

**Procurement**

300 Turner Street NW  
North End Center, Ste 2100  
Blacksburg, Virginia 24061  
P: (540) 231-6221 F: (540) 231-9628  
[www.procurement.vt.edu](http://www.procurement.vt.edu)

**MEMORANDUM**

7/24/2023

TO: James Rhoades

FROM: Chad Dalton

SUBJECT: Virginia Tech Contract #TS-056-04.  
Renewal Dates: 1/1/24 through 12/31/24.  
Number of Renewals Remaining: 99.

The contract with American Institute of Physics for American Institute of Physics Journal Package expires 12/31/23. Since the contract contains a provision for renewal, please complete the following and return it to me at [daltonc@vt.edu](mailto:daltonc@vt.edu) by 8/15/23.

- |   | Yes                                 | No                       |
|---|-------------------------------------|--------------------------|
| 1. Do you recommend renewal of this contract?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the quality of the merchandise or service been satisfactory?                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Have deliveries been made on time?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. If the contract requires service by the vendor, has the service been satisfactory? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of the above is "NO", please explain.

\_\_\_\_\_

\_\_\_\_\_

5. Estimated annual Expenditure/Revenue against this contract for if known:

a. Current Period: 1/1/23 – 12/31/23 \$ 0.00 to date.

b. Renewal Period: 1/1/24 – 12/31/24 \$ \_\_\_\_\_.

6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:
- \_\_\_\_\_
- \_\_\_\_\_

Contract Administrator Name: James Rhoades

Submitted by: JAMES RHQADES

Name

AD CONT & ELECTRONIC RES

Title

UNIVERSITY LIB

Department

7/24/23

Date

**Procurement**

300 Turner Street NW  
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 Blacksburg, Virginia 24061  
 P: (540) 231-6221 F: (540) 231-9628  
[www.procurement.vt.edu](http://www.procurement.vt.edu)

**64MEMORANDUM**

**TO:** James Rhoades  
**FROM:** Paige Quesenberry  
**DATE:** July 22, 2022  
**SUBJECT:** Virginia Tech Contract: TS-056-04  
 Option for Renewal Number: 19

The contract with American Institute of Physics for Journal Package expires December 31, 2022. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) as soon as possible.

- |   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
|---|---|-----------------------------|
| 1. Do you recommend renewal of this contract?   | <input checked="" type="checkbox"/>     | <input type="checkbox"/>    |
| 2. Has the quality of the merchandise or service been satisfactory?                   | <input checked="" type="checkbox"/>     | <input type="checkbox"/>    |
| 3. Have deliveries been made on time?   | <input checked="" type="checkbox"/>     | <input type="checkbox"/>    |
| 4. If the contract requires service by the vendor, has the service been satisfactory? | <input checked="" type="checkbox"/>     | <input type="checkbox"/>    |

If the answer to any of the above is "NO", please explain.

\_\_\_\_\_  
 \_\_\_\_\_

5. Estimated annual Expenditure/Revenue against this contract for if known:

a. Current Period	January 1, 2021 – December 31, 2022	\$ 64,053 to date	31.
b. Renewal Period	January 1, 2022 – December 31, 2023	\$ 65,974	

6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:

Contract Administrator Name: James Rhoades

Submitted by: James Rhoades University Libraries

Name

Department

Title

Date

PQ/

Assistant Director of  
Continuing & Electronic  
Resources

7/28/22

**Procurement**

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P: (540) 231-6221 F: (540) 231-9628  
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**MEMORANDUM**

**TO:** Ladd Brown  
**FROM:** Roger Gupta  
**DATE:** July 2, 2021  
**SUBJECT:** Virginia Tech Contract: TS-056-04  
Option for Renewal Number: 18

The contract with American Institute of Physics for Journal Package expires December 31, 2021. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) August 2, 2021.

1. Do you recommend renewal of this contract?
2. Has the quality of the merchandise or service been satisfactory?
3. Have deliveries been made on time?
4. If the contract requires service by the vendor, has the service been satisfactory?

Yes ☒ No ☐

☒ ☐  
☒ ☐  
☒ ☐  
☒ ☐

If the answer to any of the above is "NO", please explain.

5. Estimated annual Expenditure/Revenue against this contract for if known:

a. Current Period January 1, 2021 – December 31, 2021

\$ 57,119 to date

71%

b. Renewal Period January 1, 2022 – December 31, 2022

\$ 54,717

6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:

I HAVE READ AND UNDERSTAND

Contract Administrator Name: Ladd Brown

Submitted by:

LADD BROWN

Name

AD. OF ACR.

Title

VINNY LADD

Department

7/19/21

Date

RG/tjdj



**Procurement**  
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**MEMORANDUM**

**TO:** Ladd Brown  
**FROM:** Roger Gupta  
**DATE:** July 2, 2020  
**SUBJECT:** Virginia Tech Contract: TS-056-04  
Option for Renewal Number: 17

The contract with American Institute of Physics for Journal Package expires December 31, 2020. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) August 2, 2020.

- |   | Yes                                 | No                       |
|---|-------------------------------------|--------------------------|
| 1. Do you recommend renewal of this contract?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the quality of the merchandise or service been satisfactory?                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Have deliveries been made on time?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. If the contract requires service by the vendor, has the service been satisfactory? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of the above is "NO", please explain.

\_\_\_\_\_

\_\_\_\_\_

5. Estimated annual Expenditure/Revenue against this contract for if known:

a. Current Period January 1, 2020 – December 31, 2020 \$ 5,277.72 to date

b. Renewal Period January 1, 2021 – December 31, 2021

\$ 52,119 79%

6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:
- \_\_\_\_\_

Contract Administrator Name: Ladd Brown

Submitted by:

LADD BROWN  
Name

UNIV. LIAISON  
Department

HD. OF ACQ.  
Title

7/7/20  
Date

RG/tbj

I HAVE READ AND UNDERSTAND P.2





Procurement  
300 Turner Street NW  
North End Center, Ste 2100  
Blacksburg, Virginia 24061  
P: (540) 231-6221 F: (540) 231-9628  
[www.procurement.vt.edu](http://www.procurement.vt.edu)

# MEMORANDUM

TO: Ladd Brown  
FROM: Roger Gupta *RG*  
DATE: July 8, 2019  
SUBJECT: Virginia Tech Contract: TS-056-04  
Option for Renewal Number: 16

The contract with American Institute of Physics for Journal Package expires December 31, 2019. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) August 8, 2019.

- |   | Yes                                 | No                       |
|---|-------------------------------------|--------------------------|
| 1. Do you recommend renewal of this contract?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the quality of the merchandise or service been satisfactory?                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Have deliveries been made on time?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. If the contract requires service by the vendor, has the service been satisfactory? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of the above is "NO", please explain.

5. Estimated annual Expenditure/Revenue against this contract for if known:

a. Current Period January 1, 2019 – December 31, 2019

\$ 49,876 to date

b. Renewal Period January 1, 2020 – December 31, 2020

\$ 51,772

*796*

6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:

Contract Administrator Name: Ladd Brown

Submitted by:

*LADD BROWN*  
Name

*UNW LIPK*  
Department

*HD. OF A.R.*  
Title

*7 JULY 19*  
Date

RG/tdj

**Contract Administrator Responsibilities**  
**Notify Procurement Department if Contract Administrator Changes**

Contract Administrator	<u>Ladd Brown</u>	<u>TS-056-04</u>
	Print Name	Contract Number
		<u>July 8, 2019</u>
		Date

**MUST BE SIGNED AND RETURNED TO PROCUREMENT**

This note is being sent to outline the *Do's and Don'ts* of contract administration. You have been named as the Contract Administrator in the attached contract(s). Contract administration involves ongoing activities that should be performed after a contract has been awarded to ensure that the Contractor and Virginia Tech are meeting the requirements of the contract.

The Contract Administrator, or their designee, is responsible for ensuring that all contract provisions are being followed. The Administrator assures quality, documents nonperformance if any, facilitates problem resolution, and coordinates actions with Procurement Department (contract renewals, contract amendments, and contract terminations) and legal staff when necessary. This includes:


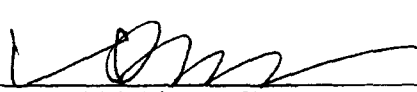
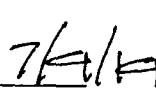
- Monitoring the contractor's performance and interfacing with the contractor's representatives
- Formally meeting on a periodic basis with the contractor to review performance
- Verifying that invoices are consistent with contract terms, as applicable
- Maintaining appropriate records, including documentation of any non-conformance or other issues that may have occurred with the contractor and resolution as a result thereof, including any significant events during the contract term
- Contacting Procurement Department for any issues, complaints, or disputes that cannot be resolved at the department level
- Serve as point of contact for departments across campus that may utilize the contract or have issues with the contractor (if applicable)
- Working with Procurement Department to determine if contract should be renewed (if applicable)
- Avoiding conflicts of interest and maintaining appropriate standards of conduct
- Spot checking and coordinating with other university units who are users of the contract (if applicable)
- Documenting receipt of revenue and rebates (if applicable)
- Contacting Procurement for any contract contact information changes, with either VT or Contractor.

Some of these duties may be delegated to others in your organization or campus users. If this contract is being used campus wide, the expectation is that only invoices processing directly through your department are checked for accuracy. You need to be knowledgeable of the delegated process such as who is doing what and do they have the information necessary to accomplish their responsibilities.

All contracts require that any change to the terms of the contract be made in writing and be accepted by both the contractor and Virginia Tech before the change is binding. Contract Administrators *are not* empowered to make changes to the terms of the contract. For example, you are not authorized to change the price or add additional services. If there is a need to add or delete services, changes should be communicated to the Procurement Officer, who will prepare a written contract modification. The same applies for renewing contracts for additional time periods.

Thank you for your efforts to ensure this contract meets the needs of the Virginia Tech. If you have any questions, contact the Procurement Officer assigned to this contract.

Thank you,

 _____ Roger Gupta, GPPB, GPRQ, VGO 1-4177	 _____ Contract Administrator Signature	 _____ Date
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Procurement  
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North End Center, Ste 2100  
Blacksburg, Virginia 24061  
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[www.procurement.vt.edu](http://www.procurement.vt.edu)

MEMORANDUM

TO: Ladd Brown  
FROM: Roger Gupta *RG*  
DATE: September 4, 2018  
SUBJECT: Virginia Tech Contract: TS-056-04  
Option for Renewal Number: 15

The contract with American Institute of Physics for Journal Package expires December 31, 2018. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) September 11, 2018.

- |   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
|---|---|-----------------------------|
| 1. Do you recommend renewal of this contract?   | <input checked="" type="checkbox"/>     | <input type="checkbox"/>    |
| 2. Has the quality of the merchandise or service been satisfactory?                   | <input checked="" type="checkbox"/>     | <input type="checkbox"/>    |
| 3. Have deliveries been made on time?   | <input checked="" type="checkbox"/>     | <input type="checkbox"/>    |
| 4. If the contract requires service by the vendor, has the service been satisfactory? | <input checked="" type="checkbox"/>     | <input type="checkbox"/>    |

If the answer to any of the above is "NO", please explain.

5. Estimated annual Expenditure/Revenue against this contract for if known:

a. Current Period January 1, 2018 – December 31, 2018

\$ 49,876 to date

b. Renewal Period January 1, 2019 – December 31, 2019

\$ 51,272 (70%)

6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:

Contract Administrator Name: Ladd Brown

Submitted by:

LADD BROWN  
Name

UNIV LADD  
Department

HD OF AG  
Title

7 SEPT 18  
Date

RG/ss

Auto Renewal



Procurement Department (MC 0333)  
North End Center, Suite 2100, Virginia Tech  
300 Turner Street NW  
Blacksburg, Virginia 24061  
540/231-6221 Fax: 540/231-9628  
www.procurement.vt.edu

MEMORANDUM

July 26, 2017

TO: Ladd Brown

FROM: Roger Gupta *RG*

SUBJECT: Virginia Tech Contract #TS-056-04

The contract with American Institute of Physics for American Institute of Physics Journal Package expires December 31, 2017. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) by August 2, 2017.

- |   | Yes                                 | No                       |
|---|-------------------------------------|--------------------------|
| 1. Do you recommend renewal of this contract?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the quality of the merchandise or service been satisfactory?                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Have deliveries been made on time?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. If the contract requires service by the vendor, has the service been satisfactory? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of the above is "NO", please explain.

5. Estimated annual Expenditure/Revenue against this contract for if known:

a. Current Period	January 1, 2017 – December 31, 2017	\$ <u>48,427.00</u>
b. Renewal Period	January 1, 2018 – December 31, 2018	\$ <u>44,876.00</u>

(27%)

6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:

Contract Administrator Name: \_\_\_\_\_

Submitted by:

L. BROWN  
Name  
HD. OF ACQ.  
Title

UNIV LIBS  
Department  
26 JULY 17  
Date

RG/ss  
c: F.M. Pro

Invent the Future



**Contract Administrator Responsibilities**  
**Notify Procurement Department if Contract Administrator Changes**

Contract Administrator Ladd Brown TS-056-04  
Print Name Contract Number

**MUST BE SIGNED AND RETURNED TO PROCUREMENT**

This note is being sent to outline the *Do's and Don'ts* of contract administration. You have been named as the Contract Administrator in the attached contract(s). Contract administration involves ongoing activities that should be performed after a contract has been awarded to ensure that the Contractor and Virginia Tech are meeting the requirements of the contract.

The Contract Administrator is responsible for ensuring that all contract provisions are being followed. The Administrator assures quality, documents nonperformance if any, facilitates problem resolution, and coordinates actions with Procurement Department (contract renewals, contract amendments, and contract terminations) and legal staff when necessary. This includes:

- Monitoring the contractor's performance and interfacing with the contractor's representatives
- Formally meeting on a periodic basis with the contractor to review performance
- Verifying that invoices are consistent with contract terms
- Maintaining appropriate records, including documentation of any non-conformance or other issues that may have occurred with the contractor and resolution as a result thereof, including any significant events during the contract term
- Contacting Procurement Department for any issues, complaints, or disputes that cannot be resolved at the department level
- Working with Procurement Department to determine if contract should be renewed (if applicable)
- Avoiding conflicts of interest and maintaining appropriate standards of conduct
- Coordinating with other university units who are users of the contract
- Documenting receipt of revenue and rebates (if applicable)
- Contacting Procurement for any contract contact information changes, with either VT or Contractor.

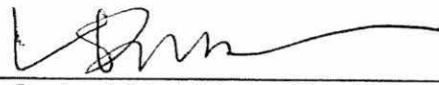
Some of these duties may be delegated to others in your organization. For example, inspection of contractor invoices may take place in your business office. You need to be knowledgeable of the delegated process such as who is doing what and do they have the information necessary to accomplish their responsibilities.

All contracts require that any change to the terms of the contract be made in writing and be accepted by both the contractor and Virginia Tech before the change is binding. Contract Administrators *are not* empowered to make changes to the terms of the contract. For example, you are not authorized to change the price or add additional services. If there is a need to add or delete services, changes should be communicated to the Procurement Officer, who will prepare a written contract modification. The same applies for renewing contracts for additional time periods.

Thank you for your efforts to ensure this contract meets the needs of the Virginia Tech. If you have any questions, contact the Procurement Officer assigned to this contract.

Thank you,

  
Roger Gupta, CPPB, CUPO, VCO 1-4177

  
Contract Administrator Signature

01/01/2016

Renew another Year. Auto Renewal 7.28.16



VirginiaTech

Procurement Department (MC 0333)  
North End Center, Suite 2100, Virginia Tech  
300 Turner Street NW  
Blacksburg, Virginia 24061  
540/231-6221 Fax: 540/231-9628  
www.procurement.vt.edu

MEMORANDUM

July 19, 2016

TO: Ladd Brown  
FROM: Roger Gupta *[Signature]*  
SUBJECT: Virginia Tech Contract #TS-056-04

The contract with American Institute of Physics for American Institute of Physics Journal Package expires December 31, 2016. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) by July 31, 2016.

- |   | Yes                                 | No                       |
|---|-------------------------------------|--------------------------|
| 1. Do you recommend renewal of this contract?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the quality of the merchandise or service been satisfactory?                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Have deliveries been made on time?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. If the contract requires service by the vendor, has the service been satisfactory? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of the above is "NO", please explain.

5. Estimated annual Expenditure/Revenue against this contract for if known:

a. Current Period	January 1, 2016 – December 31, 2016	\$ <u>57,427</u>
b. Renewal Period	January 1, 2017 – December 31, 2017	\$ <u>57,000</u>

6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:

Contract Administrator Name: \_\_\_\_\_

Submitted by:

LADD BROWN  
Name

UNIV. PURCH.  
Department

HD. OF ACQ.  
Title

25 JULY 16  
Date


RG/kjb  
c: F.M. Pro

**Invent the Future**

MEMORANDUM

July 30, 2015

TO: Ladd Brown

FROM: Roger Gupta 

SUBJECT: Virginia Tech Contract #TS-056-04  
 Option for Renewal Number 12 through December 31, 2016

The contract with American Institute of Physics for American Institute of Physics Journal Package expires December 31, 2015. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) by August 30, 2015.

- |   | Yes                                 | No                       |
|---|-------------------------------------|--------------------------|
| 1. Do you recommend renewal of this contract?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the quality of the merchandise or service been satisfactory?                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Have deliveries been made on time?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. If the contract requires service by the vendor, has the service been satisfactory? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of the above is "NO", please explain.

5. Estimated annual Expenditure/Revenue against this contract for:

a. Current Period January 1, 2015 - December 31, 2015

\$

b. Renewal Period

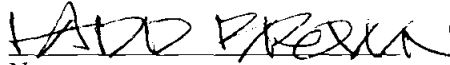
January 1, 2016 - December 31, 2016

\$

6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:

Contract Administrator Name: Ladd Brown

Submitted by:

  
 Name

UNIV LIBS DATA  
 Department

CHD OF ACC.  
 Title

11 AUG 15  
 Date

RG/tdj

c: F.M. Pro

**Invent the Future**

**Contract Administrator Responsibilities**  
**MUST BE SIGNED AND RETURNED TO PROCUREMENT**  
**Notify Procurement Department if Contract Administrator Changes**

Contract Administrator

LADD PIERSON

Print Name

**MUST BE SIGNED AND RETURNED TO PROCUREMENT**

This note is being sent to outline the *Do's and Don'ts* of contract administration. You have been named as the Contract Administrator in the attached contract(s). Contract administration involves ongoing activities that should be performed after a contract has been awarded to ensure that the Contractor and Virginia Tech are meeting the requirements of the contract.

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- Verifying that invoices are consistent with contract terms
- Maintaining appropriate records, including documentation of any non-conformance or other issues that may have occurred with the contractor and resolution as a result thereof, including any significant events during the contract term
- Contacting Procurement Department for any issues, complaints, or disputes that cannot be resolved at the department level
- Working with Procurement Department to determine if contract should be renewed (if applicable)
- Avoiding conflicts of interest and maintaining appropriate standards of conduct
- Coordinating with other university units who are users of the contract
- Documenting receipt of revenue and rebates (if applicable)
- Contacting Procurement for any contract contact information changes, with either VT or Contractor.

Some of these duties may be delegated to others in your organization. For example, inspection of contractor invoices may take place in your business office. You need to be knowledgeable of the delegated process such as who is doing what and do they have the information necessary to accomplish their responsibilities.

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Thank you for your efforts to ensure this contract meets the needs of the Virginia Tech. If you have any questions, contact the Procurement Officer assigned to this contract.

Thank you,

  
Roger Gupta, CPPB, CUPO, VCO

1-4177

  
Contract Administrator Signature

July 1, 2015



Renew another year. Auto Renewal 7-29-14



VirginiaTech

Procurement Department (MC 0333)  
North End Center, Suite 2100, Virginia Tech  
300 Turner Street NW  
Blacksburg, Virginia 24061  
540/231-6221 Fax: 540/231-9628  
www.procurement.vt.edu

MEMORANDUM

July 18, 2014

TO: Ladd Brown  
FROM: Roger Gupta *RG*  
SUBJECT: Virginia Tech Contract #TS-056-04  
Option for Renewal Number 11 through December 31, 2015

The contract with American Institute of Physics for American Institute of Physics Journal Package expires December 31, 2014. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) by August 6, 2014.

1. Do you recommend renewal of this contract?

Yes ☒ No ☐

2. Has the quality of the merchandise or service been satisfactory?

☒ ☐

3. Have deliveries been made on time?

☒ ☐

4. If the contract requires service by the vendor, has the service been satisfactory?

☒ ☐

If the answer to any of the above is "NO", please explain.

5. Estimated annual expenditure against this contract for:

a. Current Period January 1, 2014 – December 31, 2014 \$ 94,631.00

b. Renewal Period January 1, 2015 – December 31, 2015 \$ 40,000.00

INC.  
\$54 K IN  
ONE TIME  
ARCHIVAL  
PKGS

6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:

Contract Administrator Name: \_\_\_\_\_

Submitted by:

LADD BROWN

Name

UNIV LIBS

Department

HEAD OF ACQ

Title

20 JULY 14

Date

RG/jv

c: F.M. Pro

*Invent the Future*

Renew Another year. Auto Renewal 7-23-13



VirginiaTech

Procurement Department (MC 0333)  
North End Center, Suite 2100, Virginia Tech  
300 Turner Street NW  
Blacksburg, Virginia 24061  
540/231-6221 Fax: 540/231-9628  
www.procurement.vt.edu

MEMORANDUM

July 10, 2013

TO: Ladd Brown  
FROM: Roger Gupta  
SUBJECT: Virginia Tech Contract #TS-056-04  
Option for Renewal Number 10 through December 31, 2014

The contract with American Institute of Physics for American Institute of Physics Journal Package expires December 31, 2013. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) by July 31, 2013.

- |   | Yes                                 | No                       |
|---|-------------------------------------|--------------------------|
| 1. Do you recommend renewal of this contract?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the quality of the merchandise or service been satisfactory?                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Have deliveries been made on time?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. If the contract requires service by the vendor, has the service been satisfactory? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of the above is "NO", please explain.

5. Estimated annual expenditure against this contract for:

a. Current Period	January 1, 2013 – December 31, 2013	\$ 210,500
b. Renewal Period	January 1, 2014 – December 31, 2014	\$ 28,000

6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:

Contract Administrator Name:

Submitted by:

LADD BROWN  
Name

UNIV HRS  
Department

HEAD OF AIG  
Title

17 JULY 13  
Date

RG/jv

c: F.M. Pro


Invent the Future



## MEMORANDUM

July 11, 2012

TO: Ladd Brown

FROM: Roger Gupta 

SUBJECT: Virginia Tech Contract #TS-056-04  
Option for Renewal Number 9 through December 31, 2013

The contract with American Institute of Physics for American Institute of Physics Journal Package expires December 31, 2012. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) by July 31, 2012.

- |   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
|---|---|-----------------------------|
| 1. Do you recommend renewal of this contract?   | <input checked="" type="checkbox"/>     | <input type="checkbox"/>    |
| 2. Has the quality of the merchandise or service been satisfactory?                   | <input checked="" type="checkbox"/>     | <input type="checkbox"/>    |
| 3. Have deliveries been made on time?   | <input checked="" type="checkbox"/>     | <input type="checkbox"/>    |
| 4. If the contract requires service by the vendor, has the service been satisfactory? | <input checked="" type="checkbox"/>     | <input type="checkbox"/>    |

If the answer to any of the above is "NO", please explain.

5. Estimated annual expenditure against this contract for:

a. Current Period	January 1, 2012 – December 31, 2012	\$ <u>32,200</u>
b. Renewal Period	January 1, 2013 – December 31, 2013	\$ <u>34,000</u>

6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:

Contract Administrator Name: Ladd Brown

Submitted by:

Name

Department

Title

Date

RG/jv

c: F.M. Pro

**Invent the Future**



## MEMORANDUM

July 11, 2011

TO: Ladd Brown

FROM: Roger Gupta 

SUBJECT: Virginia Tech Contract #TS-056-04  
Option for Renewal Number 8 through December 31, 2012

The contract with American Institute of Physics for American Institute of Physics Journal Package expires December 31, 2011. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) by August 1, 2011.

- |   | Yes                                 | No                       |
|---|-------------------------------------|--------------------------|
| 1. Do you recommend renewal of this contract?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the quality of the merchandise or service been satisfactory?                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Have deliveries been made on time?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. If the contract requires service by the vendor, has the service been satisfactory? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of the above is "NO", please explain.

\_\_\_\_\_  
\_\_\_\_\_

5. Estimated annual expenditure against this contract for:

a. Current Period January 1, 2011 – December 31, 2011 \$ 27,137

b. Renewal Period January 1, 2012 – December 31, 2012 \$ 27,500

6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:

\_\_\_\_\_

Submitted by:

  
Name

UNIV. LIBS.  
Department

HD. OF ACQ.  
Title

10 JULY 11  
Date

RG/jv

c: F.M. Pro

**Invent the Future**






## MEMORANDUM

July 14, 2010

TO: Ladd Brown

FROM: Roger Gupta 

SUBJECT: Virginia Tech Contract #TS-056-04  
 Option for Renewal Number 7 through December 31, 2011

The contract with American Institute of Physics for American Institute of Physics Journal Package expires December 31, 2010. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) by August 6, 2010.

1. Do you recommend renewal of this contract?
2. Has the quality of the merchandise or service been satisfactory?
3. Have deliveries been made on time?
4. If the contract requires service by the vendor, has the service been satisfactory?

Yes No

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If the answer to any of the above is "NO", please explain.

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5. Estimated annual expenditure against this contract for:


a. Current Period January 1, 2010 – December 31, 2010 \$ 26,800

b. Renewal Period January 1, 2011 – December 31, 2011 \$ 27,000

6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:

---

Submitted by:

  
 Name  
 Dir. of Acq.  
 Title

Univ. Libs.  
 Department  
27 July 10  
 Date

RG/jv  
 c: F.M. Pro

*Invent the Future*

**Purchasing Department**

270 Southgate Center (0333)

Blacksburg, Virginia 24061

540/231-6221 Fax: 540/231-9628

[www.purch.vt.edu](http://www.purch.vt.edu)

## MEMORANDUM

July 14, 2009

TO: Ladd Brown

FROM: Roger Gupta *RG*SUBJECT: Virginia Tech Contract #TS-056-04  
Option for Renewal Number 6 through December 31, 2010

The contract with American Institute of Physics for American Institute of Physics Journal Package expires December 31, 2009. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) by August 3, 2009.

- |   | Yes                                 | No                       |
|---|-------------------------------------|--------------------------|
| 1. Do you recommend renewal of this contract?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the quality of the merchandise or service been satisfactory?                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Have deliveries been made on time?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. If the contract requires service by the vendor, has the service been satisfactory? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of the above is "NO", please explain.

\_\_\_\_\_

\_\_\_\_\_

5. Estimated annual expenditure against this contract for:

a. Current Period	January 1, 2009 – December 31, 2009	\$ <u>25,950</u>
b. Renewal Period	January 1, 2010 – December 31, 2010	\$ <u>26,000</u>

6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:

Submitted by:

Name

*LADD BROWN*  
*AD. OF ACX.*

Title

Department

*UNIV. LIBS.*  
*22 JULY 09*

Date

RG/jv

c: F.M. Pro

**Invent the Future**



## Purchasing Department

270 Southgate Center (0333)  
Blacksburg, Virginia 24061  
540/231-6221 Fax: 540/231-9628  
[www.purch.vt.edu](http://www.purch.vt.edu)

### MEMORANDUM

September 15, 2008

TO: Ladd Brown

FROM: Roger Gupta *RG*

SUBJECT: Virginia Tech Contract #TS-056-04  
Option for Renewal Number 5 through December 31, 2009

The contract with American Institute of Physics for American Institute of Physics Journal Package expires December 31, 2008. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) by September 24, 2008.

- |   | Yes                                 | No                       |
|---|-------------------------------------|--------------------------|
| 1. Do you recommend renewal of this contract?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the quality of the merchandise or service been satisfactory?                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Have deliveries been made on time?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. If the contract requires service by the vendor, has the service been satisfactory? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of the above is "NO", please explain.

\_\_\_\_\_  
\_\_\_\_\_

5. Estimated annual expenditure against this contract for:

a. Current Period	January 1, 2008 – December 31, 2008	\$ <u>24,360<sup>00</sup></u>
b. Renewal Period	January 1, 2009 – December 31, 2009	\$ <u>25,000<sup>00</sup></u>

6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:

\_\_\_\_\_  
\_\_\_\_\_

Submitted by:

*Ladd Brown*  
\_\_\_\_\_  
Name  
*Head of Adm*  
\_\_\_\_\_  
Title

*Univ. Libs.*  
\_\_\_\_\_  
Department  
*9/23/08*  
\_\_\_\_\_  
Date

RG/jv

c: F.M. Pro

**Invent the Future**

MEMORANDUM

August 9, 2007

TO: Ladd Brown

FROM: Roger Gupta 

SUBJECT: Virginia Tech Contract #TS-056-04  
 Option for Renewal Number 4 through December 31, 2008

The contract with American Institute of Physics for American Institute of Physics Journal Package expires December 31, 2007. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) by August 24, 2007.

- |   | Yes                                 | No                       |
|---|-------------------------------------|--------------------------|
| 1. Do you recommend renewal of this contract?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the quality of the merchandise or service been satisfactory?                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Have deliveries been made on time?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. If the contract requires service by the vendor, has the service been satisfactory? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of the above is "NO", please explain.

\_\_\_\_\_  
 \_\_\_\_\_

5. Estimated annual expenditure against this contract for:

a. Current Period	January 1, 2007 – December 31, 2007	\$ <u>22,258.00</u>
b. Renewal Period	January 1, 2008 – December 31, 2008	\$ <u>22,258.00</u>

6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:

\_\_\_\_\_

Submitted by:

Ladd Brown  
 Name  
Ad. of Acq.  
 Title

Univ. Libs.  
 Department  
16 Aug '07  
 Date

RG/jv

c: F.M. Pro

**Invent the Future**





VIRGINIA POLYTECHNIC INSTITUTE  
AND STATE UNIVERSITY

Purchasing Department (0333)

270 Southgate Center, Blacksburg, VA 24061  
(540) 231-6221 Fax (540) 231-9628

MEMORANDUM

October 23, 2006

TO: Ladd Brown

FROM: Roger Gupta *RG*

SUBJECT: Virginia Tech Contract #TS-056-04 ✓  
Option for Renewal Number 3 through December 31, 2007

The contract with American Institute of Physics for American Institute of Physics Journal Package expires December 31, 2006. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) by November 1, 2006.

- |   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
|---|---|-----------------------------|
| 1. Do you recommend renewal of this contract?   | <input checked="" type="checkbox"/>     | <input type="checkbox"/>    |
| 2. Has the quality of the merchandise or service been satisfactory?                   | <input checked="" type="checkbox"/>     | <input type="checkbox"/>    |
| 3. Have deliveries been made on time?   | <input checked="" type="checkbox"/>     | <input type="checkbox"/>    |
| 4. If the contract requires service by the vendor, has the service been satisfactory? | <input checked="" type="checkbox"/>     | <input type="checkbox"/>    |

If the answer to any of the above is "NO", please explain.

\_\_\_\_\_  
\_\_\_\_\_

5. Estimated annual expenditure against this contract for:
- |                   |                                     |                  |
|-------------------|-------------------------------------|------------------|
| a. Current Period | January 1, 2006 – December 31, 2006 | \$ <u>20,250</u> |
| b. Renewal Period | January 1, 2007 – December 31, 2007 | \$ <u>25,000</u> |
6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:

\_\_\_\_\_

Submitted by:

*Ladd Brown*  
\_\_\_\_\_  
Name  
*Head of ACG*  
\_\_\_\_\_  
Title

*Univ. Libr.*  
\_\_\_\_\_  
Department  
*14 Nov 06*  
\_\_\_\_\_  
Date

RG/jv

c: F.M. Pro



VIRGINIA POLYTECHNIC INSTITUTE  
AND STATE UNIVERSITY

Purchasing Department (0333)

270 Southgate Center, Blacksburg, VA 24061  
(540) 231-6221 Fax (540) 231-9628

MEMORANDUM

August 30, 2005

TO: Ladd Brown  
FROM: Pam Conner  
SUBJECT: Virginia Tech Contract # TS-056-04  
Option for Renewal Number 2 through December 31, 2006

The contract with American Institute of Physics for American Institute of Physics Journal Package expires December 31, 2005. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) by September 16, 2005.

- |   | Yes                                 | No                       |
|---|-------------------------------------|--------------------------|
| 1. Do you recommend renewal of this contract?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the quality of the merchandise or service been satisfactory?                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Have deliveries been made on time?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. If the contract requires service by the vendor, has the service been satisfactory? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of the above is "NO", please explain.

\_\_\_\_\_  
\_\_\_\_\_

5. Estimated annual expenditure against this contract for:
- |                   |                                     |           |
|-------------------|-------------------------------------|-----------|
| a. Current Period | January 1, 2005 – December 31, 2005 | \$ 16,100 |
| b. Renewal Period | January 1, 2006 – December 31, 2006 | \$ 16,100 |
6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:

\_\_\_\_\_

Submitted by:

Name

HD. OF ACU.

Title

Department

UNIV. LIBS.

Date

PRC/kbl

c: F.M. Pro




VIRGINIA POLYTECHNIC INSTITUTE  
AND STATE UNIVERSITY

Purchasing Department (0333)

270 Southgate Center, Blacksburg, VA 24061  
(540) 231-6221 Fax (540) 231-9628

October 6, 2004

MEMORANDUM

TO: Ladd Brown  
FROM: Pam Conner   
SUBJECT: Virginia Tech Contract #TS-056-04  
Option for Renewal Number 1 through December 31, 2005

The contract with American Institute of Physics for American Institute of Physics Journal Package expires December 31, 2004. Since the contract contains a provision for renewal, please complete the following and return it to me (mail code 0333) by October 20, 2004.

- |   | Yes                                 | No                       |
|---|-------------------------------------|--------------------------|
| 1. Do you recommend renewal of this contract?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the quality of the merchandise or service been satisfactory?                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Have deliveries been made on time?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. If the contract requires service by the vendor, has the service been satisfactory? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of the above is "NO", please explain.

5. Estimated annual expenditure against this contract for:

a. Current Period	January 1, 2004 – December 31, 2004	\$ <u>46,252</u>
b. Renewal Period	January 1, 2005 – December 31, 2005	\$ <u>46,180</u>

6. List below any items or services currently being purchased, in this general category, which you feel should be added to or deleted from the referenced contract. Include a description and an estimated annual purchase quantity for each item or service:

Submitted by:

Name

Title

Department

Date

PRC/cw

c: F.M. Pro

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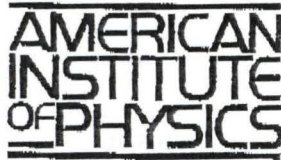
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DATE 4-9-97 BY [Signature]

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Signature: Leslie C. O'Brien

Title: Head, Technical Services

Date: March 27, 1997

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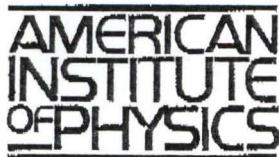
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The AIP Online Journal Service has enabled IP-address-based access control for institutional subscribers. Each computer that accesses the Internet is assigned an IP address, commonly represented as four number groups separated by dots (e.g., [REDACTED]). All computers on a local area network, or subnet, may have the first two or three number groups in common. Access to AIP journal(s) from your institution will be authorized based on the IP addresses and/or ranges you provide. (It is recommended that you consult with your network administrator to determine your IP addresses, subnets, and other critical information about your institution's network configuration.)

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All information provided regarding your IP addresses will be verified by AIP, and your network contact (which must be provided below) will be contacted if additional clarification is necessary.

Please type your IP addresses/ranges in the following formats (please contact the OJS Customer Support Group if you require assistance):

Class B Network: Enter the first two (network) numbers and use asterisks for the host addresses, i.e., [REDACTED].\*

Class C Network: Type the first three (network) numbers and an asterisk for the host addresses, i.e., [REDACTED].\* (ranges are acceptable; type [REDACTED] - [REDACTED].\* to indicate Class C ranges)

Single Station(s): Type all four numbers, i.e., [REDACTED] (ranges are acceptable; type [REDACTED] to indicate ranges of single stations)

### IP Addresses and/or Ranges:

*Don't  
match*

*CAN'T  
find*

[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	

Please enter your fully qualified domain name (the one registered with the INTERNIC):

vt.edu

Please provide the following network contact information:

Name: Russ Fenn

Telephone: [REDACTED] FAX: 540-231-3694 E-mail Address: RFENN@vt.edu

☐ Please check here if additional IP addresses are listed on attached sheet(s).