



Terry McAuliffe
Governor

COMMONWEALTH of VIRGINIA

Maurice Jones
Secretary of Commerce & Trade

Department of Small Business and Supplier Diversity

Tracey G. Jeter
Director

To: Honorable Terry McAuliffe, Governor
Honorable General Assembly Members
Honorable Maurice Jones, Secretary of Commerce and Trade

From: Tracey Jeter, Director, Department of Small Business and Supplier Diversity

Date: November 1, 2014

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

The Virginia Department of Small Business and Supplier Diversity (“DSBSD”) was established and granted statutory powers under §§ 2.2-1603 et seq. of the *Code of Virginia*. Section 2.2-1606 of the Code grants certain powers and duties to the DSBSD, 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 DSBSD 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 Small Business and Supplier Diversity in a form specified by the Department of Small Business and Supplier Diversity

The compliance rate for state entities and institutions is 98%. Two (2) entities out of 109 entities did not submit annual SWaM Progress Report for Fiscal Year 2014 to the Department of Small Business and Supplier Diversity.

The two (2) entities which did not submit the annual SWaM Progress Report are: Department of Virginia Commission for Arts and the Department of Emergency Management. See Table 1.

To achieve one hundred percent (100%) compliance of all state entities, DSBSD recommends that the Governor and the General Assembly encourage these entities to submit an annual SWaM Progress Report and Procurement Plan for Fiscal Year 2014 or at least provide a synopsis of the entity's intent to promote the SWaM Procurement Initiative in its operations.

TABLE 1. LIST OF STATE ENTITIES AND INSTITUTIONS

SECRETARIAT	Agency Code	Agency/institute Name	FY 2014 REPORT SUBMISSION
Administration	129	Department of Human Resource Management	√
Administration	132	Department of Election	√
Administration	157	Compensation Board	√
Administration	194	Department of General Services	√
Agriculture and Forestry	301	Department of Agriculture and Consumer Services	√
Agriculture and Forestry	411	VA Department of Forestry	√
Commerce and Trade	165	Department of Housing and Community Development	√
Commerce and Trade	181	Department of Labor and Industry	√
Commerce and Trade	182	VA. Employment Commission	√
Commerce and Trade	222	Department of Professional and Occupational Regulation	√
Commerce and Trade	226	Virginia Board of Accountancy	√
Commerce and Trade	310	Virginia Economic Development Partnership	√
Commerce and Trade	320	Virginia Tourism Authority	√
Commerce and Trade	350	Department of Small Business and Supplier Diversity	√
Commerce and Trade	405	Virginia Racing Commission	√
Commerce and Trade	409	Dept. Of Mines, Minerals, and Energy	√
Commerce and Trade	851	Tobacco Indemnification & Community Revitalization Commission	√
Commerce and Trade	972	Virginia Resources Authority	√
Commerce and Trade	1002	Virginia Housing Development Authority	√
Education	239	Frontier Culture Museum	√
Education	241	Richard Bland College	√
Education	242	Christopher Newport University	√
Education	245	State Council of Higher Education for Virginia	√
Education	247	George Mason University	√

Education	260/261	Virginia Community College System	√
Education	146	Science Museum of Virginia	√
Education	148	Virginia Commission for the Arts	No
Education	201	Virginia Department of Education	√
Education	202	The Library of Virginia	√
Education	204	College of William and Mary	√
Education	207	University of Virginia	√
Education	208	Virginia Polytechnic Inst. and State University	√
Education	209	University of Virginia Medical Center	√
Education	211	Virginia Military Institute	√
Education	212	Virginia State University	√
Education	213	Norfolk State University	√
Education	214	Longwood University	√
Education	215	Mary Washington College	√
Education	216	James Madison University	√
Education	217	Radford University	√
Education	218	Virginia School for the Deaf and the Blind	√
Education	221	Old Dominion University	√
Education	236	Virginia Commonwealth University	√
Education	238	Virginia Museum of Fine Arts	√
Education	275	New River Community College	√
Education	276	Southside Virginia Community College	√
Education	277	Paul D. Camp Community College	√
Education	278	Rappahannock Community College	√
Education	279	Danville Community College	√
Education	280	Northern Virginia Community College	√
Education	282	Piedmont Virginia Community College	√
Education	283	J. Sargeant Reynolds Community College	√
Education	284	Eastern Shore Community College	√
Education	285	Patrick Henry Community College	√
Education	286	Virginia Western Community College	√
Education	287	Dabney S. Lancaster Community College	√
Education	288	Wytheville Community College	√
Education	290	John Tyler Community College	√
Education	291	Blue Ridge Community College	√
Education	292	Central Virginia Community College	√
Education	293	Thomas Nelson Community College	√
Education	294	Southwest Virginia Community College	√
Education	295	Tidewater Community College	√
Education	296	Virginia Highlands Community College	√

Education	297	Germanna Community College	√
Education	298	Lord Fairfax Community College	√
Education	299	Mountain Empire Community College	√
Education	417	Gunston Hall	√
Education	425	Jamestown-Yorktown Foundation	√
Finance	122	Department of Planning & Budget	√
Finance	151	Department of Accounts	√
Finance	152	Dept of Treasury	√
Finance	161	Department of Taxation	√
Health & Human Resources	200	Comprehensive Services for At-Risk Youth and Families	√
Health & Human Resources	223	Department of Health Professions	√
Health & Human Resources	262	Department for Aging and Rehabilitative Services	√
Health & Human Resources	601	Department of Health	√
Health & Human Resources	602	Department of Medical Assistance Services	√
Health & Human Resources	606	Virginia Board for People with Disabilities	√
Health & Human Resources	702	Virginia Department for the Blind & Vision Impaired	√
Health & Human Resources	720	Department of Behavioral Health and Developmental Services	√
Health & Human Resources	751	Department for the Deaf & Hard-of-Hearing	√
Health & Human Resources	765	Virginia Department of Social Services	√
Independent	147	office of State Inspector General	√
Independent	191	Virginia Workers' Compensation Commission	√
Natural Resources	199	Dept. of Conservation & Recreation	√
Natural Resources	402	Marine Resources Commission	√
Natural Resources	403	Department of Game and Inland Fisheries	√
Natural Resources	423	Department of Historic Resources	√
Natural Resources	440	Department of Environmental Quality	√
Natural Resources	942	Virginia Museum of Natural History	√
Public Safety	123	Dept of Military Affairs	√
Public Safety	127	Virginia Department of Emergency Management	No
Public Safety	140	Dept. of Criminal Justice Services	√
Public Safety	156	Department of State Police	√
Public Safety	701	Department of Correction	√
Public Safety	777	Department of Juvenile Justice	√
Public Safety	778	Department of Forensic Science	√

Public Safety	957	Commonwealth's Attorneys' Services Council	√
Public Safety	960	Department of Fire Programs	√
Public Safety	999	Virginia Department of Alcoholic Beverage Control	√
Technology	136	Virginia Information Technology Agency	√
Transportation	154	Department of Motor Vehicles	√
Transportation	407	Virginia Port Authority	√
Transportation	501	Department of Transportation	√
Transportation	505	Department of Rail & Public Transportation	√
Transportation	506	Motor Vehicle Dealer Board	√
Transportation	841	Virginia Department of Aviation	√
Veterans Affairs & Homeland Security	912	Department of Veterans Services	√