



43.031: SUPPLIER DIVERSITY – SWaM

Responsible Executive: Vice President for Finance and Business
Responsible Office: Procurement Services
Related Policy: Virginia Public Procurement Act Section 2.2-4310(a)
Approved-On Date: January 7, 2008
Effective Date: January 7, 2008
Revision Date: November 13, 2007

POLICY STATEMENT

Norfolk State University is committed to ensuring fair consideration of all suppliers in its day-to-day procurement of services, supplies, and construction. 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-owned (SWaM) suppliers in a manner that is consistent with state and federal mandates, laws, and regulations.

PURPOSE

This policy provides the guidelines for the University's supplier diversity (SWaM) program for ensuring that small businesses, including those owned by women and minorities, receive every opportunity to compete for the University's expenditures for construction, goods and services, and to ensure that maximum opportunity is extended toward solicitation from a diverse pool of suppliers.

SUPPLIER DIVERSITY CHAMPION

Norfolk State University demonstrates its commitment to utilizing certified SWaM suppliers by, among other things, its designation of a University Supplier Diversity Champion to coordinate its supplier diversity efforts. The University's Director of Procurement Services shall serve as the Supplier Diversity Champion and will be responsible for developing the University Annual SWaM Plan.

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 the business. "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.

SCOPE

Policy contained herein applies to all procurement transactions resulting into a contract between the University and nongovernmental contractors.

PROCEDURES

The Director of Procurement Services, or his designee, will assign the Procurement Services staff responsibilities in implementing the small, women-owned, and minority-owned business participation program. The following procedures are to be followed by the Procurement Services staff when implementing this program.

1. Establish and maintain a listing of small, women-owned, and minority-owned vendors for solicitation purposes.
2. Implement techniques to ensure that small, women-owned, and minority-owned businesses have the maximum possible opportunity in procurement activities.
3. Maintain and update the list of minority owned firms and suppliers from the DMBE (Department of Minority Business Enterprises) Directory.
4. Encourage the registration of small, women-owned, and minority-owned businesses with the Tidewater Regional Minority Purchasing Council, Virginia Minority Supplier Development Council, Department of Minority Business Enterprise, and Norfolk State University bidders list.
5. Coordinate efforts for the small, women-owned, and minority-owned participation between all departmental personnel involved in the procurement process for all goods and services.

6. Monitor the small, women-owned, and minority-owned participation program for consistency with the requirements of the Virginia Public Procurement Act (VPPA) and the APSPM.
7. Survey minority businesses for feedback to encourage business interest and participation.
8. Participate in minority vendor fairs and expositions.

(Please note: Solicitation of SWaM businesses should not be construed as authorizing or directing the exclusion of non-SWaM businesses in the University's procurement process).

TRAINING

Norfolk State University will work with DGS-DPS, DMBE and other providers to obtain supplier diversity training for its employees, particularly the procurement staff.

Such training may include:

- Workshops
- Technical Assistance
- Executive level roundtables

MEASURING RESULTS

Norfolk State University will collect statistics and other documentation and prepare reports relating to supplier diversity efforts.

Norfolk State University will report its supplier diversity results quarterly to the DMBE, appropriate University management, the applicable Secretariat, the Governor and all other levels of state management as appropriate.

Supplier diversity data will show results in each category (small business, women-owned business, and minority-owned business) and will include 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 University's ERP system (IFAS), the Commonwealth Accounting and Reporting System (CARS), and any internal databases and subcontracting reports submitted by prime contractors.

Monitor and assess the objectives and strategies in the University's Annual SWaM Plan for program and participation effectiveness.