



Robert F. McDonnell  
Governor

**COMMONWEALTH OF VIRGINIA**  
Department of Minority Business Enterprise

Lisa M. Hicks-Thomas  
Secretary of Administration

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Richmond, Virginia 23219

Ida Outlaw McPherson  
Director

To: Honorable Robert F. McDonnell, Governor

Honorable General Assembly Members

Honorable Lisa Hicks-Thomas, Secretary of Administration

From: Ida O McPherson, Director, Department of Minority Business Enterprise

Date: November 1, 2013

A handwritten signature in black ink that reads "Ida O. McPherson".

RE: Annual Report on Commonwealth Agency and Department Reporting of Small, Women- and Minority-owned Business Procurement

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The Virginia Department of Minority Business Enterprise (“DMBE”) was established and granted statutory powers under §§ 2.2-1400 et seq. of the *Code of Virginia*. Section 2.2-1402 of the Code grants certain powers and duties to the DMBE, which specifically includes, *inter alia*, the duty to “[i]mplement any remediation or enhancement measure for small, women-owned, or minority-owned business as may be authorized by the Governor pursuant to subsection C of § 2.2-4310 and develop regulations, consistent with prevailing law, for program implementation.”

As part of this duty, the DMBE Director is required to report to the Governor and the General Assembly on the participation of small, women-owned and minority-owned (“SWaM”) businesses in state procurement as well as identify state entities failing to submit annual progress reports on SWaM procurement as required by § 2.2-4310 of the *Code of Virginia*.

The Virginia Public Procurement Act’s anti-discrimination policy in procurement, § 2.2-4310(B) of the *Code of Virginia*, requires that:

All public bodies shall establish programs consistent with this chapter to facilitate the participation of small business and businesses owned by women and minorities in procurement

transactions. The programs established shall be in writing and shall comply with the provisions of any enhancement or remedial measures authorized by the Governor pursuant to subsection C or, where applicable, by the chief executive of a local governing body pursuant to § 15.2-965.1, and shall include specific plans to achieve any goals established therein. State agencies shall submit annual progress reports on small, women- and minority-owned business procurement to the Department of Minority Business Enterprise in a form specified by the Department of Minority Business Enterprise.

## **REPORT OF THE VIRGINIA DEPARTMENT OF MINORITY BUSINESS ENTERPRISE**

The compliance rate for state entities and institutions is 96%. Six (5) out of 124 entities did not submit annual SWaM Plans during Fiscal Year 2013.

The six (6) entities which did not submit the annual SWaM Plans were: Department of Transportation, Department of Accounts, Department of Charitable Gaming, Department of Business Assistance, Department of Veterans Services, and Piedmont Geriatric Hospital. See Table 1.

To achieve one hundred percent (100%) compliance of all state entities, DMBE recommends that the Governor and the General Assembly encourage the six (6) entities to submit an annual SWaM Plan for Fiscal Year 2013 or at least provide a synopsis of the entity's intent to promote the SWaM Procurement Initiative in its operations.

Finally, the DMBE is pleased to report that state entities and institutions were able to complete and submit their annual SWaM Plans/Progress Reports to the DMBE via the Internet. This step by the DMBE ensures consistency and ease of reporting, efficiency, and the implementation of budget-conscious and environmentally-friendly efforts.

TABLE 1. LIST OF STATE ENTITIES AND INSTITUTIONS

<b>SECRETARIAT</b>	<b>Agency/institute Name</b>	<b>ANNUAL PROGRESS REPORT SUBMITTED FOR FY 2013</b>
Administration	Department of Human Resource Management	✓
Administration	State Board of Elections	✓
Administration	Compensation Board	✓
Administration	Department of General Services	✓
Administration	Department of Minority Business Enterprise	✓
Agriculture and Forestry	Department of Agriculture and Consumer Services	✓
Agriculture and Forestry	VA Department of Forestry	✓
Commerce and Trade	Department of Housing and Community Development	✓
Commerce and Trade	Department of Labor and Industry	✓
Commerce and Trade	VA. Employment Commission	✓
Commerce and Trade	Department of Professional and Occupational Regulation	✓
Commerce and Trade	Virginia Board of Accountancy	✓
Commerce and Trade	Virginia Economic Development Partnership	✓
Commerce and Trade	Virginia Tourism Authority	✓
Commerce and Trade	Virginia Department of Business Assistance	No
Commerce and Trade	Virginia Racing Commission	✓
Commerce and Trade	Dept. Of Mines, Minerals, and Energy	✓
Commerce and Trade	Tobacco Indemnification and Community Revitalization Commission	✓
Commerce and Trade	Virginia Resources Authority	✓
Commerce and Trade	Virginia Housing Development Authority	✓
Education	Science Museum of Virginia	✓
Education	Virginia Commission for the Arts	✓
Education	Virginia Department of Education	✓
Education	The Library of Virginia	✓
Education	College of William and Mary	✓
Education	University of Virginia	✓
Education	Virginia Polytechnic Inst. and State University	✓
Education	Virginia Military Institute	✓
Education	Virginia State University	✓
Education	Norfolk State University	✓

Education	Longwood University	√
Education	Mary Washington College	√
Education	James Madison University	√
Education	Radford University	√
Education	Virginia School for the Deaf and the Blind	√
Education	Old Dominion University	√
Education	Virginia Commonwealth University	√
Education	Virginia Museum of Fine Arts	√
Education	Frontier Culture Museum	√
Education	Richard Bland College	√
Education	Christopher Newport University	√
Education	State Council of Higher Education for Virginia	√
Education	George Mason University	√
Education	Virginia Community College System	√
Education	New River Community College	√
Education	Southside Virginia Community College	√
Education	Paul D. Camp Community College	√
Education	Rappahannock Community College	√
Education	Danville Community College	√
Education	Northern Virginia Community College	√
Education	Piedmont Virginia Community College	√
Education	J. Sargeant Reynolds Community College	√
Education	Eastern Shore Community College	√
Education	Patrick Henry Community College	√
Education	Virginia Western Community College	√
Education	Dabney S. Lancaster Community College	√
Education	Wytheville Community College	√
Education	John Tyler Community College	√
Education	Blue Ridge Community College	√
Education	Central Virginia Community College	√
Education	Thomas Nelson Community College	√
Education	Southwest Virginia Community College	√
Education	Tidewater Community College	√
Education	Virginia Highlands Community College	√
Education	Germanna Community College	√
Education	Lord Fairfax Community College	√
Education	Mountain Empire Community College	√

Education	Gunston Hall	√
Education	Jamestown-Yorktown Foundation	√
Finance	Department of Planning & Budget	√
<b>Finance</b>	<b>Department of Accounts</b>	<b>No</b>
Finance	Dept of Treasury	√
Finance	Department of Taxation	√
Health and Human Resources	Comprehensive Services for At-Risk Youth and Families	√
Health and Human Resources	Department of Health Professions	√
Health and Human Resources	Department for Aging and Rehabilitative Services	√
Health and Human Resources	Department of Health	√
Health and Human Resources	Department of Medical Assistance Services	√
Health and Human Resources	Virginia Board for People with Disabilities	√
Health and Human Resources	Virginia Department for the Blind and Vision Impaired	√
Health and Human Resources	Central State Hospital	√
Health and Human Resources	Eastern State Hospital	√
Health and Human Resources	Southwestern Virginia Mental Health Institute	√
Health and Human Resources	Western State Hospital	√
Health and Human Resources	Central Virginia Training Center	√
Health and Human Resources	Commonwealth Center for Children & Adolescents	√
Health and Human Resources	Behavioral Health and Developmental Services	√
Health and Human Resources	Southeastern Virginia Training Center	√
Health and Human Resources	Catawba Hospital	√
Health and Human Resources	Northern Virginia Training Center	√
Health and Human Resources	Southside Virginia Training Center	√
Health and Human Resources	Northern Virginia Mental Health Institute	√
<b>Health and Human Resources</b>	<b>Piedmont Geriatric Hospital</b>	<b>No</b>
Health and Human Resources	Southwestern Virginia Training Center	√
Health and Human Resources	Southern Virginia Mental Health Institute	√
Health and Human Resources	Hiram W. Davis Medical Center	√
Health and Human Resources	Department for the Deaf & Hard-of-Hearing	√
Health and Human Resources	Virginia Department of Social Services	√
Health and Human Resources	VA Center for Behavioral Rehabilitation	√
Independent Agencies	Virginia Lottery	√
Natural Resources	Dept. of Conservation & Recreation	√
Natural Resources	Marine Resources Commission	√
Natural Resources	Department of Game and Inland Fisheries	√
Natural Resources	Department of Historic Resources	√

Natural Resources	Department of Environmental Quality	√
Natural Resources	Virginia Museum of Natural History	√
Public Safety	Dept of Military Affairs	√
Public Safety	Virginia Department of Emergency Management	√
Public Safety	Dept. of Criminal Justice Services	√
Public Safety	Department of State Police	√
Public Safety	Department of Correction	√
Public Safety	Department of Juvenile Justice	√
Public Safety	Department of Forensic Science	√
Public Safety	Commonwealth's Attorneys' Services Council	√
Public Safety	Department of Fire Programs	√
Public Safety	Virginia Department of Alcoholic Beverage Control	√
Technology	Virginia Information Technology Agency	√
Transportation	Department of Motor Vehicles	√
Transportation	Virginia Port Authority	√
Transportation	Department of Transportation	No
Transportation	Department of Rail & Public Transportation	√
Transportation	Motor Vehicle Dealer Board	√
Transportation	Virginia Department of Aviation	√
Veterans Affairs & Homeland Security	Department of Veterans Services	No