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| <b>SUPPLIER DIVERSITY MODEL PROGRAM</b> |
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**POLICY OVERVIEW**

- The Virginia Port Authority is committed to ensuring fair consideration of all suppliers in its day-to-day procurement of services, supplies and construction. We have seen that working with a wide range of suppliers provides a competitive edge in producing high-quality, low-cost innovative products and services. All employees with purchasing responsibility or who are involved in procurement decisions for goods and services are expected to notify and give every consideration to using qualified, small, women-owned and minority (SWAM) suppliers in a manner that is consistent with state and federal laws and regulations. As always, business will be conducted in the highest professional manner.

**SUPPLIER DIVERSITY CHAMPION**

- The Virginia Port Authority demonstrates its commitment to utilizing SWAM suppliers by, among other things, its designation of Mr. David James as its Supplier Diversity Champion(s) to coordinate its supplier diversity efforts. Mr. James will assist the Virginia Port Authority by communicating and watching for supplier diversity opportunities and capturing and monitoring utilization results.

**DEFINITIONS**

- **Small Business** means a corporation, partnership, sole proprietorship or other legal entity formed for the purpose of making a profit, which is independently owned and operated, and has fewer than 100 employees or less than \$1,000,000 in annual gross receipts.
- **Women-owned business** means a business concern that is at least 51 percent owned by a non-ethnic woman or women (a minority woman is considered as a minority) who are U.S. citizens and who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management of the business. "Ownership" in this context includes stock ownership. **(Please note that when reporting results, a business that is owned and operated by a minority woman will be reported as a minority-owned business and a business that is owned and operated by a non-minority woman will be reported as a woman-owned business.)**
- **Minority-owned business** means any business concern that is at least 51 percent owned by a minority individual or individuals (who are U.S. citizens) who also control and operate it. "Control," "Operate," and "Ownership" have the same

meanings mentioned above. "Minority" includes African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent-Asian Americans, and other minorities. "Native Americans" include American Indians, Eskimos, Aleuts and Native Hawaiians. "Asian-Pacific Americans" include U.S. citizens whose origins are in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Northern Marina Islands, Laos, Kampuchea (Cambodia), Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, or the Federated States of Micronesia. "Subcontinent- Asian Americans" include U.S. Citizens whose origins are in India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal.

- **Solicitation** includes Invitation for Bids (IFB), Request for Proposals (RFP), telephone calls, or any other document issued by the state to obtain bids or proposals for the purpose of entering into a contract.

## SOLICITATIONS

- Whenever the Virginia Port Authority engages in a solicitation, it will include enterprises (that means more than one) selected from the list of certified minority business enterprises (MBE) maintained on the Department of Minority Business Enterprise's (DMBE) web site, [dmbe.state.va.us](http://dmbe.state.va.us).
- Notices of all procurements over \$30,000 will be advertised via eVA and/or other electronic means. **(Please note that the Department of General Services and other applicable agencies will conduct outreach workshops to inform organizations of how to obtain information on solicitations across state agencies.)**
- All notices for RFPs over \$30,000 will be advertised in a local newspaper, a local minority owned publication (if available) and eVA. (For a listing of statewide minority publications, contact the VDMBE at 804-786-6585.)
- Virginia Port Authority Solicitations over \$5,000 and up to \$15,000 will include a minimum of three (3) SWAM businesses when available;
- Virginia Port Authority Solicitations over \$15,000 and up to \$30,000 will include a minimum of five (5) SWAM businesses when available;
- Virginia Port Authority Solicitations over \$30,000 will include a minimum of six (6) SWAM businesses when available; and
- All Virginia Port Authority Solicitations for construction, goods and services of \$100,000 or more will include a requirement that bidders or offerors include, as a part of their proposal, strategies to ensure SWAMs are given every consideration to be included in their subcontracting plans.
  - If applicable, subcontract plans must include:

- A listing of all SWAM-owned business subcontractors
  - The dollar value of each subcontract
  - A description of the type of work to be performed under each subcontract
  - A telephone number and contact name for each subcontractor
- Solicitations and resulting contracts will contain language requiring the successful bidder or offeror to report actual SWAM-owned business subcontract results on a quarterly basis.

(Please note: Solicitation of SWAM-owned businesses should not be construed as authorizing or directing the exclusion of non SWAM-owned businesses; rather, the purpose is to include as many qualified businesses as possible.)

### **TRAINING**

- The Virginia Port Authority will work with DGS, DMBE and other providers to obtain supplier diversity training for its employees, particularly procurement staff
- Such training may include:
  - Workshops
  - Technical Assistance
  - Executive level roundtables

### **MEASURING RESULTS**

- The Virginia Port Authority will collect statistics and other documentation and prepare reports relating to supplier diversity efforts.
- Using Forms A and B attached, the Virginia Port Authority will report its supplier diversity results quarterly to the DMBE in the case of minority businesses, the applicable Secretary, the Governor and all other levels of management as appropriate.
- Supplier diversity data will show results in each category (small business, women-owned business and minority-owned business) and includes subcontracting results as well.
- Expenditure and classification information will be captured via the eVA electronic procurement system and retrieved from the eVA data warehouse, the Commonwealth Accounting and Reporting System (CARS), any internal databases and subcontracting reports submitted by prime contractors.

**SUBMITTED BY VIRGINIA PORT AUTHORITY**

By: Robert R. Merhige III Date: 8-16-02  
Printed Name: Robert R. Merhige, III  
Title: Deputy Executive Director  
& General Counsel

By: David M. James Date: 8-16-02  
Printed Name: David M. James  
Title: Project Manager/Champion

**FORM A  
 VIRGINIA PORT AUTHORITY  
 SWAM-OWNED BUSINESS  
 QUARTERLY UTILIZATION REPORT**

Reporting Period: Fiscal Year \_\_\_\_\_ Quarter \_\_\_\_ (1st, 2nd, 3rd, 4th)

**DIRECT EXPENDITURES:** The amount spent with SWAM-owned businesses for work directly traceable to the fulfillment of a contract(s) with the Virginia Port Authority (Note: please do not include agency salaries, postage, etc. in these figures; we are looking for discretionary purchases)

Class: (MB) Minority Business, (WB) Women-owned Business, (SB) Small Business

| MB/WB/SB Used | Class | Telephone | Services/Products Provided     | Dollars |
|---------------|-------|-----------|--------------------------------|---------|
|               |       |           |                                |         |
|               |       |           |                                |         |
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|               |       |           | C) Total Dollars (A&B)         |         |

**PERCENTAGE OF TOTAL PROCUREMENT EXPENDITURES WITH SWAM SUPPLIERS**

| Fiscal Year     | Total Procurement Expenditures with all Suppliers | Percent with MB Suppliers | Percent with WB Suppliers | Percent with SB Suppliers |
|-----------------|---|---------------------------|---------------------------|---------------------------|
| <b>Current</b>  |   |                           |                           |                           |
| <b>Previous</b> |   |                           |                           |                           |

**BASELINE DIRECT EXPENDITURES FOR THE LAST 3 FISCAL YEARS**

| Fiscal Year | Class | Total Dollar Amount |
|-------------|-------|---------------------|
|             |       |                     |
|             |       |                     |
|             |       |                     |

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| <b>FORM B</b><br><b>VIRGINIA PORT AUTHORITY</b><br><b>SWAM-OWNED BUSINESS</b><br><b>QUARTERLY UTILIZATION REPORT</b> |
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Reporting Period: Fiscal Year \_\_\_\_\_ Quarter \_\_\_\_ (1st, 2nd, 3rd, 4th)

**SUBCONTRACTING EXPENDITURES:** The amount spent by prime contractors with the Virginia Port Authority SWAM-owned businesses for work directly traceable to the fulfillment of a contract(s) with the Virginia Port Authority (**Note: please do not include agency salaries, postage, etc. in these figures; we are looking for discretionary purchases**)

Class: (MB) Minority Business, (WB) Women-owned Business, (SB) Small Business

| MB/WB/SB Used | Class | Telephone | Services/Products Provided     | Dollars |
|---------------|-------|-----------|--------------------------------|---------|
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|               |       |           | B) Total from additional pages |         |
|               |       |           | C) Total Dollars (A&B)         |         |

**PERCENTAGE OF TOTAL SUBCONTRACTING EXPENDITURES (if available) WITH SWAM SUPPLIERS**

| Fiscal Year | Total Subcontracting Expenditures with all Suppliers | Percent with MB Suppliers | Percent with WB Suppliers | Percent with SB Suppliers |
|-------------|--|---------------------------|---------------------------|---------------------------|
| Current     |  |                           |                           |                           |
| Previous    |  |                           |                           |                           |

**BASELINE SUBCONTRACTING EXPENDITURES (if available) FOR THE LAST 3 FISCAL YEARS**

| Fiscal Year | Class | Total Dollar Amount |
|-------------|-------|---------------------|
|             |       |                     |
|             |       |                     |
|             |       |                     |