

NUMBER: 1625
TITLE: Certification of Small, Women, and Minority-Owned Business Enterprises
APPROVED: September 9, 2005; Revised April 22, 2022
SCHEDULED REVIEW DATE: April 2027

I. Background

Pursuant to [§23.1-1002, Eligibility for Restructured Financial and Administrative Operational Authority and Financial Benefits](#), subdivision B8 states that “for purposes of compliance with [§2.2-4310](#),” a public institution of higher education may “procure goods, services, and construction from vendors that the institution has certified as a small, women-owned, or minority-owned business enterprise pursuant to the conditions and provisions in [§2.2-1609](#).” 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-owned, or 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-owned, and Minority-owned business (SWaM) program. Old Dominion University has chosen not to develop its own SWaM certification program but to utilize the Virginia Department of Small Business and Supplier Diversity (SBSD) certification program for identifying and reporting procurement activity with small, women-owned, and minority-owned (SWaM) business enterprises. The University shall report certified SWaM utilization as required by the Commonwealth of Virginia.

III. Authority

The Vice President for Administration and Finance or designee shall be responsible for interpretation and implementation of, and compliance with this policy.