VCCS SWaM Program

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Small, Women-Owned & Minority Business Governance

- **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 DSBSGD

- **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.
SWaM requirements: Where we are

- 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.
SWaM requirements: Where we are

- 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.
SWaM requirements: Where we are

- 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
VCCS Roles and Responsibilities

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

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<td><strong>FY23 Agency SWaM Goal</strong></td>
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<td><strong>FY23 Agency SWaM Performance</strong></td>
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