



COMMONWEALTH of VIRGINIA

Virginia Port Authority

600 World Trade Center

Norfolk, VA 23510

FY2010 Annual SWaM Procurement Plan

Date of Submission: Fri Sep 11 10:16:18 EDT 2009

1. Agency/Institution Official Name: Virginia Port Authority

Address: 600 World Trade Center, Norfolk, VA 23510

2. Agency Code: 407

Sub-Agency Code(s):

3. Agency Head: Jerry A. Bridges

Phone Number: 757-683-2102

Email Address: jbridges@portofvirginia.com

4. Secretariat: Transportation

5. List your FY2010 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. FY2009 goals were pre-filled from your FY2009 SWaM plan. FY2009 SWaM expenditures were system-generated from the SWaM Dashboard.

	MBE	WBE	SBE
FY2009 Agency SWaM Goals	7 %	5 %	23 %
FY2009 Agency Actual Expenditures	2.99 %	4.72 %	26.96 %
Total FY2010 Projected SWaM Spend Goals	7 %	5 %	23 %

(Percentage based on Discretionary Budget)

6. Describe the process for determining your SWaM goals and issues that have been taken into consideration for determining these goals

Most SWaM dollars for the VPA are related to construction projects at the three (3) marine terminals. Each year we

look at upcoming construction projects in conjunction with SWaM performance of the previous year. This information is used to set the goal.

II. Designation of Procurement Champion(s)

A. Purchases and Supply Division

Name: Rodney Oliver

Title: Deputy Executive Director & CFO

Mailing Address: 600 World Trade Center, Norfolk, VA 23510

Telephone/Fax: 757-683-2170

E-mail Address: roliver@portofvirginia.com

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

Name: David James

Title: Director, Contracts & Real Estate

Mailing Address: 600 World Trade Center, Norfolk, VA 23510

Telephone/Fax: 757-683-2168

E-mail Address: dmjames@portofvirginia.com

III. Responsibilities, Policies and Procedures

A. Who is responsible for the following (Name and Title for each):

1. Producing the Annual SWaM Plan for the agency? David James (Director, Contracts & Real Estate)
2. Monitoring the agency spend with SWaM vendors? Shelley Ricks (Contract Specialist Assistant)
3. Evaluating the progress in meeting the SWaM goals? David James (Director, Contracts & Real Estate)
4. Planning and implementing agency participation in Diversity Outreach Events? David James (Director, Contracts & Real Estate)
5. Providing training on SWaM policies and procedures for agency staff and end users? Patty Wilson (Procurement & Payables Manager)
6. Posting future procurement opportunities on eVA site? Shelley Ricks (Contract Specialist Assistant)
7. Does the Agency Head meet with the SWaM Procurement Champion(s) on a regular basis to discuss the agency progress and/or barrier that prevent the agency from meeting the SWaM goals? Yes

If yes, how often: bi-weekly

B. Does your agency subscribe to the policies that follow:

1. All solicitations under \$5000 are issued as set-asides for DMBE certified Small Businesses? Yes
2. Solicitations between \$5000 and \$50,000 are issued as set-asides for DMBE certified Small Businesses? Yes

3. Solicitations above \$50,000 are issued as set-asides for DMBE certified Small Businesses? Yes

4. For all contracts in excess of \$100,000, prime contractors are required to submit Small Business Subcontracting Plans and proof of payment to the Subcontractors? Yes

5. All proposals from prime contractors are evaluated with weighted value assigned to the prime's Small Business Subcontracting Plan? Yes

Weight Assigned: 20 points

6. Does the agency apply a broad definition of "prior experience", not only to the firm but also to the personnel to be assigned to the contract, in order to include participation of SWaM businesses in state procurements? Yes

7. Does your agency make early postings of future procurement opportunities on the eVA website in order to allow SWaM businesses to prepare and compete for the solicitation? No

How far ahead?

8. Is training on the SWaM Initiative, and how to implement it, required of staff with procurement responsibility and end users? Yes

9. Are Outreach Events for certification/training/information purposes part of your agency's activities to enhance SWaM participation? Yes

How many will you attend in FY2010? +/-10

How many will you host in FY2010? +/-1

10. Does your agency have a policy in place for unbundling contracts in order to include SWaM Participation? No

If No, is there a plan to develop a policy for unbundling? Yes

11. Does your agency have a pre-qualification program? No

12. Has the agency developed any pilot programs to increase opportunities for SWaM vendors to perform as prime contractors on Commonwealth projects? No

13. Does your agency have specific barriers or limitations that prevent your agency from achieving your agency SWaM goals and plans? Yes

Due to the specialized nature of marine/port construction, it is often challenging to identify qualified SWaM vendors.

However, overall agency SWaM goals to date have been met.

14. Do you have a review process to evaluate the agency progress in achieving the agency's SWaM goal? Yes
All invoices are reviewed for SWaM participation and all small purchase charge card purchases are reviewed on an ongoing basis. SWaM reports are also done on a quarterly basis.

C. Are there Procedures in place in your agency to do the following:

1. Distribute information to certified SWaM vendors, as well as potential SWaM vendors, about procurement opportunities and to increase SWaM participation? Yes

The VPA distributes flyers listing upcoming projects at outreach events and expos. Approximately 10 events are attended per year, many of which are supported and sponsored by the VPA. For small purchases up to \$10,000, a SWaM is contacted and services are paid for by credit card or purchase order depending on the amount spent. For purchases up to \$50,000, quotes are received from several SWaM vendors and one is chosen from the outcome of those negotiations. For all other solicitations, the VPA posts to eVA and advertises in several publications including a minority-owned newspaper. Ample time is given for vendors to prepare a bid, ask questions, and respond to the solicitation and SWaM set-asides are used wherever possible.

2. Strongly encourage eligible vendors to apply for SWaM Certification? Yes

A VPA form letter is sent to potential SWaM vendors in a package of information about the SWaM program. This package includes a flyer from the Department of Business Assistance and one from the Department of Minority Business Enterprise.

3. Provide a standard form including prime company name, prime TIN, sub company name, sub TIN, subcontracting payment amount and payment date, to a prime contractor to be used to capture the required data for subcontractors participating on the contract? Yes

4. Please list NIGP codes of product or service that the agency is experiencing difficulties in finding certified SWaM vendors: 94065 95900 99894 94625

5. Please list NIGP codes of product or service that the agency is making its most purchase: 61500 01555 20085 03778 94065 95900

6. Please provide the web link to your agency procurement policies:

<http://www.portofvirginia.com/media/6634/purchasing%20policies%20and%20procedures%20manual%2011-23-041.pdf>

7. Additional information:

Completed by: Shelley M. Recks Signature: Shelley M. Recks Date: 09/11/09
Reviewed by: Jerry A. Bridges Signature: Jerry A. Bridges Date: 9/14/09