



COMMONWEALTH of VIRGINIA

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Jerry A. Bridges
Executive Director

Annual SWaM Procurement Plan Fiscal Year 2008

Agency/Institution: Virginia Port Authority

Director/Agency Head/Institution President: Jerry A. Bridges

Secretariat: Transportation Date: September 14, 2007

- I. List your SWaM expenditure goals for Small, Women- and Minority-Owned businesses as a percentage of your projected discretionary expenditures. Goals should include expenditures with prime contractors as well as subcontractors.

	MBEs %	WBEs %	SBEs %	Total % SWaM
FY 2007 Agency SWaM Expenditure Goals	6%	2%	6%	14%
FY 2007 Agency Expenditures	6.29	1.54%	6.24%	14.24%
FY 2008 Projected Spending Goals (% of Discretionary Expenditures)	6%	3%	14%	23%
FY 2008 Projected Construction Goals (Prime contracting)	5%	2%	18%	25%
FY 2008 Projected Construction Goals (Subcontracting)	7%	3%	12%	22%
FY 2008 Projected Non-Construction Goals (Prime Contracting)	6%	3%	14%	23%
FY 2008 Projected Non-Construction Goals (Subcontracting)	6%	3%	14%	23%

II. Designation of Procurement Champion(s)

A. Purchases and Supply Division

Name: Rodney W. Oliver
Title: Director of Finance & Treasurer
Mailing Address: 600 World Trade Center, Norfolk, VA 23510
Telephone/Fax: (757) 683-2170 / fax (757) 683-8211
E-mail Address: roliver@portofvirginia.com

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

Name: David M. James
Title: Director of Contracts & Real Estate
Mailing Address: 600 World Trade Center, Norfolk, VA 23510
Telephone/Fax: (757) 683-2168 / fax (757) 683-2151
E-mail address: dmjames@portofvirginia.com

III. SWaM Procurement Processes and Strategies

A. Describe the responsibilities, duties, and scope of authority of the SWaM Procurement Champion(s) in implementing SWaM policy, monitoring your SWaM Plan, and affecting change.

The SWaM procurement champions oversee procurement activities with regards to SWaM participation. Champions contact vendors for SWaM certifications and provide direction to staff with purchasing authority. Champions are responsible for monitoring purchasing activities including the Governor's mandatory purchasing requirements for less than \$50,000 and tracking spending with vendors and contractors down to the subcontractor level.

B. Provide a detailed report on your agency's performance or achievements of the following SWaM strategies identified in your fiscal year 2007 SWaM Plan wherein you described the agency's plans to do the following: (It is only necessary to report on the items that were incorporated into your 2007 SWaM Plan.)

- VPA conducted the following small business set-aside solicitations: Portsmouth Marine Terminal Rail Ramp \$183,925, Construction Evaluation Services \$2.5 million & AAPA Event Coordinator \$105,000.
- VPA required prime contractors to submit a small business subcontracting plan as a part of all bids. Itemized payments which include descriptions of work performed by subcontractors are included on contractors request for payment (schedule of values).
- VPA included weighted criteria for SWaM business plans in RFPs.
- VPA purchased goods and services from SWaM businesses which submitted a bid that was other than the lowest bid. However, once the Governor's Executive Order requiring mandatory SWaM purchases for under \$50,000 was issued, SWaM businesses become the only businesses considered for purchases valued at less than \$50,000; that is unless a SWaM could not be identified.
- VPA de-bundled the PMT Rail project to remove the rail ramp portion to solicit it as a small business set-aside. VPA's Construction Evaluation Services RFP was also solicited as a small business set-aside.

- VPA has reduced the weight of evaluation criteria for “size of the firm” and “geographic location” in some of its RFP’s in order to give SWaM businesses a better opportunity to compete.
- VPA posts procurement opportunities on eVA as soon as plans for the projects are finalized.
- VPA staff with purchasing authority is routinely provided with any new SWaM information and/or requirements. Staff is trained on the use of DMBE’s website to locate SWaM vendors and to obtain knowledge of the SWaM program including the certification process.

C. Describe specifically your SWaM purchasing and contracting strategies, as well as any SWaM training programs or events for fiscal year 2008 designed to increase procurement opportunities for certified SWaM vendors. This Plan should include the following:

- VPA will continue to implement small business set-asides.
- VPA will continue to require prime contractors to submit a SWaM subcontracting plans and to track payments to SWaM subcontractors. VPA will develop and institute a mechanism to track payments to all non-SWaM subcontractors as well. Until a mechanism is in place, we will call subcontractors to verify receipt of payments.
- VPA will continue using the Prime’s SWaM participation plan as weighted criteria to evaluate proposals. The weight will be 20%.
- VPA will continue to award contracts to other than lowest bidder or highest ranking offeror, if possible.
- When possible, VPA will modify evaluation criteria, which prevents qualified SWaM businesses from being included in state procurements based on a narrow definition of “prior experience”. This will be done by a careful examination of the agency’s needs in conjunction with the evaluation criteria by the Chief Engineer and Director of Contracts prior to issuing the solicitation.
- VPA will implement SWaM training for staff with purchasing duties.
- VPA will attempt to develop a pilot program to increase opportunities for SWaM vendors to perform as prime contractors on Commonwealth projects (currently there are no projects in the pipeline for FY 08 for this program).
- VPA will plan and/or sponsor outreach activities as a tool for small business enhancement.
- VPA will unbundle projects when possible to allow for small business participation.

D. Describe your statewide public information campaign to promote procurement opportunities for SWaMs and to increase SWaM participation.

VPA will continue to participate in State Agency, Institution and private sector SWaM seminars and trade shows as well as continue to meet with SWaM vendors to determine qualifications for VPA work.

E. Describe your policy and procedure for buyers to encourage vendors to apply for SWaM certification.

VPA has daily contact with non-certified vendors and strongly encourages each to apply for SWaM certification if they qualify. A formal letter is sent to each vendor interested in doing business with the VPA. This letter explains the SWaM certification process and its benefits.

F. Describe the process for producing SWaM subcontracting data (including information on non-SWaM subcontractors) and how you intend to verify subcontracting expenditures.

- Every invoice is checked for itemized charges for SWaM subcontractors then each subcontractor is checked against the DMBE website to verify SWaM certification.
- The subcontractor's name is checked against the prime contractors SWaM Subcontracting plan on file to verify compliance with their plan.
- Invoices are tracked for the life of the contract to ensure the contractor is meeting its SWaM Plan goals.
- If prime contractors are not meeting their SWaM Plan goals, they are contacted by the SWaM Champion and offered assistance.

G. Define the barriers or limitations inherent or identified in your practices, procedures, and proposal evaluation criteria and describe your plan to eliminate such barriers or limitations to SWaM participation.

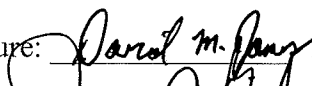
There is no way for the VPA to enforce SWaM participation. We would like to institute an incentive and penalty process for Contractor's SWaM participation. We will continue to work with the AG's office in an attempt to get as close to this as possible.

H. Describe the evaluation process utilized by the director/head of the agency or institution for SWaM procurement progress and achievement.

The Agency SWaM Champions and the Procurement and Payables Manager have individual goals, which are monitored in conjunction with the SWaM Quarterly reports.

IV. Certify that your purchasing manuals, regulations and guidelines incorporate and comply with the SWaM purchasing regulations and/or guidelines set forth in the applicable Procurement Manuals. See the attached certification form.

Completed by: David M. James

Signature:  Date: 9/14/07

Reviewed by: Jerry A. Bridges
Agency/Institution Head

Signature:  Date: 9/14/07

Reviewed by: _____
Secretary

Signature: _____ Date: _____

Comments:
