



COMMONWEALTH of VIRGINIA

Terry McAuliffe
Governor
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 Todd Haymore, Secretary of Commerce and Trade

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

Date: November 30, 2017

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 99%. One out of 90 did not submit an annual SWaM Progress Report for Fiscal Year 2017 to the Department of Small

Business and Supplier Diversity. Please note the total population of entities required to submit the report has been consolidated as of Fiscal Reporting Year 2017. This includes the Virginia Community College System, Department of Behavioral Health and Developmental Services, etc.

The one (1) entity which did not submit the annual SWaM Progress Report is the State Board of Elections. See Table 1.

To achieve one hundred percent (100%) compliance of all state entities, DSBSD recommends that the Governor and the General Assembly encourage this entity to submit an annual SWaM Progress Report and Procurement Plan for Fiscal Year 2017 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 2017 REPORT SUBMISSION
Finance	122	Department of Planning and Budget	√
Public Safety	123	Department of Military Affairs	√
Administration	129	Department of Human Resource Management	√
Administration	132	State Board of Elections	No
Technology	136	Virginia Information Technologies Agency	√
Public Safety	140	Department of Criminal Justice Services	√
Education	146	Science Museum of Virginia	√
Finance	151	Department of Accounts	√
Finance	152	Department of the Treasury	√
Transportation	154	Department of Motor Vehicles	√
Public Safety	156	Department of State Police	√
Administration	157	Compensation Board	√
Finance	161	Department of Taxation	√
Commerce and Trade	165	Department of Housing and Community Development	√
Independent Agencies	172	Virginia Lottery	√
Commerce and Trade	181	Department of Labor and industry	√
Commerce and Trade	182	Virginia Employment Commission	√
Independent Agencies	191	Worker's Compensation Commission	√
Administration	194	Department of General Services	√
Natural Resources	199	Department of Conservation and Recreation	√
Health & Human Resources	200	Children's Services Act	√
Education	201	Department of Education	√
Education	204	The College of William and Mary in Virginia	√
Education	207	University of Virginia	√
Education	208	Virginia Polytechnic Institute 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	University of Mary Washington	√
Education	216	James Madison University	√
Education	217	Radford University	√
Education	218	Virginia School for the Deaf and the Blind	√
Education	221	Old Dominion University	√
Commerce and Trade	222	Department of Professional and Occupational Regulation	√
Health & Human Resources	223	Department of Health Professions	√
Commerce and Trade	226	Virginia Board of Accountancy	√
Education	229	Virginia Polytechnic Institute and State Univ., Va. Cooperative Extension and Agricultural Experiment Station Division	√
Education	236	Virginia Commonwealth University	√
Education	238	Virginia Museum of Fine Arts	√
Education	239	Frontier Culture Museum of Virginia	√
Education	241	Richard Bland College of William and Mary	√
Education	242	Christopher Newport University	√
Education	245	State Council of Higher Education for Virginia	√
Education	247	George Mason University	√
Education	261	Virginia Community College System	√
Health & Human Resources	262	Department of Aging and Rehabilitative Services	√
Education	268	Virginia Institute of Marine Science	√
Education	293	Thomas Nelson Community College	√
Agriculture and Forestry	301	Virginia Department of Agriculture and Consumer Services	√
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	√
Natural Resources	402	Virginia Marine Resources Commission	√
Natural Resources	403	Virginia Department of Game and Inland Fisheries	√
Commerce and Trade	405	Virginia Racing Commission	√
Transportation	407	Virginia Port Authority	√
Commerce and Trade	409	Department of Mines, Minerals, and Energy	√
Agriculture and Forestry	411	Virginia Department of Forestry	√
Education	417	Gunston Hall	√
Natural Resources	423	Department of Historic Resources	√
Education	425	Jamestown-Yorktown Foundation	√
Natural Resources	440	Department of Environmental Quality	√
Transportation	501	Virginia Department of Transportation	√
Transportation	505	Virginia Department of Rail and Public Transportation	√
Transportation	506	Motor Vehicle Dealer Board	√
Health & Human Resources	601	Virginia Department of Health	√

Health & Human Resources	602	Department of Medical Assistance Services	√
Public Safety	701	Virginia Department of Corrections	√
Health & Human Resources	704	Eastern State Hospital	√
Health & Human Resources	705	Southwestern Virginia Mental Health Association	√
Health & Human Resources	706	Western State Hospital	√
Health & Human Resources	707	Central Virginia Training Center	√
Health & Human Resources	708	Commonwealth center for Children & Adolescents	√
Health & Human Resources	720	Department of Behavioral Health and Developmental Services	√
Health & Human Resources	723	Southeastern Virginia Training Center	√
Health & Human Resources	724	Catawba Hospital	√
Health & Human Resources	738	Southwestern Virginia Training Center	√
Health & Human Resources	765	Virginia Department of Social Services	√
Public Safety	778	Department of Forensic Science	√
Health & Human Resources	794	Virginia Center for Behavioral Rehabilitation	√
Transportation	841	Virginia Department of Aviation	√
Commerce and Trade	851	Tobacco Region Revitalization Commission	√
Public Safety	912	Department of Veterans Services	√
Natural Resources	942	Virginia Museum of Natural History	√
Public Safety	960	Virginia Department of Fire Programs	√
Commerce and Trade	972	Virginia Resources Authority	√
Public Safety	999	Virginia Department of Alcoholic Beverage Control (ABC)	√
Commerce and Trade	1002	Virginia Housing Development Authority	√