



# Commonwealth of Virginia

FY2026 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 Guidera

4. Agency Code:

260

5. Agency Head:

a. Is this the same Agency Head reported on the 2025 SWaM Plan?

Yes

b. Name:

Dr. David Dore

c. Phone Number:

(804) 819-4902

d. Email Address:

ddore@vcccs.edu

6. Director of Procurement:

a. Is this the same Director of Procurement reported on the 2025 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](mailto:lbillard@vccs.edu)

7. Purchases and Supply Division Lead Purchaser:

- a. Is this the same Lead Purchaser reported on the 2025 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](mailto:mcanull@ssc.vccs.edu)

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

- a. Is this the same Procurement Officer reported on the 2025 SWaM Plan?  
Yes
- b. Name:  
Steven LHeureux
- c. Title:  
Associate Vice Chancellor for Facilities Management Services
- d. Phone Number:  
(804) 819-3338
- e. Email Address:  
[slheureux@vccs.edu](mailto:slheureux@vccs.edu)

9. SWaM Champion:

a. Is this the same SWaM Champion reported on the 2025 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 2026 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
<b>FY2026 GOAL</b>	42.00	6.00	6.00	5.00	3.00	17.00	1.00	1.00	1.00	1.00	1.00
<b>FY2025 GOAL</b>	42.00	6.00	5.00	5.00	3.00	18.00	1.00	1.00	1.00	1.00	1.00
<b>FY2025 ACTUAL</b>	42.92	11.22	5.25	4.85	0.49	20.66	0.45	0.00	0.00	0.00	0.00
<b>FY2024 GOAL</b>	42.00	6.00	8.00	5.00	3.00	15.00	1.00	1.00	1.00	1.00	1.00
<b>FY2024 ACTUAL</b>	41.70	11.26	5.54	5.56	0.29	18.52	0.52	0.00	0.00	0.00	0.00
<b>FY2023 GOAL</b>	42.00	5.00	9.00	5.00	3.00	15.00	1.00	1.00	1.00	1.00	1.00
<b>FY2023 ACTUAL</b>	44.23	11.58	7.56	5.68	0.44	18.38	0.60	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'S SWaM PROGRAM PROCEDURES ASSESSMENT

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

- a. If yes, was your Written SWaM Program submitted to your DSBSD Sourcing and Compliance Manager, on or before July 1st?

Yes

2. 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?

Yes

#### 3. Goods and Services

- a. In FY25, 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 FY25?

Yes

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

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

- c. In FY25, did your agency experience challenges awarding Small Business Set-Aside Award priority for Goods or Services?

Yes

- I. If yes, choose all that apply:

Other: In January 2025, we received a vendor protest from a vendor who submitted a bid under a profile that was NOT SWaM certified. On the bid, the vendor included the Tax ID and SWaM certificate for one of their other vendor profiles which was SWaM Certified, but different from the one used to log into eVA and submit the bid. When a Contract Officer makes a determination of lowest bid, taking into account the SWaM set aside – they review “Bid Tab”, which is located in eVA and publicly viewable. Therefore, because the vendor profile used to submit the bid was NOT SWaM certified, the eVA “Bid Tab” did not depict a SWaM certification and the award was made to a vendor who’s profile IS SWaM certified. The SWaM set-aside was the differentiating factor and this led to the protest by the vendor who was not awarded the bid because it was submitted under a profile that did not reflect their SWaM certification. ; No Certified Vendors Available; No bids from Certified Businesses; Nonresponsive or Not Responsible Certified Bidder/Offeror

- d. Did your agency have solicitations for Goods and Services with Small Business Set-Aside award priority that went unfulfilled in FY25?

Yes

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

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

#### 4. Professional Services (A&E)

- a. In FY25, 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; Certified Vendors price reasonableness; 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 FY25?

Yes

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

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

- c. In FY25, 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; Certified Vendors price reasonableness; 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 FY25?

No

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

## 5. Construction

- a. In FY25, 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; Certified Vendors price reasonableness

- b. Did your agency have solicitations for Construction with Micro Business Set-Aside award priorities that went unfulfilled in FY25?

No

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

- c. In FY25, 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; Certified Vendors price reasonableness; Nonresponsive or Not Responsible Certified Bidder/Offeror

- d. Did your agency have solicitations for Constructions with Small Business Set-Aside award priority that went unfulfilled in FY25?

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 FY25 for SWaM businesses?

No

3. Did your agency conduct one-on-one meetings in FY25 with SWaM businesses to discuss policies, procedures, and potential business opportunities?

Yes

4. In FY25, 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

The Virginia Institute of Procurement Forum 2024; VCCS-Shared Services Center pCard OTC training (and how to search for SWaM Vendors); Southwest Virginia APEX Accelerator and the Southwest Virginia division of the Virginia Department of Small Business & Supplier Diversity

5. Were there any SWaM business outreach events hosted by your agency in FY25?

Yes

6. Does your agency have any SWaM Outreach events planned for FY2026?

Yes

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

eVA; agency webpage; Chambers of Commerce; private, public, or federal business development organizations; local bulletin boards, radio, local government proceedings

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)

<b>Services Provided by DSBSD</b>	<b>FREQUENCY: NEVER, RARELY, SOMETIMES, FREQUENTLY</b>
Certification	Sometimes
Guest Speaking	Rarely

Reporting underperforming Certified Micro/Small Business	Rarely
Scaling4Growth	Rarely
Business Development/Technical Assistance	Rarely
Sourcing	Rarely
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 FY25:

Ensuring fair pricing and consistent product availability from SWaM vendors can be a challenge for end users due to various factors, including lack of education on proper item costs to ensure price transparency and prevent price gouging. There are times when SWaM vendors add a mark-up to their price and it would be less expensive to purchase from a direct source.

The most significant barrier to SWaM vendor participation is their availability for large projects and the low spending threshold that triggers formal solicitations. These limits often conflict with efforts to support SWaM vendors, as many lack the resources to respond to RFPs. As a result, we're often restricted to using SWaM vendors for small purchases, while larger contracts are awarded to large organizations with the capacity to participate in the solicitation process. We rely heavily on subcontracting with SWaM vendors, which is limited to our most substantial projects.

Completed by:

Signature: Ashley Chambers Date: 2025-09-23

Approved by:

Signature: David Dore Date: 2025-09-23