

THE CART

What's happening in Procurement at Virginia Tech

October 2023

IT Procurement (ITPALS) Team Has Transitioned To VT Procurement

After a thorough assessment of its software procurement process as part of the IT Transformation program, Virginia Tech has implemented changes that will streamline software procurement activities, expedite acquisitions, and enhance the customer experience.

As of Oct. 1, the procurement and contract management functions of Information Technology Procurement and Licensing Solutions (ITPALS) has realigned within Virginia Tech Procurement (VT Procurement) in the Division of Finance.

Under the new operating model, the process for technology-related purchases will be directly aligned with current purchasing processes used for acquisition of all other goods and services at the university (initiated by requisition and advanced through HokieMart).

This unified approach will enable a “one-stop” procurement experience for university departments, with enhanced transparency, improved communication, and a more consistent customer experience while maintaining technical reviews to ensure the safety of university data.

The student and university software sales and licensing functions of ITPALS (otherwise known as the Software Service Center) will remain within the Division of IT.

The “Low Risk/Low-Cost” IT software acquisition process launched last September will remain unchanged for all qualifying purchases under \$10,000.

To view previous webinars about this realignment of IT related procurement, click [here](#).

www.procurement.vt.edu

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Commonwealth of Virginia Evaluates Possible Change of University Pcard Service Partner

We want to inform you that the state is currently in the process of evaluating a potential change in our bank partner for Pcard transactions. This decision is being considered to enhance the efficiency and effectiveness of our procurement processes. We understand the importance of this change and are committed to ensuring a seamless transition if it is approved. Rest assured, we will keep you updated and provide all the necessary information and support to ensure a smooth transition, if it becomes necessary. Your cooperation and understanding during this evaluation phase are greatly appreciated.

SWAM Vendor Spotlight: Break the Norm Leadership, LLC

BtNL specializes in transformative leadership solutions and serves educational institutions across the DMV region, including Virginia. What sets them apart is truly impressive:

- **Extensive Coverage:** BtNL extends its services throughout the entire state of Virginia, ensuring convenient access for schools and educational institutions in our area.
- **Diversity and Inclusivity:** With a team comprised of individuals who are 90% persons of color, BtNL exemplifies diversity and inclusivity. They are also proud to be minority-owned and woman-owned, reflecting their commitment to equity and representation.
- **Academic Excellence:** BtNL boasts a team of highly qualified professionals, including Ph.D. university professors from renowned institutions such as The George Washington University, American University, and Georgetown University. Their extensive experience in higher education enables them to work effectively with both administrative bodies and students, providing unique perspectives on the challenges and opportunities within educational institutions.
- **Tailored Solutions:** Recognizing that each educational institution has its own distinct challenges and objectives, BtNL offers highly customizable services.

They tailor their programs to meet the specific needs and goals of their clients.

Break the Norm Leadership is dedicated to empowering educational leaders, teachers, and students with the tools and strategies needed to excel in today's dynamic educational landscape. Their expertise could significantly impact our professional development efforts.

If you are interested in exploring how Break the Norm Leadership can support your teams professional development needs or if you'd like to schedule a consultation, please don't hesitate to reach out to their point of contact, Rachel Saathoff, using the contact details below.

Point of Contact: Rachel Saathoff | 480-459-7725 E: rachel@breakthenormleadership.com | www.breakthenormleadership.com

Let's continue our commitment to advancing educational excellence together.

Hands On Training for HokieMart Requestors Now Being Offered:



We have added dates for 2024 for monthly HokieMart Requestor training! Requestor training is designed for users with purchasing responsibilities for their department. Training covers helpful resources, HokieMart navigation, and how to submit different types of requisitions. Registration is required on PageUp. In person sessions are held in the NEC 2460 computer lab and you do not need to bring a laptop.

- Oct 25th 2023 (In Person)
- Nov 29th 2023 (Zoom)
- Jan 31st, 2024 (In person)
- Feb 28th, 2024 (Zoom)
- Mar 27th, 2024 (In person)
- Apr 24th, 2024 (Zoom)
- May 29th, 2024 (In person)
- Jul 31st, 2024 (Zoom)
- Aug 28th, 2024 (In person)
- Sept 25th, 2024 (Zoom)
- Oct 30th, 2024 (In person)
- Nov 20th, 2024 (Zoom)

Registration Required through [PageUp](#)

UPCOMING EVENTS

ABC's of Procurement Part 2 Sign Up on [PageUp](#)

More dates coming in 2024!



New Dell Account Manager

The University has a new Dell Account Manager - Derek Williamson.

Derek Williamson
Inside Account Manager
Dell Technologies | NA Commercial Sales, East
Derek.Williamson@Dell.com
Office: 512.513.9658

Update On Amazon Punchout Order Limits

As part of our ongoing efforts to enhance efficiency and convenience, we have expanded the purchase limits for Amazon orders.

Now, when placing purchase orders through the Amazon punchout, you can include multiple items that total up to \$10,000. This means you have more flexibility and convenience when placing orders to Amazon.

It's important to note that while the overall purchase order limit has increased, individual line items on a purchase order still cannot exceed a cost of \$2,000. This ensures that purchases remain within manageable thresholds and align with our procurement guidelines.

This change represents a positive step forward in streamlining our procurement processes while maintaining fiscal responsibility.

Departments needing assistance in sourcing individual line items that exceed \$2,000 from another supplier can email procurement@vt.edu.

PROCUREMENT SPOTLIGHT

Name: Emma Ruby

Years at VT: 3 years

What are your main duties/commodities: As a new buyer on the IT team, I help facilitate the necessary approvals for IT purchases and negotiate with vendors to get the best deal for the University!

Favorite Sport/s to Watch:

Hockey & Football

Favorite Sport/s to Play: Soccer

Favorite Team: Hokies!

Favorite Holiday: Halloween

Favorite Food: Street Tacos

Favorite item Starbucks: A dry oat milk cappuccino

Hobbies or what do you do in your spare time: I like running, hiking, and reading.

Current Pet/s: One big, fat cat named Mosey

Animal I would like to have one day: We're planning on getting a dog when we finish grad school!

Favorite Movie: Stand By Me

Favorite Book: Little Women

Favorite TV Show: Gilmore Girls

Talents you are proud of: I'm a good host! Love to plan a meal for friends, surprise parties, etc.

What accomplishments are you most proud of: Working full time and being in graduate school has been difficult, but very rewarding!

What Are You Most Thankful For: The great community of folks in my life & good health!
If You Could Pick One Word To Describe Yourself, What Would It Be: Curious

Who is your favorite celebrity: Taylor Swift, shameless Swiftie here

What is your idea of a perfect vacation: Quiet beach town with a city nearby.

Mountains or Ocean: Ocean
Summer or winter: Summer
City or Country: Country

Favorite Quote or saying: "Authenticity is a collection of choices that we have to make every day." -Brene Brown

What is your favorite phone app: I use my notes app excessively :)

Where are you from and where have you lived: Originally from Front Royal, VA. Came down to Blacksburg for school in 2016 and left in 2020 for a job with AmeriCorps in Harrisonburg, VA. I came back to the New River Valley in 2021 for graduate school and have lived in Christiansburg since.



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Have Suggestions?

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

[Give us your feedback](#)