

COMMONWEALTH of VIRGINIA

University of Virginia

PO Box 400202

Charlottesville, Va 22904

FY2019 Annual SWaM Procurement Plan

Date of Submission: Thu Sep 13 12:44:00 UTC 2018

1. Agency/Institution Official Name: University of Virginia

Address: PO Box 400202, Charlottesville, Va 22904

2. Agency Code: 207

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

3. Agency Head: James Ryan

Phone Number: 434 924-3337

Email Address: President@virginia.edu

4. Director of Procurement: John McHugh

Phone Number: 434 924-4214

5. Secretariat: Brian Ball

II. SWAM Goals

6. List your FY2019 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. FY2018 goals were pre-filled from your FY2018 SWaM plan. FY2018 SWaM expenditures were system-generated from the SWaM Dashboard.

	MBE	WBE	SBE		
FY2018 Agency SWaM Goals	6.0 %	7.0 %	30.0 %		
FY2018 Agency Actual Expenditures	3.43 %	5.79 %	23.27 %		
Total FY2019 Projected SWaM Spend Goals	5.0 %	6.0 %	28.0 %		
	MICRO	ESO	HBCU		SDV

Other FY2019 Projected Spend Goals N/A % N/A % N/A % N/A %

(Percentage based on Discretionary Budget. Each goal should be at least 1%)

7. 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, D.C.. 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 FY2019? Yes

If so, identify the project or purchase:

1: Name of the project/purchase: Student Health Center: \$100,000,000

Type: New

Anticipated Posting Date: 9/17/2017

2: Name of the project/purchase: Ivy Mountain Skeltal Center: \$102,000,000

Type: New

Anticipated Posting Date: 6/28/17

3: Name of the project/purchase: Softball Stadium: \$13,000,000

Type: New

Anticipated Posting Date: 4/5/2018

4: Name of the project/purchase: University Hall Abatement: \$7,500,000

Type: Reconstruction

Anticipated Posting Date: 10/15/2018

3. Do you have any professional services purchases planned for FY2019? Yes

If so, identify the project or purchase:

1: Name of the project/purchase: Physics Building:\$1,779,977

Type: Renovation

Anticipated Posting Date: May 2018

2: Name of the project/purchase: North Grounds Infrastructure: \$13,000,000

Type: Renovation

Anticipated Posting Date: August 2018

3: Name of the project/purchase: West Grounds Chilled Water:\$8,000,000

Type: Renovation

Anticipated Posting Date: August 2018

4: Name of the project/purchase: Athletic Complex: TBD

Type: New

Anticipated Posting Date: July 2018

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](http://procurement.virginia.edu/pageguidelinesforcomp) combined with our focus on the use of contract 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? Yes

If yes, what additional resources would be helpful on that page? It might be helpful to list some of the dates and locations for major procurement RFP's.

6. Who monitors, reviews, audits and enforces your SWaM program goals and compliance? The Director of Procurement along with the Director of Supplier Diversity monitor and enforce SWaM vendor participation. The

contract administrator and the supplier diversity business manager also reach out to various schools and departments to answer questions and address concerns.

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? Quaterly

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 ensure 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 FY2018? 12

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 FY2018? More than 50

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

If yes, how many in FY2018? 12

4. Attend small business outreach events? Yes

If yes, please check those attended in FY2018?

DSBSD hosted event (Summit) 0

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, Charlottesville Chamber of Commerce

VI. Assessment

1. In FY2018, 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 2018, University of Virginia personnel have spent a great deal of time explaining to firms how to get certified and re-certified. Additionally we have spent a great deal of time 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. The Department of Small Business and Supplier Diversity could also add more employees to the department which could lead to more and faster certifications.

3. In FY2018, what has your Agency done to improve expenditure opportunities for SWAM businesses?

Participated in the VASCUPP SWaMfest event, hosted vendor training sessions, hosted workshops designed to improve small business skillsets 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 FY2018, 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 FY2018, what was one of your Agency's accomplishments in the SWAM program you feel best demonstrates your agency's efforts? In 2018 we org a special "SWaM Day" here at UVa. We invited 25 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 firms interact with hundreds of potential purchasers.

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? No concerns


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 SBSD 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? None

10. Additional Information: The Department of Small Business & Supplier Diversity needs to make a bigger effort in communicating the certification process and benefits to non-certified who are doing business with the university and other state agencies.

Completed by: LES HAUGHTON Signature:  Date: 9/13/08
Reviewed by: _____ Signature: _____ Date: _____

Agency/Institution Head

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