

*Commonwealth of Virginia*  
**Guidance for Preparing Your  
 Annual SWaM Procurement Plan  
 FY 2006 - 2007**

Agency/Institution: Richard Bland College

Director/Agency Head/Institution President: Dr. James McNeer

Secretary of Education: The Honorable Thomas R. Morris      Date: September 28, 2006

*Directions: Please use this document as a guide when preparing your Annual SWaM Procurement Plan. The Plan should be placed on your agency/institution's official letterhead. Mail two copies to the Virginia Department of Minority Business Enterprise and submit one copy to your Secretary by 5:00 PM on **September 15, 2006**. Virginia Department of Minority Business Enterprise: 200-202 N. Ninth Street, 11<sup>th</sup> Floor, Richmond, Virginia 23219.*

- I. List your agency/institution's SWaM aspirational goals for Small, Women- and Minority-Owned businesses in percentages of projected discretionary expenditures. List your prime and subcontracting goals *separately*.

<b>Projected Spending Goals (% of Discretionary Expenditures)</b>	<b>SBEs %</b>	<b>WBEs %</b>	<b>MBEs %</b>	<b>Total SWaM</b>
Statewide Aspirational Goal	--	--	--	40%
FY '06 Agency SWAM Expenditures (Prime & Subcontracting)	Prime: 47.56% Sub:	Prime: 1.77% Sub:	Prime: 2.29% Sub:	Prime: 51.62% Sub:
FY '07 Construction Goals (Prime & Subcontracting)	Prime: Sub: 2%	Prime: Sub:	Prime: Sub: 2%	Prime: Sub: 4%
FY '07 Non-Construction Goals (Prime & Subcontracting)	Prime: 36% Sub:	Prime: 2% Sub:	Prime: 2% Sub:	Prime: 40% Sub:
FY '07 Agency/Institution's Goals of (1) Combined Construction and Non- Construction and (2) Prime and Sub	Prime total: 36% Sub total: 2%	Prime total: 2% Sub total: 0	Prime total: 2% Sub total: 2%	Prime total: 40% Sub total: 4%

- II. **Designate your SWaM Procurement Champions. Only list a Champion for construction if your agency handles building or construction contracts.**

**Purchases and Supply Division**

Name: Pamela E. Sweeney  
 Title: Purchasing Manager  
 Address: Richard Bland College, 11301 Johnson Road, Petersburg, VA 23803  
 Telephone: (804) 862-6268  
 E-mail address: psweeney@rbc.edu

**Building and/or Construction Division**

Name: Michaele M. Shriver

Title: Facilities Manager

Address: Richard Bland College, 11301 Johnson Road, Petersburg, VA 23803

Telephone: (804) 862-6212

E-mail address: mshriver@rbc.edu

**III. SWaM Plan Responsibilities, Strategies and Tactics**

- A. Describe the authorities and the responsibilities of the SWaM Procurement Champion(s) in implementing and monitoring the SWaM Plan.

The Champion/and Backup will implement the SWAM plan by communicating to all personnel with purchasing authority at Richard Bland College to purchase goods and services from small businesses, minority and women-owned businesses in order to increase the aspirational goal, following the guidelines of the Agency Procurement and Surplus Property Manual. Training will be available to these employees to become knowledgeable with how to select certified SWAM vendors.

Richard Bland College's SWAM plan shall be examined quarterly to make sure the plan is executed properly, and the college will monitor the SWAM quarterly report to see if Richard Bland College is meeting the SWAM procurement plan goals.

- B. Describe the SWaM purchasing and contracting strategies and training program designed to increase the procurement opportunities with certified SWaM vendors. Plan should include, and is not limited to:

The Purchasing department at Richard Bland College will hold training for selecting certified SWAM vendors for all personnel who have delegated purchasing authority.

Post future procurement opportunities on eVA and Richard Bland College websites.

Provide information to vendors to certify their business as a small business, women-owned or minority (if qualified). Purchasing will direct the vendor to the Department of Minority Business Enterprise website for further assistance if needed.

Requiring prime contractors to submit a SWAM subcontracting plan and to provide evidence of payments to subcontractors.

- C. Describe the evaluation process by the head of the agency or institution on the SWaM procurement progress and achievement.

The Purchasing department will make quarterly reports to the President of Richard Bland College on the progress of the SWAM procurement plan for meeting the goals of the college.

- D. Describe the agency/institution's SWaM vendor outreach program. Example: A statewide public information campaign to promote procurement opportunities and SWaM participation.

The Purchasing department at Richard Bland College will post on Richard Bland College's and the eVA website announcement of solicitations. The Champion/and backup will attend vendor resource fairs to promote the college in SWAM participation and any other SWAM training available.

- E. Describe the procedures for buyers to encourage vendors to apply for SWaM certification.

The buyers here at Richard Bland College will explain the SWAM certification process to the vendors. If any further assistance is needed by the vendor, the vendor will be directed to the Department of Business Assistance.

- F. Describe how your agency/institution plans to verify subcontracting expenditures.

The subcontracting report denotes the Department of Minority Business certificate number on it. Richard Bland College also looks up the subcontractor to make sure they are a certified SWAM vendor on the Department of Minority Business Enterprise website.

#### IV. Signatures

Completed by: Pamela E. Sweeney Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: Dr. James B. McNeer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Agency/Institution Head

*The plan will be reviewed by DMBE. Any comments made by DMBE on your agency/institution's plan will be submitted to your Secretary for approval. An approved and signed copy of the plan will be returned to the agency head.*

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Secretary