

**ATTACHMENT 1 TO SCHEDULE 17.1
TO THE
COMPREHENSIVE INFRASTRUCTURE AGREEMENT
WEEKLY SWAM REPORT**

Weekly SWAM Activities Report

Week of _____

Agency/Institution Name: Virginia Information Technologies Agency

Agency/Institution Head: _____ Cell Phone Number: _____

Secretariat: Technology Agency Number: 136

Quarterly Expenditure History

Quarter	Total Quarterly Forecast	Total Quarterly Expenditures	Total Expenditures MBE Suppliers		Total Expenditures WBE Suppliers		Total Expenditures SBE Suppliers	
			Amount	%	Amount	%	Amount	%
1 st								
2 nd								
3 rd								
4 th								

- **AGENCY SWAM ACTIVITIES:**
(trade/diversity forums, contacts with potential WBE/MBE vendors, contacts with DMBE for assistance, etc.)

- **UPCOMING PROCUREMENT OPPORTUNITIES (6 months, Prime & Sub, New & Existing):**

Reported by: _____ Telephone: _____ Date: _____

E-mail address: _____

Submit this report weekly to your respective Cabinet Secretary