

THE CART

What's happening in Procurement at Virginia Tech

February 2021

Virtual SWaM Vendor Fair 2021

Are you a department or procurement buyer looking to meet with SWaM Vendors? Look no further and join us for the 2021 Virtual SWaM Vendor Fair on Tuesday, February 23rd from 12:00 PM - 3:00 PM EST.

This Virtual SWaM Vendor Fair will provide an opportunity for SWaM Vendors to showcase their goods and/or services to the campus purchasing community.

Register today for this virtual 3D experience and the ability to maximize your time, effort, and outcomes!
<https://aap.events/VTSWaMFair>

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The graphic features a circular inset on the left showing two women in business attire standing in front of a 'PROCUREMENT DEPARTMENT' sign. The background is a dark purple and orange gradient with a repeating 'VT' pattern. The Virginia Tech logo is prominently displayed in the center. Below the logo, the text reads 'VIRTUAL SWaM VENDOR FAIR 2021' in large, bold letters, followed by 'A SUPPLIER OPPORTUNITY EVENT'. At the bottom, it says 'REGISTER TODAY TO EXPLORE PRODUCTS AND SERVICES FROM SWaM FIRMS' and 'TUESDAY FEBRUARY 23, 2021 12 - 3 PM'.

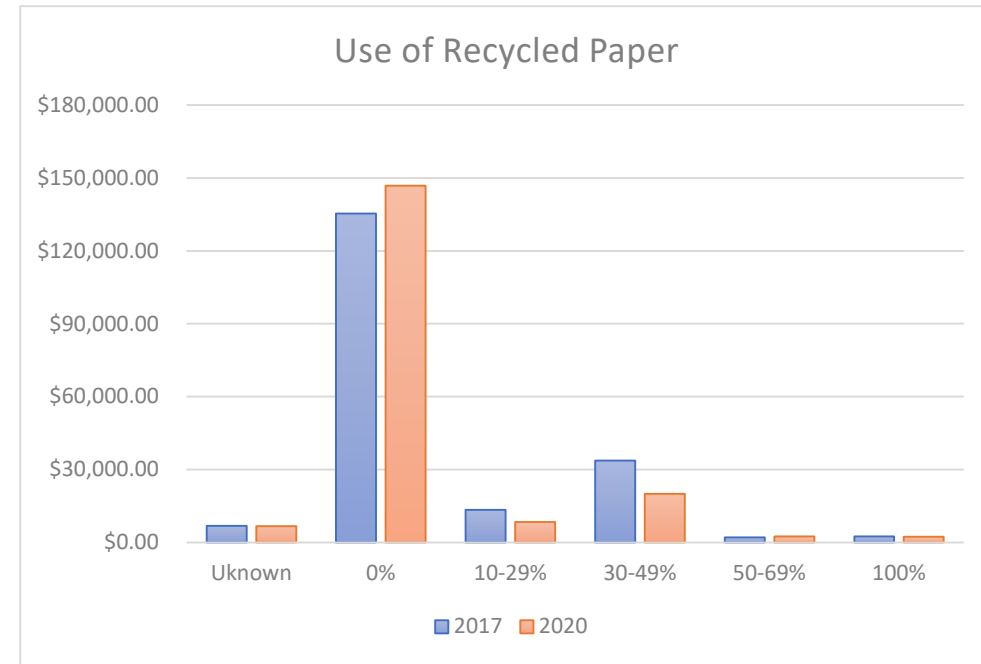
<http://aap.events/VTSWaMFair>

Recycled Paper Purchases are Declining - Help VT Stay Green

In order to maintain Virginia Tech's commitment to being a leader in campus sustainability, departments are encouraged to purchase more recycled office paper versus non-recycled. For the 11th consecutive year, Virginia Tech has been recognized by The Princeton Review as one of the top green colleges in the U.S., Canada, and Europe, coming in at No. 34 on [The Princeton Review Guide to Green Colleges: 2021 Edition](#). This Guide profiles institutions of higher education that demonstrate a commitment to sustainability across campus infrastructure, academics, career preparation, and more.

Central to Virginia Tech's inclusion in the Green Colleges Guide is its exceptional [Sustainability Tracking, Assessment, & Rating System \(STARS\)](#) rating through the [Association for the Advancement of Sustainability in Higher Education](#) which measures sustainability in all aspects of higher education including tracking of recycled office paper purchases. It is the most recognized framework for reporting university sustainability performance across academics, engagement, operations, planning and administration, innovation, and leadership.

While Virginia Tech earned a green rating of 97 out of 99 on the Green Colleges Guide and a STARS Gold rating, there is still room for improvement. Some points were lost as our overall University use of recycled paper decreased from 2017 to 2020:



Please help the University maintain its stature as a leading green institution by being cognizant of the need for office paper to contain 30% or greater recycled content. Additionally, try to reduce overall paper purchasing when possible by opting for using electronic versions of documents, rather than printed. Pairing changes in purchasing with changes in behavior when it comes to the use of paper can help our University become more sustainable overall.

Our contract suppliers, Guy Brown and The Supply Room, have created specific lists of available recycled paper which can be accessed in their respective punchouts as follows:

- Guy Brown – appears on the landing page under “Lists” with the title “RECYCLED Copy Paper”
- The Supply Room – appears under the “Favorites” tab with the title “VA Tech Recycled Paper”

Visit the following links for a comparison of recycled paper and learn how its quality and price has improved: [Advantages of Using Recycled Paper](#) & [Comparing Recycled to Virgin Paper](#).

If you have any questions about practicing sustainability in your office, please reach out to the Virginia Tech Office of Sustainability at sustainability@vt.edu.

Here are [ten reasons why your department should seek out Green Office certification](#).

Here is more information about Virginia Tech's most recent [Princeton Review Green College Ranking](#).

SWaM Spotlight: ThunderCat Technology



This SWaM Spotlight goes to one of our IT firms that has been recently awarded a contract for VT Peripherals and Value Added Resellers.

ThunderCat Technology is a Service-Disabled Veteran-Owned Small Business (SDVOSB) that delivers technology services and solutions to federal, state and local agencies, educational institutions, and commercial enterprises. ThunderCat brings an innovative approach to solving customer problems in and around the data center as well as public cloud. We do this by providing strategies for data management, cloud computing, cyber security, networking, and governance.

ThunderCat, an SDVOSB with multiple contract vehicles, holds industry specific certifications and provides industry leading resources to help federal, state and local and commercial customers achieve their mission.

Thundercat describes its business model as, “a results-oriented consultative approach and a creative ideology that provides immediate value to customers. We are active with various veterans’ charities and are founded and owned by a combat wounded veteran who truly believes in giving back to the community.”



Term Contracts for Dec 2020 & Jan 2021

Contract Name	Services Offered
Keystone Certification	Laboratory Engineering Controls Maintenance & Technical Services
JP Certifications	Laboratory Engineering Controls Maintenance & Technical Services
Technical Safety Services LLC	Laboratory Engineering Controls Maintenance & Technical Services
Twitty Legal Consulting PLLC	Title VII/IX Investigative Services
KarenMichael PC	Title VII/IX Investigative Services

Sole Source Helpful Hints

When there is a need for equipment or services not on contract over \$10k, many departments mistakenly believe that the next step is to move to a sole source, and they complete the Request for Waiver of Competition (formerly known as a Sole Source Justification) form. However, A Sole Source exists when there is ONLY one known supplier for a unique product or service and no other options are available. If your department has a purchase that can be classified as a sole source you will need to download the Request for Waiver of Competition form from Procurement's website, fill out & sign,

and attach to your HokieMart requisition. Some important things to note when filling out your form are that the price cannot be used as a justification and neither can the quality of an item. Also be sure you are always downloading the most recent form from Procurement's website. Departments are highly encouraged to submit backup documentation to help back up their justification and potentially speed up the Procurement process. If your department encounters any issues or has any questions regarding sole sources please contact Procurement.

DID YOU KNOW?

NDAA Section 889: Telecommunications Equipment & Services No Longer Allowed on P-Card

To remain in compliance with the National Defense Authorization Act (NDAA), specifically Section 889, the University will no longer allow purchases of telecommunications equipment or services on the Pcard.

The NDAA prohibition extends to all manner of financial transactions, including Contracts, Grants, Purchase Orders, and PCard purchases.

HokieMart remains the preferred method of purchase because it provides added benefit of ensuring a Purchase Order will not be processed to one of the following companies, or their 500+ affiliate/subsidiary business names.

- * Huawei Technologies Company
 - * ZTE Corporation
- * Hytera Communications Corporation
- * Hangzhou Hikvision Digital Technology Company
 - * Dahua Technology Company

Additional training regarding the NDAA Section 889 will be coming soon.

In the meantime, if you have questions about proposed transactions with any of these entities, please email oesrc@vt.edu.

In The Know: SWaM Podcast

The Supplier Opportunity Program has launched a new podcast series of interviews with leaders from small, woman-owned, and minority-owned (SWaM) businesses that are certified with the university.

The SupplierReady! podcast's goal is to create greater awareness of the types of SWaM businesses certified at Virginia Tech and the goods or services they provide to the university. Each episode includes an interview between host Daysha Holmes, Assistant Director for Supplier Opportunity, and a leader from the selected business.

SupplierReady! is available across a range of platforms, including [Spotify](#), [Google Podcasts](#), [Anchor](#) and more.

PROCUREMENT SPOTLIGHT

Name: Roger Gupta
Nickname: Rohan

Years at VT: 5 years undergrad, 7 at the University Bookstore and 17 with VT Procurement = 29
What are your main duties/commodities/: Handling purchases and contracts for goods and services to include A/V, Network/Telecom, Internet/TV, Electronics, Scientific Equipment & Pharmaceuticals, Library e-Journals, Subscriptions, Publications & Databases, International Orders and Bouncy Houses.

Favorite Sport to Watch: Football
Favorite Sport to Play: Bowling
Favorite Team: The Hokies

Favorite Holiday: Christmas
Favorite Foods: Pizza, Indian Samosas and Butter Chicken
Favorite item from Starbucks: White Chocolate Mocha

Hobbies or what do you do in your spare time: I picked up a love of music photography from my Dad who was an avid photographer of everything family, vacation and nature related before losing his eyesight to macular degeneration. Photographing festivals like FloydFest, Ace Adventure's Mountain Music Fest and Lockin' among others, has been a great way to carry the torch. I've hosted several gallery exhibits & have had photos appear in numerous places online, in books, calendars, magazines, even US Department of Justice training materials. In 2011, I

had a photo of FloydFest appear on the cover the National Endowment for the Arts Magazine, a high honor.

What are you passionate about right now: My Dad and I run a non-profit that provides support to a girl's orphanage founded in my family's name in Patiala, India. We've been fortunate to have been able to recently assist in enabling a full renovation of the school with upgrades to both living and learning areas with new spaces, improved amenities and by providing laptops. It's truly wonderful to see the children have the chance to succeed despite coming from such a disadvantaged background.

Favorite Animal: Cats
Current Pet/s: Three cats: Button, Nora and Lemonade

Favorite Movie: Cinema Paradiso
Favorite Book: Cosmos – Carl Sagan
Favorite TV show: The Simpsons

What amazing adventure have you had: Honeymoon in India followed by photographing a music festival on a cruise ship to Mexico and the Bahamas.

Who is your biggest Role Model: John F. Kennedy

What is your idea of a perfect vacation: Exploring the biodiversity and scenic beauty of the Cayman Islands



Mountains or Ocean: Mountains
Summer or winter: Can I say Autumn? Otherwise, Summer.
City or Country: Country

Where are you from and where all have you lived: I've lived in the Commonwealth of Virginia all my life, most of that in Blacksburg but having a Dad from India and a Mom from down in the holler West Virginia has given me the very best of all worlds.

UPCOMING EVENTS

ABC's of Procurement Part 1
February 9, 2021

[Register Here](#)

ABC's of Procurement Part 2
March 4, 2021

[Register Here](#)

ABC's of Procurement Part 1
April 27, 2021

[Register Here](#)

ABC's of Procurement Part 2
May 18, 2021

[Register Here](#)

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Instagram: [@VT_Procurement](#)

Have Suggestions?

Tell us how we are doing by using the link below:

[Give us your feedback](#)

Look Out For...

Submitting Equipment Trust Fund (ETF) Requisitions to Procurement

The Office of Budget and Financial Planning provided in its December 16th memo to participating departments instructions for completing requisitions for Equipment Trust Fund (ETF) Phase 34 (FY21) equipment orders for submission to Procurement for processing. These ETF requisitions are also called SCHEV (State Council of Higher Education for Virginia) requisitions.

The following are helpful hints to be sure SCHEV/ETF requisitions are processed timely.

The Procurement Department processes HokieMart requisitions for approved ETF equipment using the same procurement procedures for competition and acquisition as all other non-ETF equipment.

Early submission of HokieMart ETF equipment requisitions allows for the time needed to adequately compete, award, order and receive the equipment under the FY21 ETF deadlines. Requisitions for approved ETF equipment should be completed and submitted through HokieMart using the same data entry protocol as any other non-ETF requisition, while incorporating the additional information required as outlined in Attachment B on the December 16, 2020 memo from the Office of Budget and Financial Planning.

While the University would prefer for equipment purchases to be over

\$2,000, a single functional system must cost at least \$500.00. Individual components of a single functional system may cost less than \$500.00, but the aggregate cost of the single functional system must be at least \$500.00.

Individual components of a single functional system should be listed as individual line items on the same requisition and should be submitted consistent with how the vendor requires the system to be ordered. Doing so will also guarantee the requisition will match the vendor's invoice and will help with accurate receiving of the equipment.

It is preferred that freight, delivery charges and installation charges be included on the same invoice as the equipment. When the vendor is not able to offer this, the vendor will

be instructed to deliver the goods using the university's new inbound freight program.

Please email Skylar Mouris sky13@vt.edu with additional ETF questions.

