

Marine Resources Commission

Designation of Diversity Champion

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Description of the Agency's Purchasing Process

The agency is headquartered in Newport News, Virginia. The agency has approximately 150 positions, with about one-half of these positions located in the agency headquarters. The remainder of the positions are field positions, and are located throughout Tidewater Virginia – to include Hampton Roads, the Eastern Shore, the Northern Neck and the Middle Peninsula areas of Virginia. These field positions are primarily Marine Police officers, but also include some Surveying Personnel and some Fisheries and Oyster Replenishment personnel.

Primary Commodities Purchased:

Gasoline for Boats
Supplies and Equipment for Boats
Repair work for 50+ Boats
Boats, Motors and Trailers
Supplies/Repair parts for Engines
Police Supplies and Equipment
Office Supplies and Equipment
Data Entry Services
Oyster Replenishment/Restoration Services
Towing and Deployment, and/or Fabrication of Concrete Structures for Placement on Chesapeake Bay
Artificial Reefs
Temporary Clerical Services
Maintenance and Repair Services for Agency Radio System
Paging Services
Computer Equipment and Supplies and Services
Surveying Supplies and Equipment
Various Species of Tidal Fish

The agency purchases primarily from established State contracts, and mandatory State sources. The primary tool for procurement is eVA, and purchases are primarily made from vendors registered with the State eVA system. Purchases are made using the State American Express Card, whenever possible.

The Purchasing function is handled primarily by staff in the Agency Headquarters facility. Purchases of gasoline and small parts/supplies for boats are made by agency Marine Police Officers, during their normal course of patrol work throughout Tidewater Virginia.

The agency follows the State policy on solicitation from Minority and Women-Owned Businesses, as described in 3.17c of the Agency Procurement and Surplus Property Manual.

Where there is adequate registration in the commodity:

- 1) for solicitations up to \$5,000, the Marine Resources Commission will solicit quotes from a minimum of one (1) minority or women-owned business
- 2) for solicitations over \$5,000 to \$50,000, the Marine Resources Commission will solicit four (4) sources, including a minimum of two (2) minority or women-owned businesses
- 3) for solicitations over \$50,000, the Marine Resources Commission will solicit six (6) sources, including a minimum of four (4) minority or women-owned business. Sealed bids or proposals will include businesses selected from a list made available by the Department of Minority Business Enterprise, as described in the Code of Virginia, Section 2.2-4310A, and will be identified as minority vendors on the vendor mailing list

SWAM Business Outreach

The agency utilizes the website listing maintained by the State Department of Minority Business Enterprises to find Minority, Women-Owned and Small Businesses. The agency uses the State eVA system maintained by the State Department of General Services, Division of Purchases and Supply to find Minority, Women-Owned and Small Businesses. The agency will use resources and information provided by American Express, through the State Purchasing Card program, to seek SWAM vendors.

The Marine Resources Commission will visit job fairs and/or trade shows in an attempt to locate SWAM vendors. In addition, the agency has contacted Purchasing Departments of other State Agencies, and surrounding Tidewater localities, to obtain their listings of SWAM vendors. The agency has encouraged its field personnel to help locate SWAM vendors throughout the Tidewater Virginia area.

The agency will contact local Minority Supplier Councils, and other resources located on the State DMBE website to locate SWAM vendors.

The Marine Resources Commission will, in the next year, post information on its website, about links to other State procurement organizations/opportunities, and about procurement opportunities at the agency.

The agency will encourage known Minority, Women-Owned and Small Businesses, from the agency SWAM database, to register with the State eVA system, and to register with the State Department of Minority Business Enterprises, to encourage their potential business opportunities.

Lastly, the agency plans to run ads in several Tidewater newspapers, in an attempt to broaden its base/pool of potential SWAM vendors.

Race and Gender-neutral options

The agency will include goals for Minority and Women-Owned Businesses, in solicitations where the contract is expected to be over \$100,000 in value. These goals will reflect the goals in the Marine Resources Commission SWAM plan, and will require that a subcontracting plan be submitted prior to contract award.

Achievement of these goals, by the contractor, shall be demonstrated to the agency, before final payment is made.

The agency will at all times adhere to the Virginia Prompt Payment Law and will encourage prime contractors to provide prompt payment to subcontractors.

Efforts will be made to provide notice of potential procurement opportunities on the agency website, and to provide links to procurement information on eVA and Virginia Business Opportunities (both located on the state Department of General Services, Division of Purchases and Supply website), and to provide links to VITA and DMBE websites.

Race and Gender Oriented Options

As stated above, and described again below, the agency will follow these guidelines for solicitations of goods and services:

Where there is adequate registration in the commodity:

1) for solicitations up to \$5,000, the Marine Resources Commission will solicit quotes from a minimum of one (1) minority or women-owned business

2) for solicitations over \$5,000 to \$50,000, the Marine Resources Commission will solicit four (4) sources, including a minimum of two (2) minority or women-owned businesses

3) for solicitations over \$50,000, the Marine Resources Commission will solicit six (6) sources, including a minimum of four (4) minority or women-owned business. Sealed bids or proposals will include businesses selected from a list made available by the Department of Minority Business Enterprise, as described in the Code of Virginia, Section 2.2-4310A, and will be identified as minority vendors on the vendor mailing list

The agency will make all possible efforts to broaden its base of SWAM vendors, using the strategies listed in the section entitled "SWAM Business Outreach".

Process/Procedure for Monitoring the Agency's SWAM purchases

Name of Responsible Party: Jane McCroskey

Each agency purchaser is responsible for ensuring that adequate solicitation has been done from SWAM Businesses prior to a purchase being made, and that adequate documentation is maintained of solicitation efforts. The purchase process will be reviewed prior to release of orders in eVA, prior to signing of contracts, and through periodic assessment of agency purchases and payments records.

Second Tier (Subcontracting) participation will be monitored by submission of progress and final reports from the Prime Contractor.

Procurement activity at the Marine Resources Commission is primarily done at the Newport News Headquarters facility, there will be no need to monitor activity at regional facilities.

SWAM Aspirational Goals for the following purchasing categories, percentage goal and dollar value

These goals are contingent upon registration of existing SWAM vendors, utilized by the agency, in the approved data base maintained by the Department of Minority Business Enterprises.

	<u>Small</u>	<u>Women-Owned</u>	<u>Minority-Owned</u>
Construction	The agency does not purchase construction services		
Arch & Eng & Prof. Services	The agency does not purchase any of these services		
Other Services	5%/\$150,000	2.0%/\$60,000	1%/\$30,000
Goods and Supplies	5%/\$150,000	1.0%/\$30,000	.25%/\$7,500

Projected Second-Tier (Sub-Contracting aspiration goals, for the following purchasing categories, percentage goal and dollar value

	<u>Small</u>	<u>Women-Owned</u>	<u>Minority-Owned</u>
Construction	The agency does not purchase construction services		
Arch & Eng & Prof Services	The agency does not purchase any of these services		
Other Services	.25%/\$7,500	.50%/\$15,000	.25%/\$7,500
Goods and Supplies	The agency does not believe that any subcontracting opportunities exist for the purchase of goods and supplies, or have any way to document these efforts		

Signed: _____
William A. Pruitt, Commissioner

Date: _____