



# Commonwealth of Virginia

## FY2022 Annual SWaM Procurement Plan for - Old Dominion University

### 1 Agency Information

1. Agency/Institution Official Name **Old Dominion University**

Street Address **4401 Powhatan Avenue**

City **Norfolk**

State **VA**

Zip **23529**

2. Agency Code **221**

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

Phone Number **757-683-3159**

Email Address **bhemphill@odu.edu**

4. Director of Procurement **Etta A. Henry**

Phone Number **757-683-5889**

5. Secretariat **Education**

### 2 SWAM Goals

List your FY2022 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. FY2021 goals were pre-filled from your FY2021 SWaM plan. FY2021 SWaM expenditures were system-generated from the Expenditure Dashboard.

6. **Actual vs. Goal - Spend Percentages FY2021**

	<b>MB</b>	<b>WB</b>	<b>Micro</b>	<b>SDV</b>	<b>SB</b>	<b>ESO</b>	<b>8A</b>	<b>EDWOSB</b>	<b>WOSB</b>	<b>FSDV</b>
Goal	6.00	5.50	1.00	1.00	30.00	1.00	1.00	1.00	0.00	1.00
Actual	8.17	9.79	1.62	0.00	26.69	0.01	0.00	0.00	0.00	0.00

**Projected Goal - Spend Percentages FY2022**

	<b>MB</b>	<b>WB</b>	<b>Micro</b>	<b>SDV</b>	<b>SB</b>	<b>ESO</b>	<b>8A</b>	<b>EDWOSB</b>	<b>WOSB</b>	<b>FSDV</b>
Goal	6.00	5.50	1.00	3.00	27.00	1.00	1.00	1.00	1.00	1.00

7. What changes could be made to the Commonwealth SWAM Program that would assist you in meeting your goals? **Streamlining the certification and re-certification process would greatly benefit SWAM firms as well as agencies and institutions. \*Consistently notify certified SWAM firms at least 90 days prior to certification expiration to allow time for document submission and associated SBSB review and necessary follow up and assistance. \*Consider expedited certification review for those that likely qualify as SWAM (sole proprietors, independent contractors). \*Expand certification outreach to Virginia organizations that work directly with minority-owned, veteran-owned, women-owned businesses to promote and increase the number of available certified SWAM firms.**

**3 Designation of SWaM Equity Champion(s)**

A. Purchases and Supply Division

Name **Etta A. Henry**

Title **Director, Procurement Services**

Mailing Address **4401 Powhatan Avenue, Norfolk VA 23529**

Telephone **757-683-5889**

E-mail Address **ehenry@odu.edu**

B. Building and/or Construction Division (if applicable)

Name **Etta A. Henry**

Title **Director, Procurement Services**

Mailing Address **4401 Powhatan Avenue, Norfolk VA 23529**

Telephone **7576835889**

E-mail Address **ehenry@odu.edu**



## Policies and Procedures

1. Please specify the number of procurement personnel you have on staff

Goods and Services **3**

Construction **1**

2. Do you have major construction projects or purchases planned for FY2022?

**Yes**

Name of the project/purchase **Biology Building, Roofing Projects, Locker Room Renovations, Student Health and Wellness Center, Renos to Kaufman and Mills Godwin buildings**

Type **New Construction, and Renovations**

Anticipated Posting Date **09-13-2021**

3. Do you have any professional services purchases planned for FY2022?

Name of the project/purchase **Multiple maintenance reserve projects**

Type **AE Design**

Anticipated Posting Date **09-13-2021**

4. Does your Agency set aside the following solicitations for DSBSD certified businesses?

Solicitations under \$10,000 **Yes**

Solicitations between \$10,000 and \$50,000 **Yes**

Solicitations between \$50,000 and \$100,000 **Yes**

If you answered, "NO" to any category, please state why those solicitations are not set-aside

5. Have you visited the I'm a Buyer page on sbsd.virginia.gov? **Yes**

If yes, what additional resources would be helpful on that page? **More detailed information on the status of certification/re-certification review to include SBSD date of outreach, follow up to vendor. This information would be helpful as agencies and institutions work to assist vendors with certification and re-certification process/documentation challenges.**

6. Who monitors, reviews, audits and enforces your SWaM program goals and compliance? **Procurement Services**

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

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

Do you use DSBSD's format to record the payments? **No**

If electronically collected, what system is used? **Form template**

Who are your primary vendors that report subcontract spend?

**Construction contractors and service contractors**

8. What is your agency's biggest challenge with collecting and reporting subcontract spend ? **Procurement Services communicates its efforts related to SWAM utilization to prime contractors. SWAM goals are included in solicitation documents and emphasized at pre-bid and pre-proposal meetings. Reminders of quarterly subcontractor report submission are distributed prior to due date to allow ample time for reminders. Procurement Services conducts individual follow up in order to obtain SWAM subcontracting reports. There are occasions where report may not be submitted in a timely manner but the University's proactive efforts, follow up, and personal outreach has minimized this issue.**

## 5 Diversity Training Events

1. Hold open house events for small businesses? **No**

If yes, how many in FY2021?

2. Meet with small businesses one-on-one at your facility to discuss policies and procedures and potential business opportunities? **Yes**

If yes, how many in FY2021? **Numerous, Procurement Services team members meet frequently (this year mostly virtually) with SWAM businesses to discuss upcoming business opportunities, eVA registration, SWAM certification/re-certification, and University policies related to business opportunities.**

3. Conduct training events on SWaM and diversity training? **Yes**

If yes, how many in FY2021? **Numerous, Procurement Services conducts monthly, as well as on-going training for departmental purchases. SWAM training is required for all new eVa account holders as well as new PCard users and approvers. SWAM training is incorporated into all training provided by Procurement Services to include monthly procurement overview training, eVA and eReceiving training, pcard training and procurement certificate training. Procurement provides direct outreach and training to campus departments related to procurement and SWAM. SWAM education, training and outreach are critical on-going initiatives at ODU.**

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

If yes, please list those attended in FY2021? **SWAMFest Connect sponsored by VASCUPP. The University typically actively participates in multiple SWAM outreach, networking and training events sponsored by various organization throughout the Commonwealth. Attendance and events impacted by Covid. ODU representatives actively participate on VASCUPP's Supplier Diversity Committee in the planning and implementation of SWAMFest Connect.**

## 6 Assessment

1. In FY2021, what has been the most time consuming part of administration of the Small Business initiative from your perspective? **Other (please explain)**

Comment on your selection above **Procurement Services dedicates significant resources and effort to support the University's SWAM initiatives. Each of the above components are part of the program and associated efforts. Meeting with SWAM businesses to review upcoming opportunities, provide guidance on eVA registration and/or SWAM certification and re-certification requirements and follow up to determine certification review status, outreach, education and assistance to both SWAM firms and campus customers in support of SWAM initiatives does take significant time and resources but is an important part of promoting, educating, communicating and training both SWAM vendors and the campus community. Training and meeting with campus departmental representatives to provide them with SWAM vendors and associated contact information for their specific requirements also takes time and resources but is an important endeavor. Typically, travel to numerous supplier diversity events throughout the Commonwealth and associated follow up and outreach takes time and resources but is also an important investment which further demonstrates the University's on-going commitment to supplier diversity and the importance the University places on utilization of SWAM firms. Gathering data, developing departmental SWAM reports, and evaluating campus departmental purchases to identify opportunities for SWAM utilization also takes time and resources but has resulted in greater education, awareness and utilization of SWAM firms.**

2. Do you have recommendations on ways the Commonwealth could improve SWAM business participation in agency procurement opportunities? **Enhancements and improvements to the timeliness, responsiveness and efficiency of the certification and re-certification process would improve, and ideally increase, the number of Available Certified firms. Providing additional assistance, guidance related to the documentation required for certification, re-certification would be of great benefit to SWAM businesses as well. Consider expedited certification review for**

those that likely qualify as SWAM (sole proprietors, independent contractors). This would further expand number of available certified firms.

3. In FY2021, what has your Agency done to improve expenditure opportunities for SWAM businesses? **Procurement Services dedicates significant time, effort and resource into education and outreach related to the SWAM initiative. All campus departmental staff are required to complete SWAM training prior to issuance of eVA accounts and/or University purchasing cards. SWAM training is included in the monthly General Procurement Overview training, eVA and eReceiving training, as well as in the Procurement Certificate program. Procurement Services provides direct guidance to individual campus department related to SWAM businesses for the specific type of goods and services they purchase. Procurement Services emphasizes the University's SWAM program and associated goals in all pre-bid and pre-proposal meetings. Procurement provides information to prime contractors related to potential SWAM contractors. In addition, Procurement provides assistance to vendors related to eVA registration, SWAM certification and re-certification requirements, campus departmental information, and information and guidance related to upcoming business opportunities. ODU actively participates on the VASCUPP Supplier Diversity Advocacy Committee. The University offers multiple resources to support and engage SWAM business to include the the Strome Entrepreneurial Center, the Business Development Center, Women's Business Center, the Veteran's Business Outreach Center. These Centers are important regional resources which help entrepreneurs and business grow and support entrepreneurship and innovation.**

4. In FY2021, did you contact the Department of Small Business and Supplier Diversity(DSBSD) for assistance with Complete the chart for all categories in terms of frequency.

Initial certification? **Yes**

If yes, how often? **As needed to assist vendors navigate the certification process.**

Renewal for a firm **Yes**

If yes, how often? **As needed to assist vendors navigate the re-certification process.**

Searches for businesses **Yes**

If yes, how often? **As needed, utilize the database.**

To distribute your solicitation notices **Yes**

If yes, how often? **Solicitations are distributed and posted via eVA.**

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? **Weekly**

6. In FY2021, what was one of your Agency's accomplishments in the SWAM program you feel best demonstrates your agency's efforts? **The University continues to dedicate significant time, effort, and resources to education, outreach, and training related to supplier diversity. These strong, on-going efforts have resulted in the University's success in SWAM utilization. This success demonstrates that the University's efforts are directed and focused on areas that are important to advance and promote supplier diversity within the University.**
  
7. Are you familiar with the legislation that impacted SBSD? **Yes**  
If yes, do you have questions or concerns with your ability to implement those changes? **The previous extension of the SWAM certification from three years to five years will be very helpful and minimize and minimize the impact of lapsed certification due to extended re-certification review time.**
  
8. Do you submit adjustments and subcontracting spend in the expenditure dashboard monthly? **No**  
If no, can you explain why you are not submitting adjustments and subcontracting spend monthly? **SWAM spend, to include subcontracting spend, is submitted quarterly as part of the VASCUPP template.**
  
9. What functionality would be most helpful to you in the Expenditure Dashboard? **The existing information is sufficient.**
  
10. Additional Information **The University continues to dedicate time, effort and resources to supplier diversity initiatives to include outreach, training, and education and is proud of the progress we've made. We plan to build upon existing efforts to further support and promote utilization of certified SWAM firms throughout the University.**