



# COMMONWEALTH of VIRGINIA

## Virginia Port Authority

600 World Trade Center

Norfolk, VA 23510

### FY2013 Annual SWaM Procurement Plan

Date of Submission: Mon Oct 01 14:20:52 EDT 2012

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: Rodney Oliver

Phone Number: 757-683-2170

Email Address: roliver@portofvirginia.com

4. Secretariat: Transportation

#### II. SWAM Goals

1. List your FY2013 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. FY2012 goals were pre-filled from your FY2012 SWaM plan. FY2012 SWaM expenditures were system-generated from the SWaM Dashboard.

	MB	WB	SB
FY2012 Agency SWaM Goals	6 %	7 %	12 %
FY2012 Agency Actual Expenditures	9.05 %	13.58 %	30.76 %
FY2013 Agency Procurement Aspirational Goal	7 %	8 %	15 %

(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 FY2013? Yes

If so, identify the project or purchase:

1: Name of the project/purchase: Miscellaneous Concrete Work

Type: Construction

Anticipated Posting Date: Spring 2013

2: Name of the project/purchase: Optical Character Recognition (OCR) Portals

Type: Construction

Anticipated Posting Date: Spring 2013

3: Name of the project/purchase:

Type:

Anticipated Posting Date:

4: Name of the project/purchase:

Type:

Anticipated Posting Date:

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 FY2012 in the following categories:

Solicitations under \$5,000: **9**

Solicitations between \$5,000 and \$50,000: **39**

Solicitations between \$50,000 and \$100,000: **8**

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. The spreadsheet details the subcontractor, 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 FY2012?
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 FY2012? **10**
3. Conduct training events on SWaM and diversity training? **No**  
If yes, how many in FY2012?
4. Attend small business outreach events? **Yes**  
If yes, how many of the following in FY2012?
  - DMBE hosted event (Summit) **0**
  - 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 FY2012, what has been the most time consuming part of administration of the Small Business initiative from your perspective? **Collecting and extracting information from each prime contractor's invoice to verify payment to SWaM subcontractors.**
2. In FY2012, 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 FY2012, what has your Agency done to improve expenditure opportunities for each of the categories represented in the small business program?
  - Small Business: **N/A**
  - Women-owned: **N/A**
  - Minorities: **N/A**

4. In FY2012, did you contact the Department of Minority Business Enterprise for assistance with:

Initial certification: **Yes** If yes, how often? **2**

Renewal for a firm: **Yes** If yes, how often? **12**

Searches for businesses: **Yes** If yes, how often? **4**

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

5. In FY2012, what was one of your Agency's accomplishments in the Small Business program you feel best demonstrates your agency's efforts? **We continue to exceed our annual SWaM goal. In FY 2012 we exceeded our goal by approximately 30%.**

6. Your comments or suggestions on ways we can improve the Small Business program: **It would be beneficial if the "certification status" link/page would show what category the vendor is trying to certify as. Unless you already know the vendor, you have no idea what category they fall under until they become fully certified.**

7. Additional Information: **N/A**

Completed by: **David M. James** Signature: **David James** Date: **10/1/12**

Reviewed by: **Rodney W. Oliver** Signature: **Rodney W. Oliver** Date: **10/1/12**

*Agency/Institution Head*

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