



# COMMONWEALTH of VIRGINIA

## Virginia ABC

2901 Hermitage Road  
Richmond, VA 23220

### FY2018 Annual SWaM Procurement Plan

Date of Submission: Wed Oct 11 18:47:26 UTC 2017

1. Agency/Institution Official Name: Virginia ABC

Address: 2901 Hermitage Road, Richmond, VA 23220

2. Agency Code: 999

Sub-Agency Code(s):

3. Agency Head: Jeffrey Painter

Phone Number: 804-213-4404

Email Address: jeffrey.painter@abc.virginia.gov

4. Secretariat: Public Safety

#### II. SWAM Goals

5. List your FY2018 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. FY2017 goals were pre-filled from your FY2017 SWaM plan. FY2017 SWaM expenditures were system-generated from the SWaM Dashboard.

	MBE	WBE	SBE	
FY2017 Agency SWaM Goals	7 %	7 %	24 %	
FY2017 Agency Actual Expenditures	6.98 %	6.41 %	23.30 %	
Total FY2018 Projected SWaM Spend Goals	7 %	7 %	24 %	
	MICRO	ESO	HBCU	SDV
Other FY2018 Projected Spend Goals	4 %	1 %	0 %	1 %

(Percentage based on Discretionary Budget. Each goal should be at least 1%)

6. What changes could be made to the Commonwealth SWAM Program that would assist you in meeting your goals?

Capture what percentage of micro vendors are being used on the dashboard. This is not currently captured or reflected on the dashboard.

### III. Designation of SWaM Equity Champion(s)

#### A. Purchases and Supply Division

Name: Rhonda Amos

Title: Sr. Contract Officer

Mailing Address: 2901 Hermitage Road, Richmond, VA 23220

Telephone/Fax: 804-213-4548

E-mail Address: rhonda.amos@abc.virginia.gov

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

Name: Susan Johnson

Title: Director of Real Estate & Facilities Management

Mailing Address: 2901 Hermitage Road, Richmond, VA 23220

Telephone/Fax: 804-213-4550

E-mail Address: susan.johnson@abc.virginia.gov

### IV. Policies and Procedures

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

Goods and Services: 8

Construction: 1

2. Do you have major construction projects or purchases planned for FY2018? No

If so, identify the project or purchase:

1: Name of the project/purchase:

Type:

Anticipated Posting Date:

2: Name of the project/purchase:

Type:

Anticipated Posting Date:

3: Name of the project/purchase:

Type:

Anticipated Posting Date:

4: Name of the project/purchase:

Type:

Anticipated Posting Date:

3. Do you have any professional services purchases planned for FY2018? Yes

If so, identify the project or purchase:

1: Name of the project/purchase: Physician/Medical Services Term Contract

Type: Service

Anticipated Posting Date: 10/10/2017

2: Name of the project/purchase:

Type:

Anticipated Posting Date:

3: Name of the project/purchase:

Type:

Anticipated Posting Date:

4: Name of the project/purchase:

Type:

Anticipated Posting Date:

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](http://sbsd.virginia.gov)? Yes

If yes, what additional resources would be helpful on that page? A list of vendors that have lost their certification either by non-response or re-certification in process as a quick reference.

6. Who monitors, reviews, audits and enforces your SWaM program goals and compliance? SWaM Coordinator and Backup

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

Not currently collecting subcontracting data

If yes, how often is subcontracting data collected? N/A

Do you use DSBSD's format to record the payments? N/A

If electronically collected, what system is used? N/A

Who are your primary vendors that report subcontract spend? N/A

8. What is your agency's biggest challenge with collecting and reporting subcontract spend ? N/A

## V. Diversity Training Events

Does the Agency SWaM Champions or Procurement staff:

1. Hold open house events for small businesses? No

If yes, how many in FY2017?

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 FY2017? 4

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

If yes, how many in FY2017? All employees with purchasing authority are trained on SWaM policies and usage

4. Attend small business outreach events? Yes

If yes, please check those attended in FY2017?

DSBSD hosted event (Summit) 1

DGS Forum 1

Minority Supplier Diversity Council Conferences 0

DBA hosted events 0

Other, please name SWaMfest 2017, as well as local events

## VI. Assessment

1. In FY2017, what has been the most time consuming part of administration of the Small Business initiative from your perspective? Finding SWaM firms that are qualified

Comment on your selection above: some of the smaller vendors are not capable of handling some of the larger procurements. Having small and micro's respond to Quick Quotes.

2. Do you have recommendations on ways the Commonwealth could improve SWaM business participation in agency procurement opportunities? Feel that more education should be done with vendors on bidding processes, understanding the entire contract and what is required. Have found that some vendors only read the Scope of Work or Statement of Need. Vendors need to have a clear understanding of what those General and Special Terms and Conditions may mean to them.

3. In FY2017, what has your Agency done to improve expenditure opportunities for SWaM businesses?

All IFB's/Quick Quotes below \$100,000 go out for SWaM participation. Still have issues with SWaM vendors not responding and vendors in the commodity requested.

4. In FY2017, 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? 3

Renewal for a firm: Yes If yes, how often? 6

Searches for businesses: Yes If yes, how often? regular 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? Monthly

6. In FY2017, what was one of your Agency's accomplishments in the SWaM program you feel best demonstrates your agency's efforts? Ensure end-users have a selection of SWaM vendors to choose from and trained how to locate them. Virginia ABC conducts SWaM training with each SPCC cardholder.

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? Who will monitor the certification status i.e. recertifying, expired.

8. Do you submit adjustments and subcontracting spend in the expenditure dashboard monthly? Yes

If no, can you explain why you are not submitting adjustments and subcontracting spend monthly?

9. What functionality would be most helpful to you in the Expenditure Dashboard? Make changes within the dashboard. Easier and less time consuming to use, more user friendly.

10. Additional Information: Virginia ABC has requested many times to have utilities and alcohol removed from the discretionary spend numbers since these two items are exempt from competition. I have been informed that the utilities are being removed, however I have not been informed of the removal of the alcohol vendors.

Completed by: Rhonda Amos Signature: Rhonda Amos Date: 10/11/17

Reviewed by: JEFF PAINTER Signature: J Painter Date: 19 October 2017

Agency/Institution Head

(The Plan must be reviewed, approved and signed by Agency/Institution Head)