



COMMONWEALTH of VIRGINIA

Department of Small Business and Supplier Diversity

To: Honorable Glenn Youngkin, Governor
Honorable General Assembly Members
Honorable Caren Merrick, Secretary of Commerce and Trade

From: Willis A. Morris, Director, Department of Small Business and Supplier Diversity

Date: June 21, 2023

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 § 2.2-1610 of the *Code of Virginia*.

COV § 2.2-1610. Reports and recommendations; collection of data.

The Director shall, from time to time, submit directly or through an assistant to the Governor his recommendations for legislation or other action as he deems desirable to promote the purposes of this chapter.

The Director shall report, on or before November 1 of each year, to the Governor and the General Assembly the identity of the state departments and agencies failing to submit annual progress reports on small, women-owned, and minority-owned business procurement required by § 2.2-4310 and the nature and extent of such lack of compliance. The annual report shall include recommendations on the ways to improve compliance with the provisions of § 2.2-4310 and such other related matters as the Director deems appropriate. The Department shall include in its annual report information on the progress of the mentorship program established under § 2.2-1605.1.

The Director, with the assistance of the Comptroller, shall develop and implement a systematic data collection process that will provide information for a report to the Governor and General Assembly on state expenditures to small, women-owned, and minority-owned businesses during the previous fiscal year.

An institution exercising authority granted under this section shall promptly make available to the Department, upon request, copies of its procurement records, receipts, and transactions in regard to procurement from small, women-owned, and minority-owned businesses in order for the Department to ensure institution compliance with its approved reporting and certification criteria.

The compliance rate for FY22 SWaM plan submission is 94.91% for state entities and institutions. Entities that have multiple sub agencies beneath them, that did not submit a plan, are only counted once to obtain compliance rates.

The table below captures the Agency’s SWaM Plan submission status as it has been reported to DSBSD.

TABLE 1. LIST OF STATE ENTITIES AND INSTITUTIONS

*Entity that submits an Annual SWaM Plan for multiple Agencies.

Agency Code	Agency Name	Submission Status
262	Department for Aging and Rehabilitative Services* 751 Department for the Deaf & Hard-of-Hearing 606 Virginia Board for People with Disabilities 203 Wilson Workforce and Rehabilitation Center 263 Virginia Rehabilitation Center for the Blind and Vision Impaired 702 Department for the Blind and Vision Impaired	x
720	Department of Behavioral Health and Developmental Services 720a Department of Behavioral Health and Developmental Services, Central Office	x
	724 Catawba Hospital	x
	728 Northern Virginia Mental Health Institute	x
	739 Southern Virginia Mental Health Institute	x
	704 Eastern State Hospital	x
	706 Western State Hospital	x
	708 Commonwealth Center for Children and Adolescents	x
	703 Central State Hospital	x

	794 Virginia Center for Behavioral Rehabilitation	x
	723 Southeastern Virginia Training Center	x
	705 Southwestern Virginia Mental Health Institute	x
	748 Hiram W. Davis Medical Center	x
	729 Piedmont Geriatric Hospital	x
195	Secretary of Labor	x
222	Department of Professional and Occupational Regulation	x
181	Department of Labor and Industry	x
182	Virginia Employment Commission	x
207	University of Virginia* 246 University of Virginia's College at Wise 948 Southwest Virginia Higher Education Center 209 University of Virginia Medical Center	x
212	Virginia State University* 234 Virginia State University Cooperative Extension	x
260	Virginia Community College System* 296 Virginia Highlands Community College 299 Mountain Empire Community College 292 Central Virginia Community College 287 Mountain Gateway Community College 283 Reynolds Community College 278 Rappahannock Community College 275 New River Community College 261 Virginia Community College System-Central Office 295 Tidewater Community College 288 Wytheville Community College 286 Virginia Western Community College 270 Virginia Community College System - Shared Services Center 293 Virginia Peninsula Community College 294 Southwest Virginia Community College 276 Southside Virginia Community College 282 Piedmont Virginia Community College 277 Paul D. Camp Community College	x

	285 Patrick & Henry Community College 280 Northern Virginia Community College 298 Laurel Ridge Community College 290 Brightpoint Community College 297 Germanna Community College 284 Eastern Shore Community College 279 Danville Community College 291 Blue Ridge Community College	
204	William & Mary* 268 Virginia Institute of Marine Science	x
701	Department of Corrections* 742 Department of Corrections - Training Academy & Human Resources 785 River North Correctional Center 774 Lunenburg Correctional Center 770 Dillwyn Correctional Center 749 Buckingham Correctional Center 737 St. Brides Correctional Center 716 Virginia Correctional Center for Women 795 Department of Corrections--Institutions 701 Department of Corrections-Central Administration 799 Department of Corrections, Central Activities 757 Western Region Correctional Field Units 735 Wallens Ridge State Prison 711 Virginia Correctional Enterprises 734 Sussex II State Prison 733 Sussex I State Prison 741 Red Onion State Prison 775 Pocahontas State Correctional Center 745 Nottoway Correctional Center 747 Marion Correctional Treatment Center 768 Keen Mountain Correctional Center 772 Haynesville Correctional Center 769 Greensville Correctional Center	x

	776 Green Rock Correctional Center 743 Fluvanna Women's Correctional Center 767 Division of Community Corrections 753 Deerfield Correctional Center 752 State Farm Correctional Center 756 Department of Corrections--Division of Institutions 773 Coffeewood Correctional Center 718 Bland Correctional Center 761 Baskerville Correctional Center 754 Augusta Correctional Center	
912	Department of Veterans Services* 922 Sitter & Barfoot Veterans Care Center 913 Veterans Services Foundation 128 Virginia Veterans Care Center	x
208	Virginia Polytechnic Inst. and State University* 229 Virginia Polytechnic Institute and State University Cooperative Extension	x
136	Virginia Information Technologies Agency	x
186	Secretary of Transportation	x
921	Interstate Organization Contributions	x
454	Secretary of Veterans and Defense Affairs	x
193	Secretary of Agriculture and Forestry	x
192	Secretary of Commerce and Trade	x
190	Secretary of Finance	x
188	Secretary of Health and Human Resources	x
187	Secretary of Public Safety and Homeland Security	x
185	Secretary of Education	x
183	Secretary of Natural Resources	x
180	Secretary of Administration	x
166	Secretary of the Commonwealth	x
121	Office of the Governor	x
119	Lieutenant Governor	x
174	Virginia College Savings Plan	Non-Compliant
501	Department of Transportation	x

157	Compensation Board	x
226	Board of Accountancy	x
242	Christopher Newport University	x
245	State Council of Higher Education for Virginia	x
602	Department of Medical Assistance Services	x
200	Office of Children's Services Act (Children's Services Act)	x
417	Gunston Hall	Non-Compliant
247	George Mason University	x
127	Department of Emergency Management	x
765	Department of Social Services	x
141	Attorney General and Department of Law	x
957	Commonwealth's Attorneys' Services Council	x
151	Department of Accounts	Non-Compliant
301	Department of Agriculture and Consumer Services	x
841	Department of Aviation	x
199	Department of Conservation & Recreation	x
140	Department of Criminal Justice Services	x
201	Department of Education	Non-Compliant
132	Department of Elections	x
440	Department of Environmental Quality	x
960	Department of Fire Programs	x
778	Department of Forensic Science	x
411	Department of Forestry	x
194	Department of General Services	x
601	Department of Health	x
223	Department of Health Professions	x
423	Department of Historic Resources	x
165	Department of Housing and Community Development	x
129	Department of Human Resource Management	x
777	Department of Juvenile Justice	x
123	Department of Military Affairs	x
154	Department of Motor Vehicles	x
122	Department of Planning and Budget	x

505	Department of Rail and Public Transportation	x
350	Department of Small Business and Supplier Diversity	x
161	Department of Taxation	x
152	Department of the Treasury	x
403	Department of Wildlife Resources	x
360	Fort Monroe Authority	x
239	Frontier Culture Museum	x
216	James Madison University	x
425	Jamestown-Yorktown Foundation	x
214	Longwood University	x
402	Marine Resources Commission	x
506	Motor Vehicle Dealer Board	Non-Compliant
938	New College Institute	x
213	Norfolk State University	x
147	Office of the State Inspector General	x
221	Old Dominion University	x
217	Radford University	x
241	Richard Bland College	x
937	Southern Virginia Higher Education Center	x
171	State Corporation Commission	x
202	The Library of Virginia	x
146	The Science Museum of Virginia	x
851	Tobacco Region Revitalization Commission	x
215	University of Mary Washington	x
148	Virginia Commission for the Arts	x
236	Virginia Commonwealth University	x
310	Virginia Economic Development Partnership	x
409	Virginia Energy	x
852	Virginia Foundation for Healthy Youth	x
1002	Virginia Housing	x
172	Virginia Lottery	x
211	Virginia Military Institute	x
238	Virginia Museum of Fine Arts	x

942	Virginia Museum of Natural History	x
766	Virginia Parole Board	x
407	Virginia Port Authority	x
405	Virginia Racing Commission	x
972	Virginia Resources Authority	x
158	Virginia Retirement System	Non-Compliant
218	Virginia School for Deaf and Blind at Staunton	x
156	Virginia State Police	x
320	Virginia Tourism Authority	x
191	Virginia Worker's Compensation Commission	x

Of the six agencies listed as non-compliant, five of the agencies submitted the SWaM plan in the system for the Agency Director's approval. However, the SWaM plan was not approved by the deadline. The remaining non-compliant agency failed to submit a SWaM plan.

In order to improve compliance with the provisions of § 2.2-4310, DSBSD makes the following recommendations:

1. Agencies should perform monthly adjustments in the Expenditure Dashboard to accurately reflect spend by SWaM category.
2. Dashboard SWaM Plan Administrators should contact SBSB if the Agency Director or other users do not have an Active Expenditure Dashboard account.
3. If agencies encounter difficulty completing or approving the SWaM Plan, they should utilize resources provided by SBSB designed to support them in the process.
4. DSBSD will extend the 30-day time frame to submit SWaM plans to allow more time and flexibility for agencies and Agency Directors to submit and approve SWaM plans.

If you have any questions or comments, please feel free to contact me at willis.morris@sbsd.virginia.gov or 804-371-8134.

Sincerely,



Willis A. Morris, Director