



COMMONWEALTH of VIRGINIA

Radford University

501 Stockton St., POB 6885
Radford, VA 24142

FY2014 Annual SWaM Procurement Plan

Date of Submission: Tue Sep 24 16:31:45 UTC 2013

1. Agency/Institution Official Name: Radford University

Address: 501 Stockton St., POB 6885, Radford, VA 24142

2. Agency Code: 217

Sub-Agency Code(s):

3. Agency Head: President Penelope W. Kyle

Phone Number: 540-831-5401

Email Address: president@radford.edu

4. Secretariat: Secretary of Education

II. SWAM Goals

1. List your FY2014 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. FY2013 goals were pre-filled from your FY2013 SWaM plan. FY2013 SWaM expenditures were system-generated from the SWaM Dashboard.

	MBE	WBE	SBE
FY2013 Agency SWaM Goals	7.20 %	4.23%	27.03 %
FY2013 Agency Actual Expenditures	7.95 %	3.84 %	35.36 %
Total FY2014 Projected SWaM Spend Goals	7.40 %	4.47 %	28.03 %

(Percentage based on Discretionary Budget)

6. Describe the process for determining your SWaM goals and issues that have been taken into consideration for determining these goals

Radford University's Five-Year SWaM Plan for Fiscal Years 2013-2017 was approved by the Radford University Board of Visitors on February 8, 2012 in accordance with the Restructured Higher Education Financial and Administration Operations Act, Level II Operational Authority in Procurement. The University's SWaM Co-Champions include, Albert Mah, Director-Contract Administration & Supplier Diversity, Pamela Simpkins, Director-Procurement & Contracts, Roy Saville, Director-Facilities Planning & Construction, Chris Willis, Assistant Vice President & Chief Facilities Officer, and Lisa Ridpath, Associate Vice President for Finance & Administration.

III. Designation of SWaM Procurement Champion(s)

A. Purchases and Supply Division

Name: Albert S. Mah

Title: Director-Contract Administration & Supplier Diversity

Mailing Address: PO Box 6885 Radford, VA 24142

Telephone/Fax: 540-831-2470

E-mail Address: amah@radford.edu

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

Name: Chris Willis

Title: Assistant Vice President & Chief Facilities Officer

Mailing Address: PO Box 6909 Radford, VA 24142

Telephone/Fax: 540-831-7799

E-mail Address: cwillis5@radford.edu

IV. Policies and Procedures

1. Please specify the number of procurement personnel you have on staff:

Division of Goods and Services: 10

Division of Construction: 2

2. Do you have major construction projects or purchases planned for FY2014? Yes

If so, identify the project or purchase:

1: Name of the project/purchase: Renovate Residence Hall Umbrella Project

Type: Construction

Anticipated Posting Date: April 2014

2: Name of the project/purchase: Intramural Fields and Indoor Batting Facility

Type: Construction

Anticipated Posting Date: April 2014

3: Name of the project/purchase: Porterfield Hall HVAC

Type: Construction

Anticipated Posting Date: January 2014

4: Name of the project/purchase: Porterfield Hall Scene Shop

Type: Construction

Anticipated Posting Date: February 2014

3. Does your Agency set aside the following solicitations for DMBE certified businesses?

Solicitations under \$5,000: No

Solicitations between \$5,000 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 encourages departments to seek quotes from at least one SWaM vendor for solicitations under \$5,000. For solicitations greater than \$5,000, it is our current policy and practice to seek competitive bids including registered SWaM vendors when available. All RFPs have a weighted SWaM component which supports and provides opportunities to registered SWaM vendors. Radford University uses eVA's Quick Quote for non-complex procurements of goods and services between \$5,000 and \$50,000. For goods and services that have detailed specifications, a sealed or unsealed Invitation For Bid (IFB) or Request for Proposal (RFP) is issued. Radford University posts all solicitations over \$50,000 in eVA's Virginia Business Opportunities, which uses push technology to send the information to eVA's registered vendors.

4. Approximately how many solicitations did you have in FY2013 in the following categories:

Solicitations under \$5,000: Delegated to individual departments, not tracked

Solicitations between \$5,000 and \$50,000: 55

Solicitations between \$50,000 and \$100,000: 12

5. For solicitations in excess of 100,000, who is responsible for review of the Small Business Subcontracting Plans and proof of payment to the subcontractors?

Name: Albert Mah

Title: Director-Contract Administration and Supplier Diversity

Contact Information: 540-831-2470 amah@radford.edu

6. What method is used to track the payments to subcontractors by prime contractors? Prime contractors submit monthly reports in arrears to the University. In the report, the contractor is required to identify the following:

-Reporting Period

-Subcontract Identification (Name, Tax ID, SWaM Category, Dollar Spend, DMBE Certification Number)

-summary of expenditures for the period by SWaM Category

7. Are proposals from prime contractors evaluated with weighted value assigned based upon the Small Business subcontracting plan submitted by the prime? **Yes**

8. How do you monitor the progress of the goal performance under the Small Business Subcontracting plan? **Reports on subcontracting plans and subcontractor spend reports are received monthly by the Office of Facility Planning & Construction and forwarded to the Director of contract Administration and Supplier Diversity. The information is reviewed and included in the Dashboard data submitted quarterly to DMBE by VASCUPP institutions.**

9. Are meetings held with prime contractors during the project to specifically monitor the small business subcontracting plan? **Yes**

If yes, how often during the project? **Meetings with contractors are held on a bi-monthly schedule to discuss all components of the construction project, including, but not limited to subcontracting plans.**

10. Does the agency collect the subcontracting payment information electronically from prime contractors? **Yes**

If yes, how often? **Monthly**

Do you use DMBE's format to record the payments? **No**

Method used? **Internally developed form for reporting subcontractor payments.**

11. Does your agency counsel prime contractors regarding failure to comply with the subcontracting plan? **Yes**

12. Does your agency document prime contractor failure to comply with the subcontracting plan? **Yes**

13. Does your agency SWaM plan include measures to withhold the final payment for failure to meet the subcontracting plan? **No**

14. What other form of review is being conducted in reference to the small business subcontracting plan? **The importance of the small business subcontracting plan is emphasized as part of the request for proposal process. Reports on activity are obtained and reviewed monthly. At present, the University does not have any concerns with the activity being reported since overall SWaM goals are being met. Current contract language does not provide for the withholding of final payment for failure to meet subcontracting plans.**

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 FY2013? **3 in partnership with SKANSA and WM Jordan**

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 FY2013? **5-10**

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

If yes, how many in FY2013? SWaM and diversity training is included in the monthly eVA procurement training available to campus end users with delegated purchasing authority.

4. Attend small business outreach events? Yes

If yes, how many of the following in FY2013?

DMBE hosted event (Summit) 1

DGS Forum 1

Minority Supplier Diversity Council Conferences 1

DBA hosted events 0

Other, please name 3 events: Governor's Small Business Summit, VASCUPP SWaMFest, Virginia Tech Supplier Diversity Breakfast

VI. Assessment

1. In FY2013, what has been the most time consuming part of administration of the Small Business initiative from your perspective? Compiling and formatting data for monthly and quarterly reporting.

2. In FY2013, what have been the top three reasons small businesses have not received some awards you believed they were qualified for but were not selected? Many SWaM Certified responded to solicitations from RU, many were not chosen because:

1. In negotiated procurement, they did not receive the highest ranking in the RFP evaluation process.

2. In Invitations for bids, they were not the lowest responsible and responsive bidder.

3. Many SWaM vendors do not take the time to certify with DMBE and/or respond to solicitations.

3. In FY2013, what has your Agency done to improve expenditure opportunities for each of the categories represented in the small business program?

Small Business: As previously reported, we continue to work towards greater campus awareness of the SWaM initiative through on campus training and one-on-one contact in the procurement cycle. At the departmental level, purchasers are instructed to obtain a quote from an eVA registered and DMBE certified SWaM vendor whenever possible. Providing assistance with the SWaM vendor certification process remains a priority at Radford University. For construction projects, we continue to work with CMs to promote on campus assistance with SWaM vendor registration. We have increased the University's presence at SWaM vendor functions statewide during the past fiscal year.

For the coming year we have discussed with the VASCUPP SWaM Champions at Virginia Tech and VMI, the possibility of co-hosting SWaM related events geared more towards SWaM vendors from the Southwest geographic region of the Commonwealth.

Women-owned: As previously reported, we continue to work towards greater campus awareness of the SWaM

initiative though on campus training and one-on-one contact in the procurement cycle. At the departmental level, purchasers are instructed to obtain a quote from an eVA registered and DMBE certified SWaM vendor whenever possible. Providing assistance with the SWaM vendor certification process remains a priority at Radford University. For construction projects, we continue to work with CMs to promote on campus assistance with SWaM vendor registration. We have increased the University's presence at SWaM vendor functions statewide during the past fiscal year.

For the coming year we have discussed with the VASCUPP SWaM Champions at Virginia Tech and VMI, the possibility of co-hosting SWaM related events geared more towards SWaM vendors from the Southwest geographic region of the Commonwealth.

Minorities: As previously reported, we continue to work towards greater campus awareness of the SWaM initiative though on campus training and one-on-one contact in the procurement cycle. At the departmental level, purchasers are instructed to obtain a quote from an eVA registered and DMBE certified SWaM vendor whenever possible. Providing assistance with the SWaM vendor certification process remains a priority at Radford University. For construction projects, we continue to work with CMs to promote on campus assistance with SWaM vendor registration. We have increased the University's presence at SWaM vendor functions statewide during the past fiscal year.

For the coming year we have discussed with the VASCUPP SWaM Champions at Virginia Tech and VMI, the possibility of co-hosting SWaM related events geared more towards SWaM vendors from the Southwest geographic region of the Commonwealth.

4. In FY2013, did you contact the Department of Minority Business Enterprise for assistance with:

Initial certification: **No** If yes, how often?

Renewal for a firm: **Yes** If yes, how often? 3




Searches for businesses: **Yes** If yes, how often? Several times monthly

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

5. In FY2013, what was one of your Agency's accomplishments in the Small Business program you feel best demonstrates your agency's efforts? We have increased our visibility at Matchmaking and Vendor events statewide. We have worked more closely with prime contractors to include SWaM subcontracting plans with their bids and/or proposals. We have worked with prime contractors in identifying SWaM vendors that are certified by DMBE and are interested in becoming part of the subcontracting plan. We have continually worked with University department level purchasers on the importance of including SWaM vendors in the purchasing strategy.

6. Your comments or suggestions on ways we can improve the Small Business program: Continue to inform and provide relevant information to the SWaM business community and other State agencies.

7. Additional Information:

Completed by: Albert Mah Signature:  Date: 9-24-13
Reviewed by: Penelope W. Kyle Signature:  Date: 9/25/13
Agency/Institution Head  9/24/2013

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