



Compliance and Changes Related To Uniform Guidance

When using OSP funds, procurements must now be in compliance with Uniform Guidance (UG).



Watch the 6-minute video [VT-THE CLAW - 2018](#) and print ['The Claw'](#) located on the Procurement Website to learn more about Uniform Guidance and to see what's changed.

You will find that the UG procurement rules align themselves closely with Virginia Tech's existing procurement processes. The most important thing to remember is if equipment or goods/services are budgeted where a purchase is not on contract and may exceed \$10,000, competitive bids/proposals or a completed Request for Waiver of Competition (sole source) document will be required. Planning for and allowing enough time for the procurement process remains very important.

The big change to be aware of is the [Request for Waiver of Competition](#) form (formerly referred to as a sole source form) which is now available on the Procurement website under 'For Departments/Forms'. This new form should be easier to complete and much more self-explanatory. Remember for all purchases going forward, Procurement will only accept the **NEW** Request for Waiver of Competition form.

In this Issue:	Page
Compliance and Changes Related to Uniform Guidance	1
Potential Catering Punch-out Catalog Being Explored!	1
Procurement Spotlight: Mary Helmick	2
Registration Open for the 16th Annual Laboratory Exposition	2
FAQ: When to Use BEST VENDOR	3
Promotional Items Resources	4
Contract Corner: Need to Know	5
Training Opportunity — Contract Administrator	5

Potential Catering Punch-out Catalog Being Explored!

Your input is needed!

VT Procurement is continuing to research and explore the options for a "One Stop Shop" HokieMart Punch-out Catalog for all Catering Services needed by the university. This Punch-out catalog would include online menus and ordering options for not only our VT Dining's **Personal Touch Catering Service** but also the numerous third party (off campus) caterers used by campus departments. We have engaged a national leader, America To Go, with 19 years of experience in centralizing catering services for large organizations and universities.



[Continued from pg. 1](#)

This company, America To Go, can partner with the university to implement a catering services Punch-out catalog in HokieMart that is user friendly for our catering partners and departmental buyers.

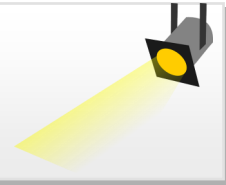
Along with greater oversight of compliance regarding insurance, safety inspections and pricing, another benefit of standardizing the ordering of catering services in HokieMart is that departments can automate the pre-approval process for business meals utilizing electronic approval functionality in HokieMart.

This exciting project is still in its early phases and we now need your help! [Click here](#) to respond to our short survey. It will be important that we are in contact with each company that provides catering services no matter their location around the state. Providing this information will help us be sure we are providing departments that true "one stop shop for catering services" that we are working toward.

Questions: Contact [Daysha Holmes](#).

NEW FEATURE:

**Procurement
Spotlight**



In each issue of The Cart we plan to feature a different member of the Procurement Department. We are a team of 27 professionals working to assist you and the VT community with your procurement needs. To kick off this new feature, we thought it was fitting to start with our Director.

Spotlight On: Mary W. Helmick



As Director of Procurement, Mary Helmick provides leadership and direction to the procurement and surplus property functions at Virginia Tech. This includes providing oversight to the university procurement processes for the effective and efficient acquisition of goods, services, insurance, and minor construction contracts, the surplus property disposal functions, and the supplier diversity program.

[Continued on pg. 3](#)



Get Plugged In!



Faculty

Staff

Join your colleagues at the
16th Annual VT Laboratory Exposition

WEDNESDAY APRIL 3, 2019

THE INN AT VIRGINIA TECH & SKELTON CONFERENCE CENTER

Click on the link above to visit the website,
find out more & register to attend.

This event is co-sponsored by the [Procurement Department](#) and [LabConnect](#).

PI's

GRA's

[Continued from pg. 2](#)

Mary has worked at Virginia Tech since December, 2014. Prior to that time, Mary worked twenty years at James Madison University including ten years as Director of Procurement at JMU. However, Mary has experience in higher education in many administrative areas including financial reporting, IT application security, and payroll. She has also served on multiple implementation teams for university wide deployments of major financial systems including JMU's Human Resources, Student and Finance administrative systems. Mary is the President of the Virginia Association of State College and Universities Procurement Professionals (VASCUPP).

When asked what she enjoys the most about working in higher education procurement she responded, "I truly enjoy my job. Especially when there is a new project, a new initiative or a new program at Virginia Tech, its very rewarding to play a support role in being sure everyone has what they need to make the project successful. Leading a department that provides this valuable assistance and excellent customer service in acquiring the goods and services of the university on a day to day basis is tremendously rewarding for me. I'm very proud to work here at Virginia Tech."

Mary lives in Christiansburg along with her husband Kevin, a middle school teacher for Montgomery County Public Schools. Her eldest son Kyle has also recently relocated to the New River Valley and works for Member One Credit Union. Her daughter Natalie is a junior at James Madison University studying hospitality management. In her spare time, she and her family enjoy boating Claytor Lake and exploring the New River Valley.

Frequently Asked Questions (FAQ's)



When Should Departments Use the Best Vendor Option?

Departments should use the "Best Vendor" option only in three instances:

1. The **user needs assistance** with the procurement even though it is within the decentralized delegation (\$10K or less). The Purchase Requisition (PR) should reflect the items to be purchased along with the cost of each item (if available). Please attach a quote if one has been obtained.
2. The **user does not know what vendor can supply the items to be purchased**. The PR should reflect the items to be purchased along with the price of each item (if available).
3. The **user is requesting that a term contract be established by Procurement**. The PR should contain a description of the goods/service needed and the dollar amount should be \$0.00.

Reminder: Do not use the **Best Vendor** option if you cannot find your vendor in HokieMart. Use the **New Supplier** vendor process to get the vendor added. For more information about the required steps, visit the Procurement website, search under [HokieMart Requestor Quick Guides](#).



We appreciate your input.

Please email hokiemart@vt.edu with the subject line: The Cart Suggestions.

Promotional Items Resources

The Procurement Department identified and vetted numerous vendors in many promotional item specialties such as apparel, screen-printing, and embroidery. Competitively negotiated university contracts are now in HokieMart for high-quality licensed-products.

These vendors have been awarded contracts.

<p>Apparel, Screen-printing, and Embroidery (All-inclusive contracts)</p> <ul style="list-style-type: none"> Bright Ideas, LLC Eleven West, Inc. IDAmerica Scoville Specialties, Inc 	<p>Apparel and Accessories</p> <ul style="list-style-type: none"> 4imprint, Inc. NewClients, Inc dba Boost Promotional Branding Genavision Promotional Products International Promotional Ideas LDA Creations, Inc Progressive Marketing
<p>Screen-printing</p> <ul style="list-style-type: none"> AMC Promotional Products Sans Screenprint, Inc. 	<p>Embroidery</p> <ul style="list-style-type: none"> Sans Screenprint, Inc.



Promotional Items including:

- ◆ Using a **pre-approved** vendor with a Virginia Tech contract like those listed above streamlines the procurement process because competition has been completed and these vendors were awarded the right to provide these products for the university.
- ◆ Contracted vendors know the expectations in the contract, including [licensing and brand guidelines](#).
- ◆ Departments should contact the vendor directly and **obtain a quote** under the contract.
- ◆ Orders **not** utilizing a contract fall under the normal procurement regulations.
- ◆ The [Procurement Department](#) buyers can answer specific questions about this entire process.
- ◆ Questions regarding the [logo and brand](#) can be referred to University Relations.
- ◆ Once a project is completed, departments are asked to show [University Relations](#) samples of the final materials and give any feedback about working the vendor.

Contract Corner

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

Bioline Punch-out Removed

Bioline has stopped selling directly to the academic community. The punch-out has been removed and Bioline products should be purchased from Thomas Scientific. Contact:

Oscar Jackson;
oscar.jackson@thomassci.com,
 704-883-4244.

Please note that contracts are also in place with: Bio-Rad (Contact Steve Shaw: steve_shaw@bio-rad.com) and Life Technologies, Inc. (Contact Steve Weston: steven.weston@thermofisher.com, 443-509-5590 for similar products.

Thomas Scientific

Thomas Scientific has acquired American Clean Stat for your Cleanroom Product Requirements. For additional information contact:

Oscar Jackson, Thomas Scientific Account Manager,
oscar.jackson@thomassci.com, 704-883-4244

Training Opportunity— Contract Administrator

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

To sign up for this session, go to the Professional Development web-site where you can find the link to log in with your CAS login, or go directly to <https://www.solutionwhere.com/vt/cw/main.asp>. 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.

If questions about Contract Administrator training contact [Kim Dulaney](mailto:Kim.Dulaney).

Update on Helium Shortage

Due to the increased severity of the supply shortage of commercial helium, be aware of increasing prices on bulk and packaged helium plus surcharges may appear on invoices. Contract vendors for gases include:

Airgas:
 Matt Pisenti,
Matt.Pisenti@Airgas.com,
 540-577-4540

Praxair:
 Richard Sperber,
Richard_Sperber@Praxair.com
 804-229-3119

Arc3:
 BJ Mims,
BJ.mims@arc3gases.com
 540-633-6808

Roberts Oxygen:
 Terran Roberts,
troberts@robertsoxygen.com
 540-985-6868