FY2018 Annual SWaM Procurement Plan

Date of Submission: Mon Oct 02 18:01:10 UTC 2017

1. Agency/Institution Official Name: University of Virginia
   Address: PO BOX 400202, Charlottesville, va 22904 22904

2. Agency Code: 207
   Sub-Agency Code(s): 246,209 (Construction Only)

3. Agency Head: Teresa Sullivan
   Phone Number: 434 982-2347
   Email Address: msb29@virginia.edu

4. Secretariat: Todd Haymore

II. SWAM Goals

5. List your FY2018 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. FY2017 goals were pre-filled from your FY2017 SWaM plan. FY2017 SWaM expenditures were system-generated from the SWaM Dashboard.

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<thead>
<tr>
<th></th>
<th>MBE</th>
<th>WBE</th>
<th>SBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2017 Agency SWaM Goals</td>
<td>6.0 %</td>
<td>7.0 %</td>
<td>30.0 %</td>
</tr>
<tr>
<td>FY2017 Agency Actual Expenditures</td>
<td>2.17 %</td>
<td>3.28 %</td>
<td>18.45 %</td>
</tr>
<tr>
<td>Total FY2018 Projected SWaM Spend Goals</td>
<td>6.0 %</td>
<td>7.0 %</td>
<td>30.0 %</td>
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<thead>
<tr>
<th></th>
<th>MICRO</th>
<th>ESO</th>
<th>HBCU</th>
<th>SDV</th>
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<tbody>
<tr>
<td>Other FY2018 Projected Spend Goals</td>
<td>N/A %</td>
<td>N/A %</td>
<td>N/A %</td>
<td>N/A %</td>
</tr>
</tbody>
</table>

(Percentage based on Discretionary Budget. Each goal should be at least 1%)
6. What changes could be made to the Commonwealth SWaM Program that would assist you in meeting your goals?

The Commonwealth should allow the following states/districts to participate in the SWaM program: Arkansas, California, Connecticut, Florida, Iowa, Louisiana, Minnesota, Mississippi, New Mexico, Ohio, Texas, and Washington D.C. Currently these states cannot participate in the Commonwealth’s SWaM program because of non-reciprocal legislation.

III. Designation of SWaM Equity Champion(s)

A. Purchases and Supply Division

Name: Les Haughton
Title: Director Supplier Diversity
Mailing Address: Carruthers Hall, 1001 N. Emmet St. PO Box 400202
Telephone/Fax: 434 924-7174
E-mail Address: lh7sn@virginia.edu

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

Name: N/A
Title: N/A
Mailing Address: N/A
Telephone/Fax: N/A
E-mail Address: N/A

IV. Policies and Procedures

1. Please specify the number of procurement personnel you have on staff:
   Goods and Services: 14
   Construction: 6

2. Do you have major construction projects or purchases planned for FY2018? Yes
   If so, identify the project or purchase:
   1: Name of the project/purchase: Ivy Mountain Musculoskeletal Center
      Type: Renovation
      Anticipated Posting Date: August 8, 2017
   2: Name of the project/purchase: Brandon Ave Upper Class Housing
      Type: Renovation
      Anticipated Posting Date: August 30, 2017
   3: Name of the project/purchase: Student Health Center
      Type: New
Anticipated Posting Date: October 12, 2017

4. Name of the project/purchase: Carrs Hill Renovation/Addition
   Type: Renovation
   Anticipated Posting Date: October 16, 2017

3. Do you have any professional services purchases planned for FY2018?
   If so, identify the project or purchase:

1: Name of the project/purchase: Alderman Library Renovation
   Type: Update
   Anticipated Posting Date: September 22, 2017

2: Name of the project/purchase: Low Temperature Hot Water Conversion
   Type: Update
   Anticipated Posting Date: August 2, 2017

3: Name of the project/purchase: Student Health Center
   Type: New
   Anticipated Posting Date: June 18, 2017

4: Name of the project/purchase: Main Heating Plant Boiler #6
   Type: Update
   Anticipated Posting Date: June 11, 2017

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: The University's
Guidelines for Competition  http://procurement.virginia.edu/pageguidelinesforcomp)combined with our focus on
the use of contracted vendors, many of which are SWaM-certified, provide ample opportunity for SWaM vendors to
respond while allowing for flexibility due to the complex nature of a large research university's procurement needs.

5. Have you visited the "I'm a Buyer" page on sbsd.virginia.gov? No
   If yes, what additional resources would be helpful on that page?

6. Who monitors, reviews, audits and enforces your SWaM program goals and complaint? The Director of
   Procurement along with the Director of Supplier Diversity monitor and enforce SWaM vendor participation. The VP of
   Finance also receives our quarterly and annual SWaM $ purchasing history.

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? Quarterly
Do you use DSBSD’s format to record the payments? No
If electronically collected, what system is used? Oracle

Who are your primary vendors that report subcontract spend? All prime contractors who do business with the University of Virginia.

8. What is your agency’s biggest challenge with collecting and reporting subcontract spend? Currently our biggest challenge is making sure the vendors we are currently doing business with insure that their SWaM certification is current and up to date. Additionally we spend a great deal of time helping firms getting certified.

V. Diversity Training Events

Does the Agency SWaM Champions or Procurement staff:

1. Hold open house events for small businesses? Yes
   If yes, how many in FY2017? 16

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 FY2017? More than 50

3. Conduct training events on SWaM and diversity training? Yes
   If yes, how many in FY2017? 12

4. Attend small business outreach events? Yes
   If yes, please check those attended in FY2017?
   DSBSD hosted event (Summit) 1
   DGS Forum 0
   Minority Supplier Diversity Council Conferences 1
   DBA hosted events 0

   Other, please name SWaMfest, Blue Book General Contractor Conference, Charlottesville Minority Business Council

VI. Assessment

1. In FY2017, what has been the most time consuming part of administration of the Small Business initiative from your perspective? Explaining SWaM regulations to SWaM firms

   Comment on your selection above: In FY 2017 the University of Virginia personnel have spent a great deal of time explaining to firms how to get certified and also how and when to get re-certified. Additionally we have spent a great deal of helping firms getting re-certified.
2. Do you have recommendations on ways the Commonwealth could improve SWAM business participation in agency procurement opportunities? The Department of Small Business and Supplier Diversity could possibly hold more regional outreach sessions throughout the Commonwealth. Additionally, the VASCUPP annual SWaMfest trade event could and should be expanded to include many more state agencies.

3. In FY2017, what has your Agency done to improve expenditure opportunities for SWAM businesses?

Participated in VASCUPP SWaMfest 12, hosted vendor training sessions, hosted workshops designed to improve small business skill sets and capabilities, hosted professional services and construction forums aimed at exposing firms to decision makers at UVA and increased access information about our procurement process.

4. In FY2017, 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? Over 25 times
- Renewal for a firm: Yes If yes, how often? Over 25 times
- Searches for businesses: No If yes, how often?

To distribute your solicitation notices No If yes, how often?

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? Weekly

6. In FY2017, what was one of your Agency’s accomplishments in the SWAM program you feel best demonstrates your agency’s efforts? In FY 2017 we held a special “SWaM Day” here at UVA. We invited 25 certified minority owned firms and held a half day of information sharing session and best practices workshops. In the afternoon we invited all of the UVa schools and Departments to a ball room and let all of the minority owned interact with hundreds of potential purchasers.

7. Are you familiar with the legislation that impacted SBS?

- Yes
  - If yes, do you have questions or concerns with your ability to implement those changes? No

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?
    - In 2010 VASCUPP and the Director of DMBE (Ida McPherson) agreed that VASCUPP could continue to consolidate SWaM reporting and submit on a quarterly basis. The institutions within VASCUPP that were using their own ERP systems did not have the ability to report in a manner that allowed for efficient transfer of data. In addition, those that attempted to report found that the dashboard often kicked out expenditures and the process to reclaim those expenditures was complicated and difficult.

9. What functionality would be most helpful to you in the Expenditure Dashboard?

10. Additional Information: The Department of Small Business & Supplier Diversity needs to make a bigger effort in
communicating the certification process and the benefits to non-certified businesses who are doing business with the University and other state agencies. Additionally, the 2017 actual expenditures that were pre-loaded are incorrect. @017 actuals are MBE: 3.19%, WBE: 5.53%, and SBE: 28.42%.

Completed by: [Name] Signature: [Signature] Date: 10/3/17

Reviewed by: [Name] Signature: [Signature] Date: 10/10/17

Agency/Institution Head

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