



## COMMONWEALTH of VIRGINIA

### Department of Small Business and Supplier Diversity

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

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

Date: November 1, 2023

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

The Department of Small Business and Supplier Diversity Director (DSBSD) 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 to identify state entities failing to submit annual progress reports on SWaM procurement as required by COV § 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 SWaM Plan submission is 100% for state entities and institutions. Entities that have multiple sub-agencies beneath them, and which did not submit a plan, are counted once to obtain compliance rates.

The table below captures the Agency’s SWaM Plan submission status, compliant or non-compliant, as it has been reported to DSBSD via the Small Business Supplier Diversity’s Expenditure Dashboard and SWaM Plans.

TABLE 1. LIST OF STATE ENTITIES AND INSTITUTIONS

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

Agency Code	Agency Name	COMPLIANT	NON-COMPLIANT
<b>Department of Corrections*</b>		X	
701	Department of Corrections-Central Administration		
711	Virginia Correctional Enterprises		
716	Virginia Correctional Center for Women		
718	Bland Correctional Center		
733	Sussex I State Prison		
734	Sussex II State Prison		
735	Wallens Ridge State Prison		
737	St. Brides Correctional Center		
741	Red Onion State Prison		
742	Department of Corrections - Training Academy & Human Resources		
743	Fluvanna Women's Correctional Center		
745	Nottoway Correctional Center		
747	Marion Correctional Treatment Center		
749	Buckingham Correctional Center		
752	State Farm Correctional Center		
753	Deerfield Correctional Center		

	754	Augusta Correctional Center		
	756	Department of Corrections--Division of Institutions		
	757	Western Region Correctional Field Units		
	761	Baskerville Correctional Center		
	767	Division of Community Corrections		
	768	Keen Mountain Correctional Center		
	769	Greensville Correctional Center		
	770	Dillwyn Correctional Center		
	771	Indian Creek Correctional Center		
	772	Haynesville Correctional Center		
	773	Coffeewood Correctional Center		
	774	Lunenburg Correctional Center		
	775	Pocahontas State Correctional Center		
	776	Green Rock Correctional Center		
	785	River North Correctional Center		
	795	Department of Corrections--Institutions		
	799	Department of Corrections, Central Activities		
<b>1002</b>	<b>Virginia Housing Development Authority</b>		<b>X</b>	
<b>119</b>	<b>Lieutenant Governor</b>		<b>X</b>	
<b>121</b>	<b>Office of the Governor</b>		<b>X</b>	
<b>122</b>	<b>Department of Planning and Budget</b>		<b>X</b>	
<b>123</b>	<b>Department of Military Affairs</b>		<b>X</b>	

127	Department of Emergency Management	X	
129	Department of Human Resource Management	X	
132	Department of Elections	X	
136	Virginia Information Technologies Agency	X	
140	Department of Criminal Justice Services	X	
141	Attorney General and Department of Law	X	
146	The Science Museum of Virginia	X	
147	Office of the State Inspector General	X	
148	Virginia Commission for the Arts	X	
151	Department of Accounts	X	
152	Department of the Treasury	X	
154	Department of Motor Vehicles	X	
156	Virginia State Police	X	
157	Compensation Board	X	
158	Virginia Retirement System	X	
161	Department of Taxation	X	
165	Department of Housing and Community Development	X	
166	Secretary of the Commonwealth	X	
171	State Corporation Commission	X	
172	Virginia Lottery	X	
174	Virginia College Savings Plan	X	
180	Secretary of Administration	X	

181	Department of Labor and Industry	X	
182	Virginia Employment Commission	X	
183	Secretary of Natural Resources	X	
185	Secretary of Education	X	
186	Secretary of Transportation	X	
187	Secretary of Public Safety and Homeland Security	X	
188	Secretary of Health and Human Resources	X	
190	Secretary of Finance	X	
191	Virginia Worker's Compensation Commission	X	
192	Secretary of Commerce and Trade	X	
193	Secretary of Agriculture and Forestry	X	
194	Department of General Services	X	
195	Secretary of Labor	X	
199	Department of Conservation & Recreation	X	
200	Office of Children's Services Act (Children's Services Act)	X	
201	Department of Education	X	
202	The Library of Virginia	X	
204	William & Mary*	X	
	268 Virginia Institute of Marine Science		
207	University of Virginia*	X	
	209 University of Virginia Medical Center		
	246 University of Virginia's College at Wise		
	948 Southwest Virginia Higher Education Center		

<b>208</b>	<b>Virginia Polytechnic Inst. and State University*</b>		
	229 Virginia Polytechnic Institute and State University Cooperative Extension	X	
<b>211</b>	<b>Virginia Military Institute</b>	X	
<b>212</b>	<b>Virginia State University*</b>		
	234 Virginia State University Cooperative Extension	X	
<b>213</b>	<b>Norfolk State University</b>	X	
<b>214</b>	<b>Longwood University</b>	X	
<b>215</b>	<b>University of Mary Washington</b>	X	
<b>216</b>	<b>James Madison University</b>	X	
<b>217</b>	<b>Radford University</b>	X	
<b>218</b>	<b>Virginia School for Deaf and Blind at Staunton</b>	X	
<b>221</b>	<b>Old Dominion University</b>	X	
<b>222</b>	<b>Department of Professional and Occupational Regulation</b>	X	
<b>223</b>	<b>Department of Health Professions</b>	X	
<b>226</b>	<b>Board of Accountancy</b>	X	
<b>236</b>	<b>Virginia Commonwealth University</b>	X	
<b>238</b>	<b>Virginia Museum of Fine Arts</b>	X	
<b>239</b>	<b>Frontier Culture Museum</b>	X	
<b>241</b>	<b>Richard Bland College</b>	X	
<b>242</b>	<b>Christopher Newport University</b>	X	
<b>245</b>	<b>State Council of Higher Education for Virginia</b>	X	
<b>247</b>	<b>George Mason University</b>	X	
<b>260</b>	<b>Virginia Community College System*</b>	X	

261	Virginia Community College System-Central Office		
270	Virginia Community College System - Shared Services Center		
275	New River Community College		
276	Southside Virginia Community College		
277	Paul D. Camp Community College		
278	Rappahannock Community College		
279	Danville Community College		
280	Northern Virginia Community College		
282	Piedmont Virginia Community College		
283	Reynolds Community College		
284	Eastern Shore Community College		
285	Patrick & Henry Community College		
286	Virginia Western Community College		
287	Mountain Gateway Community College		
288	Wytheville Community College		
290	Brightpoint Community College		
291	Blue Ridge Community College		
292	Central Virginia Community College		
293	Virginia Peninsula Community College		
294	Southwest Virginia Community College		
295	Tidewater Community College		
296	Virginia Highlands Community College		

	297	Germanna Community College		
	298	Laurel Ridge Community College		
	299	Mountain Empire Community College		
<b>262</b>	<b>Department for Aging and Rehabilitative Services*</b>		X	
	203	Wilson Workforce and Rehabilitation Center		
	263	Virginia Rehabilitation Center for the Blind and Vision Impaired		
	606	Virginia Board for People with Disabilities		
	702	Department for the Blind and Vision Impaired		
	751	Department for the Deaf & Hard-of-Hearing		
<b>301</b>	<b>Department of Agriculture and Consumer Services</b>		X	
<b>310</b>	<b>Virginia Economic Development Partnership</b>		X	
<b>320</b>	<b>Virginia Tourism Authority</b>		X	
<b>350</b>	<b>Department of Small Business and Supplier Diversity</b>		X	
<b>360</b>	<b>Fort Monroe Authority</b>		X	
<b>402</b>	<b>Marine Resources Commission</b>		X	
<b>403</b>	<b>Department of Wildlife Resources</b>		X	
<b>405</b>	<b>Virginia Racing Commission</b>		X	
<b>407</b>	<b>Virginia Port Authority</b>		X	
<b>409</b>	<b>Virginia Energy</b>		X	
<b>411</b>	<b>Department of Forestry</b>		X	
<b>417</b>	<b>Gunston Hall</b>		X	
<b>423</b>	<b>Department of Historic Resources</b>		X	



425	Jamestown-Yorktown Foundation	X	
440	Department of Environmental Quality	X	
454	Secretary of Veterans and Defense Affairs	X	
501	Department of Transportation	X	
505	Department of Rail and Public Transportation	X	
506	Motor Vehicle Dealer Board	X	
601	Department of Health	X	
602	Department of Medical Assistance Services	X	
720	Department of Behavioral Health and Developmental Services	X	
	720a Department of Behavioral Health and Developmental Services, Central Office	X	
703	Central State Hospital	X	
704	Eastern State Hospital	X	
705	Southwestern Virginia Mental Health Institute	X	
706	Western State Hospital	X	
708	Commonwealth Center for Children and Adolescents	X	
723	Southeastern Virginia Training Center	X	
724	Catawba Hospital	X	
728	Northern Virginia Mental Health Institute	X	
729	Piedmont Geriatric Hospital	X	
739	Southern Virginia Mental Health Institute	X	
748	Hiram W. Davis Medical Center	X	
794	Virginia Center for Behavioral Rehabilitation	X	

765	Department of Social Services	X	
766	Virginia Parole Board	X	
777	Department of Juvenile Justice	X	
778	Department of Forensic Science	X	
841	Department of Aviation	X	
851	Tobacco Region Revitalization Commission	X	
852	Virginia Foundation for Healthy Youth	X	
912	Department of Veterans Services*	X	
128	Virginia Veterans Care Center		
913	Veterans Services Foundation		
922	Sitter & Barfoot Veterans Care Center		
921	Interstate Organization Contributions	X	
937	Southern Virginia Higher Education Center	X	
938	New College Institute	X	
942	Virginia Museum of Natural History	X	
957	Commonwealth's Attorneys' Services Council	X	
960	Department of Fire Programs	X	
972	Virginia Resources Authority	X	

**Recommendations:**

The following recommendations were given to agencies on ways to improve compliance with the provisions of § 2.2-4310:

1. Attend training provided by SBSB on Expenditure Dashboard functions.
2. If the agency's aspirational goal was not achieved, contact SBSB's Sourcing and Compliance division throughout the fiscal year to receive sourcing assistance.

3. Agencies should ensure that they have a written SWaM Program to include a small business sourcing plan and specific plans to achieve any goals established therein. Agencies that do not have a written program should create one utilizing the assistance of the Sourcing and Compliance division.
4. Periodic training, at a minimum, should be done on an annual basis for all purchasers and pCard holders on Small Business Enhancement Award Priority in accordance with the APSPM.
5. Subcontracting Plan/ Compliance monitoring plans should be implemented if the provision of a small business subcontracting plan is a condition of the award and shall deliver to the contracting agency or institution monthly reports substantiating compliance in accordance with the small business subcontracting plan.
6. Include procurement forecasting in their SWaM Programs to help procurement officials be more proactive when sourcing, purchasing, and having the needed inventory on hand.

If you have questions or comments, please feel free to contact me at [Willis.Morris@sbsd.virginia.gov](mailto:Willis.Morris@sbsd.virginia.gov) or 804-371-8134.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Willis Morris', written in a cursive style.

Willis Morris,  
Agency Director