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POLICY ON SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES

The College of William and Mary has adopted an annual SWaM Procurement Plan, revised September 29, 2014, that specifies goals for SWaM procurement by Prime Contractor or Architect (Construction or A/E Services) in support of the State’s initiative for increasing state procurement from small, women-owned, and minority-owned (SWaM) businesses. It requires reporting the use of SWaM certified subcontractors and suppliers, and reporting of payments made to these firms. **Upon award of contract, a Prime Contractor or Architect is required to create and certify a SWaM subcontracting plan to meet SWaM goals when submitting their list of sub-contractors for approval.** Prime contractors/Architects are then required to submit reports of payments made to SWaM sub-contractors and direct suppliers with each invoice or Schedule of Values (CO-12) submitted. The CO-12 has been updated by the state to include fields for SWaM information and can be downloaded from [CO-12 Schedule of Values & Certificate for Payment](#). Monthly invoices or Schedules of Values will not be accepted unless SWaM information is included. Final payment under the contract in question shall be withheld until certification of SWaM compliance is received and confirmed by the agency. The bottom line is that SWaM reporting is a Prime contractor/Architect responsibility that must be submitted to receive progress payments.

The College of William and Mary SWaM subcontracting goals are as follows:

	<u>Small</u>	<u>Woman-owned</u>	<u>Minority-owned</u>	<u>Total SWaM Goal</u>
Construction, A&E, and Professional Services	30 %	8%	4%	42%

In addition to submission of subcontractor information with each invoice or CO-12, SWaM Reports will be required on a monthly basis. Monthly reports will be due with monthly invoices. Report templates are posted on the Facilities Planning, Management Website at <http://www.wm.edu/offices/facilities/services/fpdc/forms/index.php>

As a final comment, it must be noted that no vendor is considered a SWaM vendor unless it has obtained certification from the Department of Small Business and Supplier Diversity (SBSD). For SWaM registration guidelines and additional registration information, refer to SBSB at <http://www.dmbv.virginia.gov/>. All certified SWaM vendors will be assigned a SWaM identification number which must be used in monthly reports.