



Ralph S. Northam
Governor

COMMONWEALTH of VIRGINIA

R. Brian Ball
Secretary of Commerce & Trade

Department of Small Business and Supplier Diversity

Tracey G. Wiley
Director

To: Honorable Ralph S. Northam, Governor

Honorable General Assembly Members

Honorable R. Brian Ball, Secretary of Commerce and Trade

From: Tracey G. Wiley, Director, Department of Small Business and Supplier Diversity (SBSD)

Date: March 1, 2019

Re: Revised 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 include, inter alia, the duty to "implement 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:

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.

On November 1, 2018, the DSBSD Director filed a report to the Governor and the General Assembly on the participation of small, women-owned and minority-owned ("SWaM") businesses in state procurement identified state entities failing to submit annual progress reports on SWaM procurement as required by § 2.2-4310 of the Code of Virginia. The DSBSD Director is amending the November 1, 2018 report to reflect the state entities that have since submitted their respective annual progress reports on SWaM procurement, which are:

- Department of Medical Assistance Services,
- Virginia Retirement System,
- Office of Children's Services Act

In addition, in consultation with the Office of the Governor and the Division of Selected Agency Support, the Office of the Governor and Cabinet Secretariats will now file a consolidated annual progress report.



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COMMONWEALTH of VIRGINIA

Department of Small Business and Supplier Diversity

Tracey G. Wiley
Director

MEMORANDUM

TO: Honorable Ralph S. Northam, Governor of Virginia
Honorable General Assembly Members
The Honorable R. Brian Ball, Secretary of Commerce and Trade
Honorable Cabinet Secretaries

FROM:  Tracey G. Wiley, Director, Virginia Department of Small Business and Supplier Diversity (SBSD)

DATE: November 1, 2018

CC: Angela Navarro, Deputy Secretary of Commerce and Trade

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

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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.

Please note the total population of entities required to submit was researched and additional entities have been included in this reporting requirement as dictated by Code. The listing below has been consolidated to show compliance for the entire entity when there is a parent/child relationship and all child entities have reported as required. An example of this consolidation includes the Virginia Department of Corrections and the individual correctional facilities that fall under that agency umbrella. Other agencies that have similar structures are the Virginia Community College System and the Department of Behavioral Health and Developmental Services.

To achieve one hundred percent (100%) compliance of all state entities, DSBSD recommends that the Governor and the General Assembly encourage entities failing to report to submit an annual SWaM Progress Report and Procurement Plan for Fiscal Year 2019 or at least provide a synopsis of the entity's intent to promote the SWaM Procurement Initiative in its operations.

LIST OF STATE ENTITIES AND INSTITUTIONS

SECRETARIAT	AGENCY CODE	Agency/ Institution Name	FY 19 SWaM Plan Received
Finance	122	Department of Planning and Budget	✓
Public Safety and Homeland Security	123	Department of Military Affairs	✓
Public Safety and Homeland Security	127	Department of Emergency Management	✓
Administration	129	Department of Human Resource Management	✓
Administration	132	Department of Elections	✓
Administration	136	Virginia Information Technologies Agency	✓
Public Safety and Homeland Security	140	Department of Criminal Justice Services	✓
Education	146	The Science Museum of Virginia	✓

Executive Offices	147	Office of the State Inspector General	✓
Finance	151	Department of Accounts	✓
Finance	152	Department of the Treasury	✓
Transportation	154	Department of Motor Vehicles	✓
Public Safety and Homeland Security	156	Department of State Police	✓
Administration	157	Compensation Board	✓
Independent Agencies	158	Virginia Retirement System	NO
Finance	161	Department of Taxation	✓
Commerce and Trade	165	Department of Housing and Community Development	✓
Independent Agencies	171	State Corporation Commission	NO
Independent Agencies	172	Virginia Lottery	✓
Independent Agencies	174	Virginia College Savings Plan	✓
Commerce and Trade	181	Department of Labor and Industry	✓
Commerce and Trade	182	Virginia Employment Commission	✓
Independent Agencies	191	Virginia Workers' Compensation Commission	✓
Administration	194	Department of General Services	✓
Natural Resources	199	Department of Conservation and Recreation	✓
Education	201	Department of Education, Central Office Operations	✓
Education	202	The Library Of Virginia	✓
Education	204	The College of William and Mary in Virginia	✓
Education	207	University of Virginia	✓
Education	208	Virginia Polytechnic Institute and State University	✓
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 and Human Resources	223	Department of Health Professions	✓
Commerce and Trade	226	Board of Accountancy	✓
Education	236	Virginia Commonwealth University	✓

Education	238	Virginia Museum of Fine Arts	✓
Education	239	Frontier Culture Museum of Virginia	✓
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	261	Virginia Community College System-Central Office	✓
Health and Human Resources	262	Department for Aging and Rehabilitative Services	✓
Agriculture and Forestry	301	Department of Agriculture and Consumer Services	✓
Agriculture and Forestry	307	Agricultural Council	
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	Marine Resources Commission	✓
Natural Resources	403	Department of Game and Inland Fisheries	✓
Agriculture and Forestry	405	Virginia Racing Commission	✓
Transportation	407	Virginia Port Authority	✓
Commerce and Trade	409	Department of Mines, Minerals and Energy	✓
Agriculture and Forestry	411	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	Department of Transportation	✓
Transportation	505	Department of Rail and Public Transportation	✓
Transportation	506	Motor Vehicle Dealer Board	✓
Health and Human Resources	601	Department of Health	✓
Health and Human Resources	602	Department of Medical Assistance Services	NO
Public Safety and Homeland Security	701	Department of Corrections--Central Administration	✓
Health and Human Resources	703	Central State Hospital	✓
Health and Human Resources	704	Eastern State Hospital	✓
Health and Human Resources	705	Southwestern Virginia Mental Health Institute	✓

Health and Human Resources	706	Western State Hospital	✓
Health and Human Resources	707	Central Virginia Training Center	✓
Health and Human Resources	708	Commonwealth Center for Children and Adolescents	✓
Health and Human Resources	720	Department of Behavioral Health and Developmental Services	✓
Health and Human Resources	723	Southeastern Virginia Training Center	✓
Health and Human Resources	724	Catawba Hospital	✓
Health and Human Resources	728	Northern Virginia Mental Health Institute	✓
Health and Human Resources	729	Piedmont Geriatric Hospital	✓
Health and Human Resources	739	Southern Virginia Mental Health Institute	✓
Health and Human Resources	748	Hiram Davis Medical Center	✓
Health and Human Resources	765	Department of Social Services	✓
Public Safety and Homeland Security	777	Department of Juvenile Justice	✓
Public Safety and Homeland Security	778	Department of Forensic Science	✓
Health and Human Resources	794	Virginia Center for Behavioral Rehabilitation	✓
Transportation	841	Department of Aviation	✓
Commerce and Trade	851	Tobacco Indemnification and Community Revitalization Commission	✓
Veterans and Defense Affairs	912	Department of Veterans Services	✓
Education	938	New College Institute	✓
Natural Resources	942	Virginia Museum of Natural History	✓
Public Safety and Homeland Security	957	Commonwealth Attorneys' Services Council	✓
Public Safety and Homeland Security	960	Department of Fire Programs	✓
Finance	972	Virginia Resources Authority	✓
Public Safety and Homeland Security	999	Virginia Alcoholic Beverage Control Authority	NO
Commerce and Trade	1002	Virginia Housing Development Authority	✓

Health and Human Resources	200	Office of Children's Services Act	NO
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The above chart reflects agencies identified as being required to submit SWaM progress reports and have done so in the past. During research DSBSD conducted in FY18 and FY19 it was identified there were entities that had not reported in the past that were required to report SWaM progress per Code. The entities identified are as follows:

- Office of the Governor
- Office of the Lieutenant Governor
- Office of the Attorney General
- Attorney General and Department of Law
- Secretary of the Commonwealth
- Secretary of Administration
- Secretary of Natural Resources
- Secretary of Education
- Secretary of Transportation
- Secretary of Public Safety and Homeland Security
- Secretary of Health and Human Resources,
- Secretary of Finance
- Secretary of Commerce and Trade
- Secretary of Agriculture and Forestry
- Secretary of Veterans and Defense Affairs
- Virginia Management Fellows Program Administration
- Online Virginia Network Authority
- Virginia Commercial Space Flight Authority
- Institute for Advanced Learning and Research
- Veterans Services Foundation
- Interstate Organization Contributions
- Innovation and Entrepreneurship Investment Authority (CIT)
- Roanoke Higher Education Authority
- Southern Virginia Higher Education Center
- Virginia College Building Authority
- Southwest Virginia Higher Education Center
- Virginia Commission for the Arts
- Eastern Virginia Medical School
- Fort Monroe Authority
- Virginia Foundation for Healthy Youth

DSBSD will provide education and outreach to the impacted entities, and ensure they understand the requirements and responsibilities around reporting moving forward. These entities will be required to submit FY20 SWaM progress reports, unless an exemption is presented and approved, and their compliance will be captured in the next reporting period.