



Showcasing Small, Women-owned and Minority-owned business **2017 SWaM Vendor Fair!**

Sponsored by the Virginia Tech Procurement Department / Supplier Diversity



Wednesday, September 6, 2017

Doors Open at 11:00 am

Event: 11:30 am—3:30 pm

Cassell Coliseum

Online registration is still open: <https://www.procurement.vt.edu/SWaM.html>

***The VT Procurement offices will be open with limited staff during our Vendor Fair.**

Walk, ride BT or run on over to Cassell Coliseum. Come out for a fun filled time at this **SOLD OUT EVENT!**

Have lunch at the VT **food truck** (parked at Cassell between 10:30 am—12:30 pm) or stop in at D2 or DXpress. Refreshments available during the event. Personally meet with the 57 vendors including internal VT service centers. Door prizes include the **chance to win a pair of football tickets** to the Duke home game, but you must attend to win. There will be lots of free stuff!

This is the annual showcase for Small, Woman-owned and Minority-owned (SWaM) businesses, some with VT and/or VASCUPP contracts. These are vendors who are interested in doing business with Virginia Tech and you.

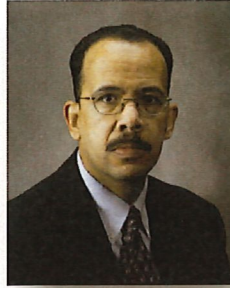


Remember to include SWaM Vendors, as a piece of your purchasing plan.

In this Issue:	Page
2017 SWaM Vendor Fair Information	1
How Do I Buy ...?	2
Options for Faster Processing of Purchase Requisitions	2
Welcome Our Assistant Director for Supplier Diversity—Mark S. Cartwright	2
Sign up Now for Virginia Tech Contracts Training Sessions	3
IT Acquisitions is now IT Procurement and Licensing Solutions (ITPALS)	3
Contract Corner:	
<ul style="list-style-type: none"> •New Gasoline and Diesel Fuel Contracts •Offices moving? We have a contract for that! •GE Healthcare & Bioscience •B & H Photos, Videos & Pro Audio •New Lab Start-Up? 	4

Welcome Our Assistant Director for Supplier Diversity — Mark S. Cartwright

Mark Cartwright has recently returned to Virginia Tech to lead its supplier diversity initiatives. Immediately preceding his return, Mark was the Senior Director of Supplier Diversity for Vizient; the nation's largest member-owned health care services company.



During Mark's tenure, Vizient's supplier diversity program was recognized for its excellence by DiversityBusiness.com, Black EOE Journal, U.S. Veterans Magazine, Women's Enterprise USA, DiversityPlus Magazine, Minority Business News, and the US Pan Asian American Chamber of Commerce. Mark is often sought out for his insight on supplier diversity processes, practices, and strategic importance.

Prior to his role at Vizient, Mark was appointed by Governor Robert McDonnell to the newly created role of Director of Supplier Diversity for the Commonwealth of Virginia. Reporting directly to the Governor, Mark was charged with providing leadership and direction to over 150 state agencies in an effort to increase spending with small and diverse businesses.

Mark holds an MBA and a BS degree in Management from Virginia Tech. He is credentialed by the Institute for Supply Management as a Certified Professional in Supply Management and a Certified Professional in Supplier Diversity.

Stop by the Procurement Booth #28 at the SWaM Vendor Fair and say hello to Mark !

Options for Faster Processing of Purchase Requisitions

(over the \$2K departmental delegation)

FASTRACK REQUISITIONS

VT Procurement now has a FASTRACK team in place for expediting purchase requisitions submitted through HokieMart that meet these criteria:

- Value of Requisition/Purchase Order does not exceed \$10K
- Order is with an existing vendor of the university (preferably SWaM vendors)
- Requisition has a valid written quote attached
- No trade-in's are included on the order
- No requisitions to an international vendor (due to complexity of doing business with international vendors)
- Standard freight requirements for delivery to campus

Contract the Procurement Department for additional information.

How Do I Buy....?

When visiting the Procurement website, be sure to review the section on "**How Do I Buy**". This area has been greatly enhanced to provide you with information regarding the purchase of many different items. Contracts are identified and processes are outlined. If you are looking for an item not listed, let us know so we can add it. Chances are, if you are looking for something, so are others!

<https://www.procurement.vt.edu/departments/procedures.html>

Sign up now for Virginia Tech Contracts Training Sessions



If you have been identified as a contract administrator of a Virginia Tech contract, or are a user of a Virginia Tech contract, you have certain responsibilities. This class will outline those responsibilities and provide tips and tricks for successfully administering and using contracts. It will also give you the opportunity to clarify specific information regarding Virginia Tech contracts.

Classes are currently scheduled on September 14th and November 7th.

To sign up for one of these sessions, go to the University Organizational and Professional Development web-site (www.uopd.vt.edu), where you can find the link to log in with your CAS login, or go directly to www.training.vt.edu. This will take you to the login page. View by Alpha for the Contracts Administrator Training class.

If there are others in your department, feel free to share the information so they can attend the class as well. This class is open to anyone that uses a contract.

Contact Kim Dulaney kdulane@vt.edu for more information.

The Cart is distributed on an “as needed” basis. We appreciate your input. Please email hokiemart@vt.edu with the subject line: The Cart Suggestions.

IT Acquisitions is now IT Procurement and Licensing Solutions (ITPALS)

(Services for software and hardware procurement)

To boost efficiency and keep up with advancing technology, IT Acquisitions and the Student Software Distribution office located on the Torgersen Bridge are updating their names, website, processes, and range of services over the summer of 2017.

IT Acquisitions is now IT Procurement and Licensing Solutions (ITPALS). The team develops and maintains compliance on contracts for new IT services, hardware, and software purchases, serving the needs of students, faculty, and staff. From the standard student software bundle to highly-specialized lab software, the ITPALS website makes it easy to see what software is available to departments and students, place orders, and view the status of your licensed software. Soon paper forms will no longer be needed, and all software license details are maintained in one easily accessed location.

The service counter at 3240 Torgersen Hall is being renamed the Software Service Center. The center is shifting its primary service model to better serve clients across the university. Originally focused on storing and delivering physical media, the Software Service Center is now a point of coordination for all software services to individuals and departments, promoting fuller utilization of software capabilities, listening to the interests and needs of our diverse clientele in academia, and resolving customer inquiries.

Additional services will be added, including an online portal that will allow users to request review of new software license agreements and check back to view their status via ServiceNow.

The new ITPALS, a service of the Division of Information Technology, will help students, faculty, and staff at Virginia Tech to move beyond boundaries in their chosen fields of study.

Visit the ITPALS staff in Booth #27 at the SWaM Vendor Fair.

Contract Corner

The Contract Corner is used to provide new/additional information on Contract Issues.

New Gasoline and Diesel Fuel Contracts

Beginning September 1st, we will have **two** contracts in place for delivery of bulk gasoline and diesel fuel. After a competitive process, contracts were awarded to both James River Solutions and Foster Fuels, Inc. Campus will have access to both contracts through Hokiemark and contact information is available on the Virginia Tech Contracts page. For more information, contact Kim Dulaney at 1-8543 or kdulane@vt.edu

Offices moving? We have a contract for that!

Departments have access to contracts that will assist in moving due to personnel relocations, campus relocations and campus renovations. Richmond Commercial Services, Move It All Services, Express Contract Fulfillment Services and Reads Moving Systems of Richmond Inc were all awarded contracts which are available through Hokiemark. Contact Procurement for additional details!

GE Healthcare Biosciences (UCP-TG-009-14)

This contract is all encompassing. However many GE Life Science common consumables are available through approved punch-out distributors (VWR, Fisher, Thomas Scientific, etc.). Check the GE Part numbers on the punch-out catalog; If the GE part number does not show up then order directly from the Healthcare Biosciences using VASCUPP agreement UCP-TG-009-14.

New Punchout Catalog available on the HokieMart Showcase (aka the HokieMart Home page)

B & H Photo is an industry leader in the sale of photography, audio and visual equipment and parts. Please use this newly deployed HokieMart punchout catalog for all your purchases with B & H, a university contract vendor. Do not use a university p-card to place orders with B & H Photo.

New Lab Start-Up?

All of our laboratory punch-out vendors offer substantial discounts for new lab start-up procurements. Provide your list to the representatives for special quotes.

Any questions, contact Patricia Mullins mullinsp@vt.edu.