

SWaM REPORTING REQUIREMENTS & GOALS:

It is the policy of Virginia Commonwealth University (VCU) to contribute to the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in State procurement activities. VCU encourages Contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts or other contractual opportunities.

Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such business to minority and/or women-owned and/or small businesses. Names of firms may be obtained from VCU's Construction Management Department. When such business has been subcontracted to these firms and upon submission of each month's pay request, the Contractor agrees to furnish VCU's Construction Management Department the following information: name of firm, phone number, total dollar amount subcontracted, dollar amount paid subcontractor each period, subcontractor's DMBE certificate number, and type of product/service provided. The CO-12 requires that you also list your subcontractor's dollars and registration number alongside each respective line item. The CO-12 shall break out the general conditions from the subcontractor's cost thus indicating the true contract amount with the subcontractor. The contractor's O&P for each particular subcontractor will be allowed to be listed in the following line marked General Conditions.

The contractor shall submit quarterly reports on the involvement of Department of Minority Business Enterprises (DMBE) certified SWaM Business. The report will specify the actual dollars contracted to be spent to date with Small Business, Women-Owned Business and Minority-Owned Businesses. The contractor shall provide this information on the spreadsheet sent to the contractor's Project Manager by Evelyn Hinant with VCU Construction Management Department and return to Evelyn Hinant at ewhinant@vcu.edu by the required deadline.

VCU's Construction Management Department has a minority-owned business participation goal of 20% for each project.

Failure to submit the required information will be considered a contract compliance issue and will be address accordingly. In addition, failure to submit the required information will result in invoices being returned without payment.