FY2017 Annual SWaM Procurement Plan

Date of Submission:  Mon Oct 03 14:40:46 UTC 2016

1. Agency/Institution Official Name:  Norfolk State University
   Address:  700 Park Ave., Norfolk, VA 23504

2. Agency Code:  213
   Sub-Agency Code(s):

   Phone Number:  757-823-8670
   Email Address:  president@nsu.edu

4. Secretariat:  Dietra Trent

II. SWAM Goals

5. List your FY2017 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. FY2016 goals were pre-filed from your FY2016 SWaM plan. FY2016 SWaM expenditures were system-generated from the SWaM Dashboard.

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<th>MBE</th>
<th>WBE</th>
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<tbody>
<tr>
<td>FY2016 Agency SWaM Goals</td>
<td>16 %</td>
<td>16 %</td>
<td>26 %</td>
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<tr>
<td>FY2016 Agency Actual Expenditures</td>
<td>16.49 %</td>
<td>9.87 %</td>
<td>28.38 %</td>
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<tr>
<td>Total FY2017 Projected SWaM Spend Goals</td>
<td>16 %</td>
<td>14 %</td>
<td>23 %</td>
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<td>MICRO</td>
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<tr>
<td>Other FY2017 Projected Spend Goals</td>
<td>2 %</td>
<td>0 %</td>
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</table>

(Percentage based on Discretionary Budget)
6. What changes could be made to the Commonwealth SWAM Program that would assist you in meeting your goals?

One quote from a Micro Small Business below $10,000 should be acceptable without issuing a competitive solicitation. Currently, competition is required over $5,000.

III. Designation of SWaM Equity Champion(s)

A. Purchases and Supply Division

Name: Eugene Anderson
Title: Director of Procurement Services
Mailing Address: 700 Park Ave., H. B. Wilson Hall, Suite 150
Telephone/Fax: 757-823-8045/8975
E-mail Address: eanderson@nsu.edu

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

Name: Shannon Bailey
Title: Procurement & Contracts Manager
Mailing Address: 700 Park Ave., Facilities Management
Telephone/Fax: 757-823-2010
E-mail Address: snbailey@nsu.edu

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 FY2017? Yes

   If so, identify the project or purchase:

   1: Name of the project/purchase: Replace Fan Coil Units Babbette Hall North & South
      Type: Construction-Capital
      Anticipated Posting Date: February FY17

   2: Name of the project/purchase: Replace Parapet/High Roof Babbette Hall
      Type: Construction
      Anticipated Posting Date: February FY17

   3: Name of the project/purchase: Renovate Babbette Hall North 11th Floor
      Type: Construction
      Anticipated Posting Date: February FY17

   4: Name of the project/purchase:
Type:
Anticipated Posting Date:

3. Do you have any professional services purchases planned for FY2017? Yes

If so, identify the project or purchase:

1: Name of the project/purchase: Replace Fan Coil Units Babbette Hall North & South
   Type: A/E Professional
   Anticipated Posting Date: Term contract using A/E

2: Name of the project/purchase: Replace Parapet High Roof Babbette Hall
   Type: A/E Professional
   Anticipated Posting Date: Term contract using A/E

3: Name of the project/purchase: Renovate Babbette Hall North 11th Floor
   Type: A/E Professional
   Anticipated Posting Date: Term contract using A/E

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. Do you need additional guidance on how to implement/manage a set-aside procurement? No

   If yes, what additional guidance would be helpful?

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

7. Does the agency collect the subcontracting payment information manually or electronically from prime contractors?
   Yes, Electronically
   If yes, how often is subcontracting data collected? Monthly
   Do you use DSBSD’s format to record the payments? Yes
   If electronically collected, what system is used? A seperate email address was created
   Who are your primary vendors that report subcontract spend? S. B. Ballard, Barnes & Noble

8. What is your agency’s biggest challenge with collecting and reporting subcontract spend? Getting prime contractors to submit the data timely.
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 FY2016?

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 FY2016? Approximately 52

3. Conduct training events on SWaM and diversity training? Yes
   If yes, how many in FY2016? 12

4. Attend small business outreach events? Yes
   If yes, please check those attended in FY2016?
   DSBSD hosted event (Summit) 1
   DGS Forum 1
   Minority Supplier Diversity Council Conferences 1
   DBA hosted events 1

VI. Assessment

1. In FY2016, what has been the most time consuming part of administration of the Small Business initiative from your perspective? Other
   Comment on your selection above: Obtaining a fair and reasonable price. Often, Small Business pricing is not competitive.

2. Do you have recommendations on ways the Commonwealth could improve SWaM business participation in agency procurement opportunities? Increase training for SWaM Businesses.

3. In FY2016, what has your Agency done to improve expenditure opportunities for SWAM businesses?
   Conducted one-on-one training and provided assistance to SWaM businesses. Matched SWaM Businesses with end users that request their goods and services.

4. In FY2016, 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: No If yes, how often?
Renewal for a firm: Yes  If yes, how often? 12 times/year

Searches for businesses: No  If yes, how often?

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? Quarterly

6. In FY2016, what was one of your Agency’s accomplishments in the SWAM program you feel best demonstrates your agency’s efforts? Training and users on how to find and utilize SWaM Businesses.

7. Your comments or suggestions on ways we can improve the SWAM program: Re-focus efforts toward increased utilization of Women-Owned and Minority-Owned Businesses, especially since the purpose of the disparity study was to address inequities involving these two groups.

8. What trainings would be most helpful to you in implementing the Commonwealth SWAM Program? Training on how to use SWaM Dashboard tools and reports.

9. Additional Information: N/A

Completed by: Eugene Anderson  Signature: [Signature]  Date: 10/3/16

Reviewed by: Eddie N. Moore Jr.  Signature: [Signature]  Date: 10/6/16

Agency/Institution Head

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