



Commonwealth of Virginia

FY2024 Annual SWaM Procurement Plan for - Virginia Community College System

1 AGENCY INFORMATION

1. Agency/Department/Institution Name:

Virginia Community College System

2. Secretariat:

Education

3. Name of Current Secretary:

Aimee Rogstad Guiera

4. Agency Code:

260

5. Agency Head:

a. Is this the same Agency Head reported on the 2023 SWaM Plan?

No

b. Name:

Dr. David Dore

c. Phone Number:

(804) 819-4902

d. Email Address:

ddore@vccs.edu

6. Director of Procurement:

a. Is this the same Director of Procurement reported on the 2023 SWaM Plan?

Yes

b. Name:

Lance Billard

c. Title:

Director of Strategic Sourcing and Chief Procurement Officer

d. Phone Number:

(804) 819-3338

e. Email Address:

lbillard@vccs.edu

7. Purchases and Supply Division Lead Purchaser:

a. Is this the same Lead Purchaser reported on the 2023 SWaM Plan?

Yes

b. Name:

Michele Canull

c. Title:

Procurement Operations Manager

d. Phone Number:

(540) 591-4020

e. Email Address:

mcanull@ssc.vccs.edu

8. Building and/or Construction Division Procurement Officer (if applicable):

a. Is this the same Procurement Officer reported on the 2023 SWaM Plan?

Yes

b. Name:

Bert Jones

c. Title:

Vice Chancellor for Facilities Management Services

d. Phone Number:

804-819-4917

e. Email Address:

bjones@vccs.edu

9. SWaM Champion:

a. Is this the same SWaM Champion reported on the 2023 SWaM Plan?

Yes

b. Name:

Ashley Chambers

c. Title:

Strategic Sourcing, Senior Analyst

d. Phone Number:

(804) 819-4941

e. Email Address:

achambers@vccs.edu

2 SWaM GOALS

Directions: Enter the percentage of Fiscal Year 2024 discretionary spending the Agency, Department, or Institution is aspiring to achieve in each individual small business certification category. The system calculates the Overall SWaM participation goal based on the data entered in each field. Previous years Goals and Actuals are auto generated from the Expenditure Dashboard and are provided as a reference point for your annual trends

%	Overall SWaM Participation	MB	WB	Micro	SDV*	SB	ESO	8A	EDWOSB	WOSB	FSDV
FY2024 GOAL	42.00	6.00	8.00	5.00	3.00	15.00	1.00	1.00	1.00	1.00	1.00
FY2023 GOAL	42.00	5.00	9.00	5.00	3.00	15.00	1.00	1.00	1.00	1.00	1.00
FY2023 ACTUAL	44.23	11.58	7.56	5.68	0.44	18.38	0.60	0.00	0.00	0.00	0.00
FY2022 GOAL	42.00	9.00	5.00	4.00	3.00	16.00	1.00	1.00	1.00	1.00	1.00
FY2022 ACTUAL	42.62	9.64	6.31	4.20	0.05	21.84	0.59	0.00	0.00	0.00	0.00
FY2021 GOAL	44.00	5.00	5.00	2.00	3.00	25.00	1.00	1.00	1.00	0.00	1.00
FY2021 ACTUAL	37.81	9.22	7.33	4.32	0.05	16.17	0.73	0.00	0.00	0.00	0.00

*According to §2.2-4310.2 executive branch agency's goals under § 2.2-4310 for participation by small businesses shall include within the goals a minimum of three percent (3%) participation by service-disabled veteran-owned businesses as defined in § 2.2-2000.1 and 2.2-4310 when contracting for goods and services.

3 AGENCY SWaM PROGRAM PROCEDURES ASSESSMENT

Directions: The following questions are about your SWaM program procedures. If a question does not apply to your agency, select NA.

Definition: Unfulfilled = A contract that was advertised but not awarded before June 30th of the reporting year.

1. Does your agency have a written program to facilitate the participation of small businesses, businesses owned by women, minorities, and service-disabled veterans, and employment services organizations in procurement transactions?

Yes

2. Who monitors, reviews, and implements your agency SWaM Program?

SWaM Champion; Purchases and Supply Division Lead Purchaser; Director of Procurement; Agency Head

a. If Other, please specify the content

3. How often do procurement personnel train on your agency written SWaM program and/or procurement standard operating procedures?

Other

a. If Other, please specify the content

The answer to this question varies across our agency. Responses are as follows:

Annually: BRCC, CVCC, ESCC, MECC, NRCC, PDCCC, PHCC, RCC, SSVCC, SWVCC, VHCC

Quarterly: BCC, LRCC

Never: DCC, VPCC, WCC

Other:

- SSC Procurement offers formal eVA/purchasing training periodically. The SWaM champion sends saved SSC training to new buyers as they are hired. SSC procurement also offers case-by-case corrective training as buyers enter requisitions.

4. Did any Prime contractors required to report SWaM business utilization have any challenges with monthly reporting in accordance with APSPM Appendix B, Section II, item #36, subsections A, B, and C?

No

5. Goods and Services

a. In FY23, did your agency experience challenges awarding Micro Business Set-Aside Award priority for Goods or Services?

Yes

I. If yes, choose all that apply:

No Certified Vendors Available; No bids from Certified Businesses; Certified Vendors price reasonableness; Nonresponsive or Not Responsible Certified Bidder/Offeror

b. Did your agency have solicitations for Goods and Services with Micro Business Set-Aside award priority that went unfulfilled in FY23?

Yes

I. If yes, choose all that apply to the reasons these solicitations went unfulfilled:

No bids from Certified Businesses

c. In FY23, did your agency experience challenges awarding Small Business Set-Aside Award priority for Goods or Services?

Yes

I. If yes, choose all that apply:

No Certified Vendors Available; No bids from Certified Businesses; Certified Vendors price reasonableness

d. Did your agency have solicitations for Goods and Services with Small Business Set-Aside award priority that went unfulfilled in FY23?

Yes

I. If yes, choose all that apply to the reasons these solicitations went unfulfilled:

No bids from Certified Businesses; Certified Vendors price reasonableness

6. Professional Services (A&E)

a. In FY23, did your agency experience challenges awarding Micro Business Set-Aside Award priority for Professional Services?

Yes

I. If yes, choose all that apply:

No Certified Vendors Available; No bids from Certified Businesses; Nonresponsive or Not Responsible Certified Bidder/Offeror

b. Did your agency have solicitations for Professional Services with Micro Business Set-Aside award priorities that went unfulfilled in FY23?

No

I. If yes, choose all that apply to the reasons these solicitations went unfulfilled:

c. In FY23, did your agency experience challenges awarding Small Business Set-Aside Award priority for Professional Services?

Yes

I. If yes, choose all that apply:

No Certified Vendors Available; No bids from Certified Businesses; Nonresponsive or Not Responsible Certified Bidder/Offeror

d. Did your agency have solicitations for Professional Services with Small Business Set-Aside award priority that went unfulfilled in FY23?

No

I. If yes, choose all that apply to the reasons these solicitations went unfulfilled:

7. Construction

a. In FY23, did your agency experience challenges awarding Micro Business Set-Aside Award priority for Construction?

Yes

I. If yes, choose all that apply:

No Certified Vendors Available; No bids from Certified Businesses; Nonresponsive or Not Responsible Certified Bidder/Offeror

b. Did your agency have solicitations for Construction with Micro Business Set-Aside award priorities that went unfulfilled in FY23?

No

I. If yes, choose all that apply to the reasons these solicitations went unfulfilled:

c. In FY23, did your agency experience challenges awarding Small Business Set-Aside Award priority for Construction?

Yes

I. If yes, choose all that apply:

No Certified Vendors Available

d. Did your agency have solicitations for Constructions with Small Business Set-Aside award priority that went unfulfilled in FY23?

No

I. If yes, choose all that apply to the reasons these solicitations went unfulfilled:

4 SMALL BUSINESS DEVELOPMENT AND OUTREACH DATA COLLECTION

1. Did your agency contact DSBSD for SWaM Certification support?

Yes

2. Did your agency have any open house events in FY23 for SWaM businesses?

No

3. Did your agency conduct one-on-one meetings in FY23 with SWaM businesses to discuss policies, procedures, and potential business opportunities?

Yes

4. In FY23, did procurement officials attend training events dedicated to broadening SWaM business participation in state procurement?

Yes

a. If yes, please provide the name of the organization that hosted the training

BRCC: Procurement Forum

CVCC, GCC: Dept. of General Services – Virginia Contracting Associate Certification Program

NRCC: DGS Summit 2022

SVCC: Virginia Dept. of Purchases & Supply

SWVCC: SWCC APEX Accelerator and the VDSBSD

5. Were there any SWaM business outreach events hosted by your agency in FY23?

Yes

6. Does your agency have any SWaM Outreach events planned for FY24?

Yes

7. How does your agency advertise SWaM business opportunities? (Select all that apply)

eVA; agency webpage; private, public, or federal business development organizations

8. In the table below, identify the frequency with which procurement personnel used or referred businesses to the following DSBSD services. (DO NOT ACCOUNT FOR SWaM DIRECTORY OR EXPENDITURE DASHBOARD USAGE/UTILIZATION)

Services Provided by DSBSD	FREQUENCY: NEVER, RARELY, SOMETIMES, FREQUENTLY
Certification	Sometimes
Guest Speaking	Rarely
Reporting underperforming Certified	Rarely

Micro/Small Businesses	
Scaling4Growth	Rarely
Business Development/Technical Assistance	Sometimes
Sourcing	Sometimes
SWaM Directory/Expenditure Dashboard Help	Sometimes
Training	Sometimes
Virginia Small Business Finance Authority	Rarely

5 FEEDBACK

1. Please identify barriers or limitations to SWaM participation your agency experienced in FY23:

CVCC: - It is difficult to find SWaM businesses interested in getting set up on eVA. The process is very time-consuming and cumbersome for new vendors.

- One or two large contracts can very easily skew the percentage of utilization based on dollar value. Often SWaM vendors are utilized for small purchases.

- Too many mandatory contracts are NOT SWaM vendors.

- There are few options in some SWaM categories, such as SDV. Of the eight pages, only two are possibilities to buy from.

ESCC, PHCC, SVCC: Our service area is geographically isolated from the rest of the state and we have few local vendors to choose from and no outreach events.

GCC: Identifying SDV, FSDV, 8A, and EDWOSB vendors who meet our needs outside of already-contracted vendors. Many seem to provide contracting services which we do not require.

JRSCC: - We had several construction projects which were held back due to vendors who did not know about eVA or the certification process. It would be helpful for the SSC to coordinate outreach events at the colleges.

- Some national vendors which we have procured our equipment (i.e. elevators) are not SWAM vendors. We should be able to use them for our maintenance contract, not pay more for a SWAM vendor.

MECC: We need tools to help find SWaM vendors more easily.

RCC: Competitive pricing

SWVCC: Challenges that businesses face with time, capacity, workforce, etc. - Limited time/capacity of the staff internally, including considerable turnover and various demands for reporting by the Commonwealth

VWCC: VWCC uses the VCCS Shared Services Center (SSC) to procure the majority of all purchases. The College educates end users of the importance of finding a SWaM vendor before the purchase request is submitted to the SSC.

VWCC also has a difficult time finding some types of SWaM vendors and encouraging new vendors to register with SBSB to become a SWaM vendor.

Completed by:

Signature: Ashley Chambers

Date: 2023-09-21

Approved by:

Signature: David Dore

Date: 2023-09-25