

THE CART

What's happening in Procurement at Virginia Tech

April 2021

The Inn at Virginia Tech System Enhancements Coming To HokieMart

As the hotel industry continues to respond with health and safety precautions to maintain guest wellness, The Inn at Virginia Tech has adopted numerous new protocols, including the use of electrostatic sprayers to disinfect rooms, guest sanitizing stations, wrapped towels and linens, and a revised dining layout to accommodate social distancing guidelines in Preston's Restaurant and Continental Divide lounge. In addition the Conference Center has been upgraded with the latest technology within several meeting rooms to deliver state of the art virtual conferencing capability. Campus departments can do their part to ensure The Inn bounces back from the challenges all hotels have endured due to the reduction of business travel. It makes great business sense to select The Inn for your departmental related business travel and conference/meeting needs. Along with Blacksburg per diem rates, The Inn offers complimentary parking and shuttle services, full service amenities and ease of payment through internal transfers. Contact The Inn at Virginia Tech's sales team today to hear about how The Inn can help your department plan for any hospitality or business travel needs you may have. (See page2)

Starting March 15 through April 12th, system upgrades will be applied to HokieMart that all users should be aware of and plan for. Over the weekend of March 12-14, Jaggaer (the company that provides the technology platform) upgraded the aesthetics and user experience in the HokieMart system. For the next two weeks, Virginia Tech HokieMart users will be able to toggle between the "classic" user experience they are accustomed to and the new Jaggaer "UX" user experience. This will give all HokieMart users a thirty day window to get accustomed to the new look and feel of HokieMart before the UX environment goes live officially and the classic view is removed on April 12th.

VT Procurement will also be going live on April 12th with enhancements to the encumbrance process for requisitions that are over \$10K or not against a contract. These are requisitions that require formal procurement by VT central procurement staff or the ITPALS buying staff. After April 12th, requisitions that fit the

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THE INN AT VIRGINIA TECH AND SKELTON CONFERENCE CENTER

The top 5 reasons to stay at the University's hotel for...

Individual Travelers

On Campus

Staying at the only hotel on campus means you're never far away from the action



Blacksburg Per Diem Rates

Whether it's for your room or a full breakfast from our award-winning restaurant, we honor the per diem rate

Complimentary Parking & Shuttle Services

Never pay for parking. Leave your vehicle in our large lot and let us shuttle you where you need to go on campus



Full Service Amenities

As the only full service hotel in Blacksburg, you'll enjoy our many amenities, such as a full service restaurant, lounge, and room service

Ease of Payment

All you need is the department's organization number and covered charges to receive a purchase order request. After you enter it in HokieMart, we take care of the rest in Banner after check-out

1

2

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Groups

On Campus

Being at the only hotel on campus means your attendees get to experience all that Tech has to offer



Dedicated Planner

Our team of experts will work with you to ensure every aspect of your meeting is executed perfectly

Special Group Rates

Whether your group is here for a weeklong conference or a one day meeting, we'll work with you to offer great rates



Modern Technology

We recently upgraded our conference rooms with state-of-the-art technology to make sure all your meeting needs are met

Meeting Packages

For the ease of budgeting, group packages are available



N95 Mask Availability

The centralized university PPE inventory does have a supply of N95 certified masks that can be requested. With the new virus variants, CDC is suggesting either double masking or moving to a more protective masks. Those departments wishing to request an inventory of N95's masks to be worn voluntarily (which will not require the standard EHS fit test), can do so by emailing: procurement@vt.edu

The N95's are packaged by 20 masks and will be coordinated for a pickup at the Surplus Warehouse, 1425 S. Main Street, Blacksburg. We are not offering the N95 masks through the HokieMart PPE ordering system at this time. For other PPE that is available see: <https://www.procurement.vt.edu/ppeandcriticalsupplietable.html>



Fiscal Year End Information

We are approaching the final quarter of our business year and it is time to plan for purchases that need to be accomplished with current fiscal year funds. In order to allow for sufficient time to complete the procurement, receipt, and payment cycle, requisitions should be received in Procurement and IT Procurement and

Licensing Services (ITPALS) before mid-April. Remember, purchases funded through the Equipment Trust Fund especially needs to be ordered, received, invoiced and paid for in full by the last day for processing payments for the fiscal year (June 18th).



DID YOU KNOW?

MLSoC Welcomes “SPOT”

The Myers-Lawson School of Construction (MLSoC) recently welcomed a new member to their team – a robot dog named “SPOT,” that is part of a sponsored research project here on campus. Through a collaborative partnership with Procon Consulting, the research team at the School of Construction will have the opportunity to see how effective SPOT can be with monitoring construction progress for ongoing Capital Construction projects for the University.

Through a Professional Services Agreement prepared by the Capital Construction Contracting Officers, it was agreed SPOT will be tested on three construction job sites: the Student Athletic Performance Center in Jamerson Hall; the Center for Autonomous Mining and Robotics in Holden Hall; and the Creativity and Innovation District - Living-Learning Community residence hall.

SPOT is paired with a 360-degree camera that works with a progress monitoring app i.e. HoloBuilder

SpotWalk and can document the progress of a construction project over the life of the project. SPOT is designed to navigate through workspaces and has obstacle avoidance features built into its design. However due to SPOT’s safety limitations around humans, during this testing phase, the research team plans to collect initial data outside working hours, when no field workers are on site. Over the course of the next two to three months, the research team will perform weekly progress monitoring with SPOT, will capture pictures of the construction sites, and will continue to “train” SPOT in a controlled environment, using mock ups of the photos obtained to teach SPOT to navigate through some of the unique environments of a construction site. The information obtained by the research team will be evaluated to determine the usability of the technology and the effectiveness of SPOT for ongoing construction progress monitoring.

The Capital Construction Contracting team was happy to be a small part in this process!



UPCOMING EVENTS

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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Look Out For...

Continued: System Enhancements Coming To Hokiemarkt

definition will no longer be encumbered in Banner prior to the purchase order being issued. Instead, the encumbrance process will be standardized across all purchases and not be posted until a purchase order is issued to a vendor.

For departments wishing to post an encumbrance in Banner for a purchase requisition being processed by central procurement or ITPALS, there is a manual encumbrance posting process available to post an encumbrance in Banner.

Additional enhancements to HokieMart also include: (1) no longer will there be "R" numbered requisition that needs to be tracked by departments while the procurement is being processed by central procurement or ITPALS; (2) departments will no longer need to call to find out which central procurement buyer has been assigned their requisition, it will be visible in the Hokiemarkt history tab; (3) communications between central procurement or ITPALS buyers and departments will now be handled easily through the internal comments feature on a requisition enhancing the audit trail and becoming a part of the permanent procurement record providing better recordkeeping tracking; (4) sole source waiver requests can be noted on the requisition and the waiver request justifications can be

attached directly to the requisition; (5) request for changes to ship-to-addresses can be submitted through a request form within the HokieMart system; (6) a request for central procurement assistance in acquisition of a good or service (non-technology) can be made without submitting a requisition utilizing a request form within HokieMart and (7) it will now be easier for departments to track their orders from requisition entry to invoice and payment.

To assist with the conversion of these changes, Procurement will be posting training videos to its website and posting FAQ's. Staff will be available to answer questions through the HokieMart help email: hokiemarkt@vt.edu. All HokieMart users are encouraged to take advantage of the thirty days when they can toggle between the "classic" user experience and the new "UX" user experience. These HokieMart enhancements are made available through the SRVPOA Administrative Transformation project.

