

NUMBER: 1625

TITLE: **Certification of Small, Women, and Minority-Owned Business Enterprises**

APPROVED: **September 9, 2005**

I. Background

Pursuant to § 23-38.88, *Eligibility for Restructured Financial and Administrative Operational Authority*, subdivision A8 states “for purposes of compliance with §2.2-4310, a public institution of higher education that meets the conditions prescribed in subsection B of §23-38.88 may procure goods, services, and construction from vendors identified by such public institutions of higher education as small, women-, and minority-owned business enterprises that the institution has certified as such based on criteria approved by the Department. An institution exercising the authority granted by this section shall establish and follow internal procedures and processes designed to verify whether or not a vendor qualifies to be certified as a small, women-, and minority-owned business enterprise under the Department approved criteria and the certification requirements.”

II. Board of Visitors Policy

It is the policy of the Board of Visitors to support the Commonwealth’s small, women, and minority-owned business (SWAM) program. Old Dominion University has chosen not to develop its own SWAM certification program but to utilize the Department of Minority Business Enterprise (DMBE) certification program for identifying and reporting procurement activity with small, women, and minority-owned (SWAM) business enterprises. The University shall report as required by the Commonwealth of Virginia.

III. Authority

The Vice President for Administration and Finance or the Vice President’s designee shall be responsible for interpretation, implementation and compliance of this policy. The Vice President for Administration and Finance may delegate this authority by letter.

IV. Procedures

Old Dominion University staff shall direct all SWAM vendors to the DMBE website to apply for certification. All SWAM reports will be developed utilizing the DMBE SWAM database, and submitted per the schedule and format provided by DMBE.