

## SUPPLIER PROCUREMENT AND SUBCONTRACTING PLAN

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It is the policy of the Commonwealth to contribute to the establishment, preservation, and strengthening of small businesses and micro businesses, including those small or micro businesses owned by women, minorities, or service-disabled veterans; and to encourage their participation in Commonwealth procurement activities. Further, VITA is committed to enabling a minimum of three percent (3%) participation by small businesses that are service disabled veteran-owned businesses, as defined in Code §§ 2.2-2000.1 and 2.2-4310, when contracting for information technology goods and services. The Commonwealth encourages all Suppliers to provide for the participation of these small businesses through partnerships, joint ventures, subcontracts, and other contractual opportunities.

Any business that is a small business, a small woman-owned business, a small minority-owned business, or a small service disabled veteran-owned business, as defined in Code § 2.2-4310 or § 2.2-1604, or a certified micro business as defined in Executive Order Number 20 (2014), is a “**SWaM**” business. If your firm is a SWaM business, you should include a copy of all Virginia SWaM certifications with its proposal. No Supplier will be considered a SWaM business unless certified by the DSBSD. For information, go to: <http://www.sbsd.virginia.gov/>.

Please provide a Supplier Procurement and Subcontracting Plan as set forth in Appendix B. In the submitted Supplier Procurement and Subcontracting Plan, please state the amount of the overall commitment percentage that will be directly spent with SWaM subcontractors in performing the Requirements of the contract. Please also include in your plan a list of all subcontractors you plan to utilize who are Non-SWaM businesses. If Supplier does not plan to use small business subcontractors in executing a contract resulting from this RFP, so state.

VIcom typically uses full time employees for almost all of its projects. However, from time to time we will engage highly trained, experienced, and fully vetted subcontractors if necessary. These subcontractors will work under the direction of our project managers and field supervisors. We will also engage specialty subcontractors if required. Examples of these type of contractors would be electricians, carpenters, and metal fabricators.

As a SwaM business, VIcom will endeavor to use other small and micro businesses. However we do not specifically define an overall commitment percentage for these types of businesses.

Describe in detail information on all mentor-protégé programs and participation that your firm is involved with.

As a certified SWaM company. we currently do not have a formal mentor protégé program in place.