



Commonwealth of Virginia

FY2021 Annual SWaM Procurement Plan for - Radford University

1 Agency Information

1. Agency/Institution Official Name **Radford University**

Street Address **501 Stockton Street**

City **Radford**

State **VA**

Zip **24142**

2. Agency Code **217**

3. Agency Head **Dr. Brian O. Hemphill**

Phone Number **540-831-5401**

Email Address **bhemphill@radford.edu**

4. Director of Procurement **Kimberly Dulaney**

Phone Number **540-831-6092**

5. Secretariat **Education**

List your FY2021 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. FY2020 goals were pre-filled from your FY2020 SWaM plan. FY2020 SWaM expenditures were system-generated from the Expenditure Dashboard.

6.

| Actual vs. Goal - Spend Percentages FY2020 | | | | | | | | | |
|---|-----------|-----------|--------------|------------|-----------|------------|-----------|---------------|-------------|
| | MB | WB | Micro | SDV | SB | ESO | 8A | EDWOSB | FSDV |
| Goal | 10.00 | 2.00 | 1.00 | 1.00 | 16.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Actual | 9.90 | 4.67 | 0.93 | 0.43 | 20.87 | 0.00 | 0.00 | 0.00 | 0.00 |

| Projected Goal - Spend Percentages formYear | | | | | | | | | |
|--|-----------|-----------|--------------|------------|-----------|------------|-----------|---------------|-------------|
| | MB | WB | Micro | SDV | SB | ESO | 8A | EDWOSB | FSDV |
| Goal | 10.00 | 2.00 | 1.00 | 1.00 | 16.00 | 1.00 | 1.00 | 1.00 | 1.00 |

Goods and Services **11**

Construction **3**

2. Do you have major construction projects or purchases planned for FY2021?

Yes

Name of the project/purchase **Various Maintenance Reserve Projects**

Type **Construction**

Anticipated Posting Date **09-23-2020**

3. Do you have any professional services purchases planned for FY2021? **No**

Name of the project/purchase

Type

Anticipated Posting Date

Does your Agency set atmosphere for the following dates for FY2022 professional services purchases planned for

University's SWaM reporting processes, oversight of the prime contract SWaM subcontractor reporting, assisting businesses that inquire about SWaM programs and certifications, and outreach events. Mr. Chad A. Reed, Vice President for Finance and Administration and Chief Financial Officer, and Dr. Brian O. Hemphill, President of Radford University are also kept apprised of the University's SWaM goals and progress.

Does the agency collect the subcontracting payment information manually or electronically from prime contractors? **Yes, Manually**

If yes, how often is subcontracting data collected? **Monthly**

4. Attend small business outreach events? **Yes**

If yes, please list those attended in FY2020? **VASCUPP SWaMfest, DSBSD Blue Ridge Sales Conference 2020**

6 Assessment

1. In FY2020, what has been the most time consuming part of administration of the Small Business initiative from your perspective? **Explaining SWaM regulations to SWaM firms**

Comment on your selection above **Working with qualified SWaM firms that aren't certified and explaining the potential benefits of becoming SWaM certified and how certification can assist in their success. Providing guidance for new or recertifications. It would help to have a streamlined process for these vendors.**

2. Do you have recommendations on ways the Commonwealth could improve SWaM business participation in agency procurement opportunities? **Improve certification turnaround time on new applications and recertifications. Improve the notification process for expiring certifications. Continue to hold outreach and educational programming and events, not only in the denser population areas of the Commonwealth, but also the more rural and outlying areas. Be readily accessible to SWaM businesses in these areas.**

3. In FY2020, what has your Agency done to improve expenditure opportunities for SWaM businesses? **Radford University hosted DSBSD's 2nd Annual Blue Ridge Sales Conference in March 2020 and tries to continue our interaction with businesses at other hosted outreach events in the region. COVID-19 restrictions has seriously limited our ability for face-to-face interaction.**

If yes, how often? **Staff from Radford University's Procurement & Contracts Office search the online SWaM Directory and COV Status Search on a daily basis.**

To distribute your solicitation notices **No**

If yes, how often?

5. How frequently does the Agency Director and Procurement Officer (or designated SWaM Champion) meet to discuss the SWaM goals, progress, challenges and support in achieving stated goals? **Quarterly**

In FY2020, what was one of your Agency's accomplishments in the SWAM program you feel best demonstrates your agency's efforts?
Radford University is working much more closely with DSBSD's Regional representative and hosted DSBSD's 2nd Annual Blue Ridge

Completed by :

Signature: Albert Mah

Date : 2020-09-11

Approved by :

Signature: Brian Hemphill

Date : 2020-09-23