicable after the signing of the contract but not later than 30 days after the effective date of the contract, provide it SWaM plan, as indicated in section "C" above. The submission of the SWaM plan is required before the first CO-12 will be approved for payment.
- E. Upon submitting each CO-12 for payment, the Contractor shall accurately complete the SWaM utilization portion of the CO-12, including DMBE certification number of any subcontractor meeting the definition of a SWaM firm. It will be the responsibility of the Contractor to verify DMBE certification. The CO-12 shall be reviewed for accuracy at each monthly pay request meeting. Should the Owner determine that the Contractor has failed to adequately and correctly complete the SWaM section of the CO-12, subsequent CO-12 will not be approved for payment until an accurate and correct CO-12 is completed by the Contractor and re-submitted for approval.
- F. In addition to the CO-12, the Contractor shall complete the VCCS: Subcontractor/Sub-tier SWaM Participation Log [Sub and Sub-tier SWAM Participation Log.xls](#), and submit an electronic version monthly to [gwoodard@vccs.edu](mailto:gwoodard@vccs.edu). The Contractor may request an electronic version of the log from VCCS Facilities Management.