

THE CART

What's happening in Procurement at Virginia Tech

June 2021

Continuing and Professional Education Delivers Customized Learning Experience

As the university prepares for a fully in-person fall semester, Continuing and Professional Education planners are ready to help you with your conferences, workshops, and seminars – from planning to execution and all the steps in between.

Every day, our professional planners work closely with colleges and departments, state agencies, non-profits, and businesses to create successful events and conferences. The services we provide are tailored to your individual event, and we continually expand our services to meet the needs of our clients. Over the past 12 months, we have honed our skillset in the area of [virtual event planning](#), with more than 150 virtual events delivered to-date.

Our extensive knowledge of in-person, virtual, and hybrid events — from small local workshops to major international conferences — makes us the go-to source for professional guidance and innovative custom programs. Our team of experts will coordinate all the behind-the-scenes logistics, giving faculty members time to focus on the content. Plus, working with CPE saves time, as we navigate numerous university policies and have special consideration for some processes not available to other de-

partments.

Whether you're hosting a conference on campus, running a workshop in Richmond, or managing recurring programs in multiple locations, the Continuing and Professional Education team will take care of all the details, such as finding an appropriate venue, negotiating contracts, processing registration, and managing finances.

CPE also helps faculty share their expertise in other ways.

Through Virginia Tech's [Technical Assistance Program](#), faculty members can offer consulting expertise to businesses while CPE manages all financial and contractual needs. These often-short-term consulting projects are an opportunity for faculty members to build a relationship with a company that may lead to a more substantial grant or contract.

Contact us at cpeinfo@vt.edu or 540-231-5182 to start planning.

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CONTINUING AND PROFESSIONAL EDUCATION CUSTOMIZED LEARNING EXPERIENCES

Planning over 300 programs each year, our expert team will help you design the ideal event.



CPE understands higher education, adult learning, and the ins and outs of conference and meeting planning.

LOGISTICS IS OUR GAME

We navigate university policies, contracting, and manage catering, audio-visual, sponsors, and more.

END THE TEDIUM

Our team makes planning easy by handling the time-consuming, behind-the-scenes tasks.

EARN MONEY

Faculty can earn direct pay for instruction in CPE programs. Funds earned can also be used to support graduate students or business travel.

THINKING OF GOING VIRTUAL?

We'll work with you every step of the way to manage the technology, prep your presenters, and engage your participants. We can also provide snack boxes, virtual backgrounds, and creative ideas for incorporating event sponsors into a virtual environment. [LEARN MORE.](#)



OUTREACH & INTERNATIONAL AFFAIRS
CONTINUING AND PROFESSIONAL EDUCATION
VIRGINIA TECH.

CONTACT US:
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Packing & Shipping with Guy Brown



Advantages:

- Competitive price
- Save on shipping cost
- Certified small business

What products are offered:

- Corrugated boxes and pads
- Poly bags, shrink products and covers
- Mailers, including bubble, poly, crushproof and more
- Stretch wrap
- Custom preprinted labels
- Package cushioning
- Tape
- Strapping
- Labels and shipping tags

CONTRACTS CORNER

Printing Services for Virginia Tech

With the close of Virginia Tech Print Shop, Procurement is continuing to provide guidance on how to navigate the needs of printing services. Please continue to have patience as our office goes through the procedure of a RFP (Request for Proposal) to allow a fair process to all vendors interested.

The focus of an RFP is to allow all companies interested to submit a proposal to provide printing services to campus that will replace the services previously provided by VT Print Services. We have advertised this opportunity to all firms including local southwest Virginia printing

companies many of them SWAM (Small, Woman Owned) companies. Along with the companies selected through the RFP process, we are also setting up Bridge Agreements with suppliers who already have existing contracts with VASCUPP.

Once vendors have provided all documentation requirements for the onboarding process of the RFP and Bridge Agreements, the Procurement website along with Printing Services, will provide contact information from the sales representatives for campus to engage.

How Can We Meet SWaM Purchasing Goals and still use Amazon?

You can find a diversified vendor by filtering by certification type:



Ownership/Diversity Certifications

- Registered Small Business
- Women-Owned Business Enterprise
- Women-Owned Small Business
- Economically Disadvantaged Woman-Owned Small Business
- Veteran-Owned Small Business
- Service Disabled Veteran Owned Small Business
- Minority-Owned Business
- SBA-Certified 8(a) Firm
- SBA-Certified HUB Zone Firm
- SBA-Certified Small Disadvantaged Business
- LGBT Business Enterprise

You can also now see all diversified vendors as the preferred supplier when entering a keyword in the search engine.

DID YOU KNOW?

The Next Step in Virtual Reality: HaptX Gloves

Did you know, that researchers at Virginia Tech are taking the next step in exploring the capabilities of virtual reality? Procurement assisted in the purchase of what are called HaptX Gloves for Dr. Alex Leonessa's lab. These gloves are to be used as a part of a full body force feedback system called ForceBot. This will be a VR system that allows the user to experience the same physical sensations in the virtual world as they would in the real world. The upper half of ForceBot will be composed of two robotic arms attached to the user's wrists with the idea that the arms can apply force to the user when they interact with the virtual world. For example, when attempting to push open a locked door, they would feel the force of the robot arm pushing their hand back. They're also capable of giving the user a sense of touch through their fingertips and palms as well as applying force to their fingers. It's crazy to think of all the advancements in technology that are taking place around campus! If your department needs any assistance when planning to purchase



highly specialized equipment, be sure to reach out to your friends at Procurement for help.

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 Byrd, 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.

Check out our latest episodes featuring our SWaM Promotional Items companies.

PROCUREMENT SPOTLIGHT

Name: Chad Dalton
Nickname: Chadillac
Years at VT: 10 years

What are your main duties/commodities/: Enter and synchronize vendor related information in both the Banner Finance and HokieMart e-procurement systems. Research and apply vendor organizational and business information, available through the internet and other sources, to create a vendor profile. Provide professional customer service to campus end users as well as vendors when clarification is necessary regarding business profile or purchase order delivery requirements. Process new supplier data requests received through HokieMart. Perform eVA checks daily and monitor the eVA reports.

Favorite Sport to Watch: Basketball, Golf, & Motor racing
Favorite Sport to Play: Basketball, Golf & Motor racing

Favorite Holiday: Christmas
Favorite Food: Tuna Crunch Rolls

Hobbies or what do you do in your spare time: Golf, Video Games (Mostly iRacing), being with Family and Friends. Going to the lake in the summer and riding my Jet-Ski.

Favorite Animal: Bear (My house is decorated with them.)

Favorite Movie: All five Pirates of the Caribbean movies.

Favorite TV show: The Blacklist

What amazing adventure have you had: My family and I took a trip out west several years ago, places like Nevada, Arizona, Colorado, New Mexico, California & Utah. It was my favorite trip that I've taken so far. So many beautiful places to see and visit. National Parks and wildlife. I would go on that trip again.

What are you most thankful for: My family. We are all really close and they're always there for me through the good and the bad.

If you had to pick one word to describe yourself what would it be: Classic

Which three people living or dead would you invite to dinner: Jesus, Coach K, and Ben Franklin

Mountains or Ocean: Ocean
Summer or winter: Summer

Favorite quote or saying: "Be who you are and say what you feel, because those who mind dont matter, and those who matter dont mind."
-Dr Suess

Where are you from and where all have you lived: Christiansburg and Christiansburg



UPCOMING EVENTS

Look Out For...

Important Upcoming Dates...

- Mon., June 7 Last day for Fleet Services vehicles to be returned and charged on FY21 funds (must be turned in by 5:00 pm). Charges will post to department funds approximately June 14.
- Thurs., June 10 Final salary payroll posted for FY21-Pay #11 for the period May 25th-June 9th with a pay date of June 16, 2021.
- Tues., June 15 Wage funding changes less than 90 days entered and approved by departments to ensure processing in FY21.
- Mon., June 21 Last day to submit disbursement documents including invoices, travel reimbursements, and revenue refunds which are to be charged to FY21 funds. Travel Authorizations (TA) created in Chrome River will encumber the budget in FY21 when approved up until June 30. Our intention is to process all of the Chrome River Travel Reimbursements (TR) approved in FY21 as resources allow. This will depend on the volume received at year end by the travel unit. To use FY22 funds for TA's and TR's, FY22 will need to be selected on the header page on the Chrome River report.
- Mon., June 21 Last day to submit departmental journal entry transfers to the Controller's Office.
- Mon., June 21 Last day for Facilities, Software Sales, and Fleet Services to submit automated ISR batch files to the Controller's Office for FY21.
- Mon., June 21 Last day for HokieMart Internal Vendors to process HokieMart ISRs (on FZAISRP to charge FY21 funds. The FZAISRP form will close at 5:00 pm and will not be available again until July 1st. Open purchase orders not processed as of June 21st will roll forward into the new fiscal year on June 30th.
- Mon., June 21 Final wage payroll posted for FY21-Pay #12 for the period June 1st-June 15th with a pay date of July 1, 2021. The Banner Finance screens will reflect wage expenditures on June 22, 2021. Please plan on wage expenditures when submitting final disbursement documents. documents.
- Fri., June 25 Ending of PPE Distribution
- Tues., June 29 Last day to make deposits at Bursar's Office for FY21. Deposits must be made before 3:00 pm.
- Tues., June 29 Approximate last day for Bank of America VISA procurement card (PCard) transactions to be charged to FY21 funds. All PCard transactions that are exported to Banner by 5:00 pm will be charged to FY21 funds.

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Instagram: [@VT_Procurement](#)

Have Suggestions?

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

[Give us your feedback](#)

