



VCCS SWaM Program

Ashley Chambers
Senior Analyst, Strategic Sourcing

- **Executive Order #20**
 - Established priority for advancing equity for small, women, and minority owned businesses by all executive branch agencies and institutions.

- **Executive Order #35**
 - Mandates a target goal of 42 percent of discretionary spending for Executive Branch Agencies with small businesses certified by DSBSD

- **Virginia Public Procurement Act 2.2-4310**
 - Establishes policy to identify and define the Governor's initiatives.

- **Agency Procurement and Surplus Property Manual 3.10**
 - Interprets policy and establishes procedure to facilitate execution of the Governor's initiatives.

■ **What impacts the VCCS:**

- ✓ Prepare and adopt an annual SWaM plan for the agency
- ✓ Exceed target goal of 42% expenditures committed to small businesses.
- ✓ Expand the set-aside for competition to include purchases up to \$100,000 for goods and non-professional services.
- ✓ Require prime contractors to include Small Business Sub-Contracting Plan in all procurements over \$100,000.

- **Prepare and adopt an annual SWaM plan for the agency**



- The System Office prepares and submits a consolidated report to the Department of Small Business and Supplier Diversity (SBSD) each September.
- The plan is comprised of responses from each of the 23 colleges and the Shares Services Center (SSC) in a worksheet provided by the SBSD.
- An SWaM Plan is approved by the Chancellor.

SWaM requirements: Where we are

- **Exceed target goal of 42% expenditures committed to small businesses.**



- It is VCCS policy to set a minimum annual target of 42% in accordance with Executive Order 35.
- The VCCS monitors the monthly SWaM performance of all 25 sub-agencies
- The VCCS host monthly taskforce meetings comprised of members of the System Office, Share Services Center and select colleges to discuss SWaM goals and initiatives.

- **Expand the set-aside for competition to include purchases up to \$100,000 for goods and non-professional services.**



- Any procurement below \$100,000 is set aside for award priority.
- The Shared Services Center ensures compliance of all set aside requirements.

- **Require prime contractors to include Small Business Sub-Contracting Plan**



- Applicable to procurements over \$100,000.
- Proper forms are included in any formal solicitation package (IFB / RFP)
- Documentation of SWaM usage is gathered from vendors:
 - goods / non-professional services: annually
 - Construction / professional services: with each pay request; approx. monthly

Procurement at the VCCS is a COLLABORATIVE Process.



- All procurements, including small purchases (under \$10,000), are initiated by end-users at the colleges or the System Office and completed by the Shared Services Center.
- In the interest of achieving our annual SWaM goals, it is VCCS procurement policy that a quote be obtained from a registered DSBSD Small or Micro vendor for all purchases under \$10,000.
- When a quote is not provided by the end-user, the Shared Services Center will research a small / micro vendor and if one is available, change the order to that SWaM vendor.

- In Fiscal Year 2023:
 - VCCS achieved the SWaM goal of 44.23%
 - Total discretionary spend: \$274.5 million
 - Total SWaM spend: \$121.4 million

FY24 Consolidated SWaM Spend Goals

	Minority	Women	Micro	SDV	Small	ESO	8(a)	EDWOSB	WOSB	FSDV	SWaM YTD
FY23 Agency SWaM Goal	5.00%	9.00%	5.00%	3.00%	15.00%	1.00%	1.00%	1.00%	1.00%	1.00%	42.00%
FY23 Agency SWaM Performance	11.58%	7.56%	5.68%	0.44%	18.38%	0.60%	0.00%	0.00%	0.00%	0.00%	44.23%
FY24 Agency SWaM Goal	6.00%	8.00%	5.00%	3.00%	15.00%	1.00%	1.00%	1.00%	1.00%	1.00%	42.00%