

**SWaM** Virginia Department of Small Business and Supplier Diversity  
Small, Woman, and Minority Owned



**Virginia**  
 Department of Small Business and Supplier Diversity (SBSD)  
*SWaM Matters*

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Small, Woman, and Minority Owned **SWaM** **Mission**  
Supplier Diversity Strengthens the Commonwealth  
 Department of Small Business and Supplier Diversity

**Mission**

The mission of the Department of Small Business and Supplier Diversity is to promote access to the Commonwealth of Virginia's contracting opportunities and ensure fairness in the procurement process

12/8/2015 "Leading By Example" 2

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Small, Woman, and Minority Owned **SWaM** **Goals**  
Supplier Diversity Strengthens the Commonwealth  
 Department of Small Business and Supplier Diversity

- Increase the number of certified businesses in the Commonwealth; small, women-owned and minority-owned businesses, and disadvantaged businesses
- Increase the total dollars allocated to SWaM vendors as a percentage of all discretionary spend or contract dollars

12/8/2015 "Leading By Example" 3

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Small, Woman, and Minority Owned  
**SWaM**  
 Supplier Diversity Strengthens the Commonwealth  
 Executive Order 20 (2014)  
 Department of Small Business and Supplier Diversity

**Executive Order**  
 NUMBER TWENTY (2014)

ADVANCING EQUITY FOR SMALL, WOMEN, AND,  
 MINORITY OWNED BUSINESSES

12/8/2015 "Leading By Example" 4

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Importance of the Issue

It is imperative for the Commonwealth of Virginia to maximize the participation of small businesses in state contractual work. For Virginia to remain competitive and continue to advance its small business goals, significant work still must be done for a more transparent, equitable, and inclusive process. Therefore, I am establishing a micro business designation within the small business certification and vital new state procurement initiatives.

12/8/2015 "Leading By Example" 5

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 Executive Order 20 (2014)  
 Department of Small Business and Supplier Diversity

For purposes of this Executive Order: 1) "executive branch agency" shall include all entities in the executive branch, including agencies, authorities, commissions, departments, and all institutions of higher education; 2) "small businesses" shall include, but not be limited to, small, women-owned or minority-owned businesses; and, 3) "micro businesses" shall be defined as those certified small businesses that have no more than twenty-five (25) employees and no more than \$3 million in average annual revenue over the three-year period prior to their certification.

12/8/2015 "Leading By Example" 6

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 Supplier Diversity Strengthens the Commonwealth  
**Executive Order 20 (2014)**  
**Department of Small Business and Supplier Diversity**

I am directing the following executive branch agencies that have statutory authority for procurement, in conjunction with the Department of Small Business and Supplier Diversity (DSBSD) as provided in *Code of Virginia* § 2.2-1605 (A)(6), to implement the requirements herein within their respective areas of procurement authority: Department of General Services (DGS), Virginia Information Technologies Agency (VITA), Virginia Department of Transportation (VDOT), those institutions of higher education that have autonomy in procurement granted under the Restructured Higher Education Financial and Administrative Operations Act (*Code of Virginia* § 23-38.88, *et seq.*) and other executive branch agencies that have statutory authority for procurement.

12/8/2015 "Leading By Example" 7

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**Department of Small Business and Supplier Diversity**

Initiatives

With a continuing rational basis for small business enhancement, and pursuant to the authority vested in me as Governor under Article V of the Constitution of Virginia, the *Code of Virginia*, including *Code of Virginia* § 2.2-4310(C), and applicable Memoranda of Understanding and Management Agreements entered into pursuant to *Code of Virginia* § 23-38.88, *et seq.*, I hereby direct my Cabinet Secretaries and all executive branch agencies to continue and advance the following on a race-neutral and gender-neutral basis:

12/8/2015 "Leading By Example" 8

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**Executive Order 20 (2014)**  
**Department of Small Business and Supplier Diversity**

- Create the micro business designation, which shall include those certified small businesses that have no more than twenty-five (25) employees and no more than \$3 million in average annual revenue over the three-year period prior to their certification. DSBSD shall develop a best practices method for identifying those small businesses that are eligible for the micro business designation. DSBSD shall also evaluate and offer recommendations for the implementation of the micro business designation by October 1, 2014.

12/8/2015 "Leading By Example" 9

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**SWaM** Executive Order 20 (2014)  
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- Expand the set-aside for competition among all certified small businesses to include purchases up to \$100,000 for goods and nonprofessional services and up to \$50,000 for professional services when the price quoted is fair and reasonable. In the procurement selection process for these set-asides, at least one of the proposals/bids shall be obtained from a micro business unless upon due diligence no micro business in a particular category exist or was willing to submit a proposal/bid. Purchases under \$10,000, however, shall be set aside for micro businesses when the price quoted is fair and reasonable.

12/8/2015 "Leading By Example" 10

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**SWaM** Micro Business Certification  
 Supplier Diversity Strengthens the Commonwealth  
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As a certified Small Business by the Department, your company might qualify to be a "Micro Business".

There are two methods of applying for Micro:

- As part of your application for SWaM certification or recertification: When filling out the required "Owner Title Sheet", check "yes" to indicate that you also want to apply for Micro Business status.

12/8/2015 "Leading By Example" 11

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**SWaM** Micro Business Certification  
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- Complete the online "Micro Business" application form that includes uploading one PDF file that contains all required supporting documents.
  - Federal Form 941 (Employer's Quarterly Federal Tax Return); the first page from the most recent four quarters if your company has employees
  - Federal Tax Return; the first page showing the annual gross revenue from 2014, 2013, and 2012, or Schedule C from "Personal Tax Return"
  - For new businesses or businesses that have no employees, please submit a signed statement of explanation

12/8/2015 "Leading By Example" 12

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**SWaM** Micro Business Certification  
*Supplier Diversity Strengthens the Commonwealth*  
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**Before** applying for Micro via the online process, please read over the full instructions.

DSBSD has certified **4,190** Micro Businesses, as of December 1, 2015.

A listing of certified Micro Business firms can be found on the eVa website, as well as through the SWaM Vendor Search page on our website at [www.sbsd.virginia.gov](http://www.sbsd.virginia.gov).

12/8/2015 "Leading By Example" 13

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**SWaM** Micro Business Certification  
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Why apply for Micro Business Certification?

Effective October 1, 2014, all state purchases under \$10,000 shall be set aside for micro-businesses when the price quoted is fair and reasonable. If your firm is not certified as a Micro Business by the bid or proposal due date, you cannot participate in these procurement opportunities.

12/8/2015 "Leading By Example" 14

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**SWaM** Contact Us  
*Supplier Diversity Strengthens the Commonwealth*  
**Department of Small Business and Supplier Diversity**

Calvin M. Thweatt  
 DBE and SWaM Certification Manager

(804) 786-3109  
[Calvin.Thweatt@SBSD.Virginia.gov](mailto:Calvin.Thweatt@SBSD.Virginia.gov)

12/8/2015 "Leading By Example" 15

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12/8/2015 *"Leading By Example"* 16

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