EXT-012

Procurement Services Engagement Program

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Status Final

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Policy Type University

Contact Office Procurement Services

Oversight Executive
Vice President and Chief Financial Officer

Applies To Academic Division and the College at Wise.

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Reason for Policy

The University is committed to: (1) enhancing successful business relationships with small and local businesses and through the implementation of programs that will require a consistent and high level of participation from all University schools and departments; and (2) actively seeking goods and services from small and local businesses in support of the Commonwealth's small, minority-owned, and women-owned (SWaM) program.

The Supplier Engagement Program provides the University with a significant position of strength in which to support students and contribute to the sustainability of our communities and our organization. We are committed to providing meaningful opportunities for qualified small and local suppliers to compete for our business.

The Supplier Engagement Program is intended to build an awareness of the University's efforts to provide opportunities for small and local businesses. This program is developed, not as a response to outside regulatory agencies or mandatory requirements, but as an effort to recognize and support programs that can enhance our community.

Definition of Terms

Certification

Description

The process by which (i) a business is determined to be a small, women-owned, or minority-owned business or (ii) an employment services organization, for the purpose of reporting small, women-owned, and minority-

owned business participation in state contracts and purchases pursuant to §§ 2.2-1608 and 2.2-1610.

Minority-owned Business

Description

A business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals, or any historically black college or university, regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity.

Small Business

Description

A business that is at least 51 percent independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens and, together with affiliates, has 250 or fewer employees or average annual gross receipts of $10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

Women-owned Business

Description

A business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

Policy Statement

The University of Virginia aims to increase business opportunities for small and local businesses through its Engagement Program. The University's commitment is to maximize small and local business participation through the development of mutually beneficial business relationships with such firms. The effort is University-wide (excluding the Medical Center, UVA Bookstores, and University-Associated Organizations), and includes traditional procurement, contracted services, and subcontracting activities. All schools and departments are responsible for seeking out small and local businesses and taking the steps necessary for these businesses to receive fair consideration in the economic opportunities available. While the University does not utilize set-asides, it makes every effort to provide opportunities and offer assistance to small and local suppliers who want to do business with the University.

The Senior Director of Procurement Services coordinates the University's engagement efforts and is responsible for developing the University's Annual SWaM Plan.

1. **Supplier Engagement Initiatives:**
   The Senior Director of Procurement Services, or designee, will assign the staff responsibilities for

implementing the Engagement Program. In support of this policy, the University will:

- Increase departmental awareness of University engagement objectives and opportunities.
- Implement techniques to provide small and local businesses the reasonable opportunity to pursue procurements and participate as suppliers, contractors, and subcontractors for the University.
- Foster, develop, and promote business in under-represented sectors.
- Encourage eligible suppliers to certify with the Commonwealth's Department of Small Business and Supplier Diversity.
- Encourage small and local businesses to participate in supplier engagement trade shows and advocacy organizations.
- Monitor small and local business participation program for consistency with the requirements of the Virginia Public Procurement Act (VPPA) and state regulations.
- Educate suppliers on how to foster relationships and provide goods and services to University schools and departments.
- Provide business resources to schools/departments and encourage them to purchase from small and local businesses in support of their operational and research needs.
- Work with the Office of Sponsored Programs/Principal Investigators, especially those who are being awarded federal funded research grants, contracts, or subcontracts, to maintain timely reporting of small business subcontracting plans (which enable them to achieve specific federal small business utilization goals as directed under the FAR Part 19 and Part 52.219-9).
- Meet reporting requirements of the Commonwealth program.
- Collaborate with small business development programs to promote business interests at UVA.
- Collect statistics and other documentation required to prepare reports relating to supplier engagement efforts.
- Work with state regulatory agencies and other providers, as necessary, to obtain supplier engagement training for its employees, particularly the sourcing staff.
- Require the SWaM Champion to monitor and assess the objectives and strategies in the University's Annual SWaM Plan for program and participation effectiveness.

2. **Compliance with Policy:**
   Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination in accordance with relevant University policies and may hinder the University's ability to meet the requirements outlined in the Executive Order.

   Direct questions about this policy to Procurement Services.

Related Information

1. **Certification Assistance:**
   The following government organization links are provided to help individual businesses learn more about becoming certified as a small business.
   - Virginia Department of Small Business and Supplier Diversity
   - Small Business Administration
2. **Documents:**
   - Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors
   - Higher Education Capital Outlay Manual
   - Virginia Information and Technologies Agency (VITA)

- Commonwealth of Virginia Executive Order 35 (2019)– Advancing Equity for Small, Women, and Minority Owned Businesses

Major Category External Relations

Next Scheduled Review Friday, April 7, 2028

Revision History

Updated Related Information 2/13/26; Changed to Procurement Engagement Program, small and local business 4/7/25; Confirmed, added Compliance Section 3/2/22.

Category Cross Reference
Finance and Business Operations

Supercedes Policy Text
VII.C.4 Minority Procurement Programs.

Approved By Policy Review Committee

Approved Date Friday, October 21, 2016