



Commonwealth of Virginia

FY2022 Annual SWaM Procurement Plan for - Old Dominion University

1.

Norfolk

State **VA**

Zip **23529**

2. Agency Code **221**

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

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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										
	MB	WB	Micro	SDV	SB	ESO	8A	EDWOSB	WOSB	FSDV
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										
	MB	WB	Micro	SDV	SB	ESO	8A	EDWOSB	WOSB	FSDV
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**
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B. Building and/or Construction Division (if applicable)

Name **Etta A. Henry**
 Title **Director, Procurement Services**
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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

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**

Attend small business outreach events? **Yes**

If yes, please list those attended in FY2021? **SWAMFest Connect
sponsored by VASCUPP. The University typically actively participates**

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.**

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?

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.**