



COMMONWEALTH of VIRGINIA

Virginia Port Authority

600 World Trade Center

Norfolk, VA 23510

FY2012 Annual SWaM Procurement Plan

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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

II. SWAM Goals

1. List your FY2012 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. FY2011 goals were pre-filled from your FY2011 SWaM plan. FY2011 SWaM expenditures were system-generated from the SWaM Dashboard.

| | MBE | WBE | SBE |
|---|--------|---------|---------|
| FY2011 Agency SWaM Goals | 5 % | 5 % | 10 % |
| FY2011 Agency Actual Expenditures | 5.47 % | 11.39 % | 14.67 % |
| Total FY2012 Projected SWaM Spend Goals | 6 % | 7 % | 12 % |

(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 its marine terminals. Each year the VPA looks at its upcoming construction projects in conjunction with the past year's SWaM performance and uses this information to set a goal.

III. Designation of SWaM Procurement Champion(s)

A. Purchases and Supply Division

Name: [Patty A. Wilson](#)

Title: [Procurement Manager](#)

Mailing Address: [600 World Trade Center, Norfolk, VA 23510](#)

Telephone/Fax: [757-683-2176](#)

E-mail Address: pwilson@portofvirginia.com

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

Name: [David M. 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

IV. Policies and Procedures

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

Division of Goods and Services: [2](#)

Division of Construction: [2](#)

2. Do you have major construction projects or purchases planned for FY2012? [Yes](#)

If so, identify the project or purchase:

1: Name of the project/purchase: [NIT Customer Service Facility](#)

Type: [Construction](#)

Anticipated Posting Date: [02/2012](#)

2: Name of the project/purchase: [NPBL Storage Tracks](#)

Type: [Construction](#)

Anticipated Posting Date: [TBD](#)

3: Name of the project/purchase: [NIT Main Gate Rail Repairs](#)

Type: [Construction](#)

Anticipated Posting Date: [TBD](#)

4: Name of the project/purchase: [PMT Empty Yard Repairs](#)

Type: [Construction](#)

Anticipated Posting Date: [11/2011](#)

3. Does your Agency set aside the following solicitations for DMBE certified businesses?

Solicitations under \$5,000: [Yes](#)

Solicitations between \$5,000 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:

4. Approximately how many solicitations did you have in FY2011 in the following categories:

Solicitations under \$5,000: [9](#)

Solicitations between \$5,000 and \$50,000: [28](#)

Solicitations between \$50,000 and \$100,000: [1](#)

5. For solicitations in excess of 100,000, who is responsible for review of the Small Business Subcontracting Plans and proof of payment to the subcontractors?

Name: [David M. James](#)

Title: [Director, Contracts & Real Estate](#)

Contact Information: dmjames@portofvirginia.com

6. What method is used to track the payments to subcontractors by prime contractors? [Prime Contractors submit an itemized breakdown spreadsheet with each invoice. This spreadsheet details the subcontractors, the type of work they perform, the dollar amount, and whether the subcontractor is a DMBE-certified SWaM vendor. We then verify that information and add those dollar amounts to the SWaM subcontractor category by SWaM type \(i.e. Small, Woman, Minority\).](#)

7. Are proposals from prime contractors evaluated with weighted value assigned based upon the Small Business subcontracting plan submitted by the prime? [Yes](#)

8. How do you monitor the progress of the goal performance under the Small Business Subcontracting plan? [By reviewing invoices that are submitted by prime contractors.](#)

9. Are meetings held with prime contractors during the project to specifically monitor the small business subcontracting plan? [No](#)

If yes, how often during the project?

10. Does the agency collect the subcontracting payment information electronically from prime contractors? [Yes](#)

If yes, how often? [monthly](#)

Do you use DMBE's format to record the payments? [Yes](#)

Method used? [DMBE SWaM template](#)

11. Does your agency counsel prime contractors regarding failure to comply with the subcontracting plan? [No](#)
12. Does your agency document prime contractor failure to comply with the subcontracting plan? [No](#)
13. Does your agency SWaM plan include measures to withhold the final payment for failure to meet the subcontracting plan? [No](#)
14. What other form of review is being conducted in reference to the small business subcontracting plan? [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 FY2011?
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 FY2011? [15](#)
3. Conduct training events on SWaM and diversity training? [No](#)
If yes, how many in FY2011?
4. Attend small business outreach events? [Yes](#)
If yes, how many of the following in FY2011?
 - DMBE hosted event (Summit) [1](#)
 - DGS Forum [1](#)
 - Minority Supplier Diversity Council Conferences [0](#)
 - DBA hosted events [0](#)
 - Other, please name [VAGP Conference and Black Expo](#)

VI. Assessment

1. In FY2011, what has been the most time consuming part of administration of the Small Business initiative from your perspective? [Extracting information from each prime contractor's invoice to verify payments to SWaM subcontractors.](#)
2. In FY2011, what have been the top three reasons small businesses have not received some awards you believed they were qualified for but were not selected? [n/a](#)
3. In FY2011, what has your Agency done to improve expenditure opportunities for each of the categories represented in the small business program?
 - Small Business: [Advertised a Small Business Set Aside for Insurance Brokerage Services](#)
 - Women-owned: [n/a](#)
 - Minorities: [n/a](#)

4. In FY2011, did you contact the Department of Minority Business Enterprise for assistance with:

Initial certification: **Yes** If yes, how often? **10**

Renewal for a firm: **Yes** If yes, how often? **20**

Searches for businesses: **Yes** If yes, how often? **3**

To distribute your solicitation notices **No** If yes, how often?

5. In FY2011, what was one of your Agency's accomplishments in the Small Business program you feel best demonstrates your agency's efforts? **Exceeding our overall SWaM goal.**

6. Your comments or suggestions on ways we can improve the Small Business program: **Keep SWaM-certified vendors' information, to include tax identification number, on the FTP site for one year after the expiration of their certification. This will eliminate having to go to multiple systems to obtain the tax identification number in order to claim those SWaM expenditures. Also, SWaM type and vendor contact information is only available through the SWaM Vendor Search option for vendors with current certifications. It would be helpful to have this information available through the SWaM Certification Application Status link as well. Currently if a vendor is a new applicant or their certification has expired, agency personnel cannot identify their category nor locate contact information for the vendor to provide assistance. Adding this information to the tracking number screen under the Certification Application Status link would allow agencies to provide more assistance and customer service to their vendors.**

7. Additional Information: **To further clarify the answers given to questions 11, 12 and 13 - VDOT handles the prime contractors' subcontracting plans and compliance for all federally-funded projects.**

Completed by: **DAVID M. JAMES** Signature:  Date: **8-31-11**

Reviewed by: **JERRY A. BRIDGES** Signature:  Date: **8-31-11**

Agency/Institution Head

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