



Vendor Lunch and Learn Guidelines



As part of the guidance of conduct of public employees, Virginia Tech staff should not accept gifts or favors of monetary value, or engage in private business or professional activities that may appear to affect professional judgment or create conflicts of interest. State laws and university policies prohibit employees from giving or accepting gifts or favors from bidders, vendors, contractors, or customers, which either create, or gives the impression of favorable business treatment.

According to Internal Revenue Service (IRS) Publication 15-B, a de minimis benefit is any property or service provided to an employee that has so little value (taking into account how frequently similar benefits are provided to employees) that accounting for it would be unreasonable or administratively impracticable. Currently, the maximum value the University would consider de minimis is \$75. Departments are therefore encouraged to inform the vendor to hold the Lunch and Learn costs to a reasonable amount, and staying under the de minimis limit of \$75 is suggested.

In regards to the location of the vendor lunch and learn, departments and building coordinators are not required or expected to facilitate lunch and learn events or offer meeting space for vendors. It is up to each individual/

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area to decide if they want to offer space for a lunch and learn program offered by a vendor.

According to IRS regulations, cash equivalents such as gift certificates can never be treated as a de minimis fringe benefit and are, therefore, always taxable, regardless of dollar amount.

Under Federal guidelines, a meal is considered a gratuity and cannot be accepted. A public employee can take a meal with a contractor off-campus but should pay for their own meal. However, in the situation where a 'working lunch' is provided as part of an off-campus business meeting or training session, it is permissible under the circumstances that university-related work is being conducted and the meal adds to the efficiency of the meeting. Also considered permissible are light refreshments offered in a training meeting or trade show; the more modest the offering, the more acceptable it becomes.

Contract Corner

Contract Corner is used to provide new/ additional information on Contract Issues.

Contract Administrator Training Class

If you are a contract administrator or a user of a Virginia Tech contract, you have certain responsibilities as you oversee this contract. This class will outline those responsibilities and provide tips and tricks for successfully administering/using contracts. It will also give you the opportunity to clarify specific information regarding Virginia Tech contracts.

The next Contract Administrator class is scheduled for Tuesday, March 13th from 1:30-3:30 pm.

To sign up for this session, go to the University Organizational and Professional Development web-site www.uopd.vt.edu, where you can find the link to log in with your CAS login, or go directly to www.training.vt.edu. This will take you to the login page. View by Alpha for the Contracts Administrator Training class.

If there are others in your department that would benefit from this class, feel free to share the information, so they can attend the class as well.

Fastenal Punchout



Procurement is pleased to announce that a Fastenal Punchout was added to HokieMart on Monday January 8, 2018. If you have questions about this Punchout, please contact the Sales Representative:

Bill Fransen
Phone: 540-382-3208
Email: wfransse@fastenal.com

HokieMart helpline at 540-231-2020.

Marketing Creative Services Resources

In partnership with University Relations, VT Procurement Department identified and vetted numerous vendors in a variety of specialties to get competitively negotiated university contracts in place for access through HokieMart for high-quality creative services available at reasonable costs and in a timely manner.

Through this process, new university contracts with pre-negotiated rates have been implemented to cover a variety of services. The links lead to the available vendor contracts for each category.

Creative Services including Web Development, Graphic Design and Editorial Services (All inclusive contracts)

[Eddy Communications Corporation](#)
[Journey Group](#)

Editorial Services

[Hoffman Editorial Services](#)

Graphic Design/Illustration Services

[90/10 Designs](#)
[Circuit Media LLC](#)
[Hastings Design Corporation](#)
[Natsuko Graphic Design](#)
[Ologie LLC](#)
[Shelly Cline Graphic Design](#)
[Silver Lining Design LLC](#)
[TCG Advertising and Design](#)

Web/Digital Design and Development Services

[Forum One Communications](#)
[Infojini Inc](#)
[New City Media](#)
[Up & Up](#)

Freelance Photography Services

[L. Gordon Photography](#)
[Whitescarver Photography](#)

Freelance Videography Services

[Dave Perry Cinematographer](#)
[Rock Creek Productions](#)
[VPS](#)

For information on accessing these contract please see the "How Do I Buy" page on the Procurement website.

Getinge USA Sales, LLC is now a contracted vendor!

All future equipment, preventative maintenance and repair services to Getinge USA Sales, LLC. shall be processed through Cooperative Contract #UVA1786227. Please ensure all quotes reference this contract when entering requisitions into HokieMart, since the workflow will bypass Procurement.

Visit the link on the Procurement website to find more information:

www.apps.vpfin.vt.edu/contracts/contract_summary.php?contract=UVA1786227

Temporary Employment Services Contracts

Procurement has awarded new Temporary Employment Services contracts to the following vendors:

- Apex(VTS-780-2018)
- Express Employment Services(VTS-779-2018)
- Manpower(VTS-782-2018)
- Goodwill Industries of the Valleys(VTS-781-2018)
- Caliper(VTC-788-2018)
- Personnel Pool of Virginia(VTC-785-2018)
- Savera Works(VTC-793-2018)



These contracts will be available on the VT Procurement website beginning February 1st. For information on securing temporary services, please visit the **HOW DO I BUY** page www.procurement.vt.edu/departments/procedures.html for Temporary Employment Services.

New Contract with Goodwill Industries for Temporary Employment Services

If you have a need for temporary employees in high vacancy positions, the Temporary Employment Services contract with Goodwill may be a good solution.

Goodwill can provide teams of temporary workers that includes manpower, supervision and transportation.

These teams can work in grounds, food services and custodial services.

The temporary work-team is ideal if:

1. You routinely need 4 or more people
2. The temporary work is on-going
3. You can plan the need for this team approach through-out the year



These teams are a cost effective way to provide you with on-going support and provide a service to our community.

Please contact Angela Stanfill at Goodwill, 540-597-4819 or astanfill@goodwillvalleys.com or Kimberly Dulaney in Procurement for additional information regarding this contract.

Did you know?



You can find instructions with the “How Do I Buy” page on the Procurement website.

Equipment Trust Fund (ETF) procurements have to be processed in accordance with Procurement Guidelines.

1. Go to <https://www.procurement.vt.edu/>
2. Under the “For Department” tab, click “How Do I Buy”

Remember : ETF represents only the funding stream. All procurement rules still apply.

The “How Do I Buy” list has grown substantially, so use the “Control-F” command to find what you need quickly.

For more information:
<http://www.obfp.vt.edu/>
<https://obfp.vt.edu/budgetprocesses/etf.html>

Email any suggestions to Patricia Mullins:
mullinsp@vt.edu



You can search and find contract vendors on the Procurement website.

1. Go to <https://www.procurement.vt.edu/>
2. Under the “For Department” tab, click “VT Contracts”
3. Use the “Search Contracts For” box and click “Apply”*

**Note: Simply hitting the Enter key on the keyboard will not activate the search.*

For Example, type the word “vet” in the box. These are the responses that should appear:

Email any suggestions to Patricia Mullins:
mullinsp@vt.edu

Lab Equip/Supplies/Services			
Pharmaceuticals for Veterinary Purposes	Zoetis US LLC	UCP-TG-002-05	Patricia Mullins
Veterinary Pharmaceutical and Medical Supplies	Bayer Healthcare LLC	TG-024-09	Patricia Mullins
Veterinary Pharmaceuticals and Medical Supplies	Plasvacc USA Inc	UCP-TG-004-10	Patricia Mullins
Veterinary Pharmaceuticals and Medical Supplies	Vortech Pharmaceuticals Ltd	UCP-TG-008-10	Patricia Mullins
Veterinary Pharmaceuticals and Medical Supplies	Jorgensen Laboratories Inc	UCP-TG-005-10	Patricia Mullins
Veterinary Pharmaceuticals and Medical Supplies	Nutramax Laboratories Veterinary Sciences Inc	UCP-TG-013-10	Patricia Mullins
Veterinary Pharmaceuticals and Medical Supplies	DePuy Synthes Sales Inc	VTG-666-2018	Patricia Mullins
Veterinary Pharmaceuticals and Medical Supplies	Smiths Medical ASD Inc	UCP-TG-007-10	Patricia Mullins
Veterinary Pharmaceuticals and Medical Supplies	Elanco US Inc	UCP-TG-012-10	Patricia Mullins
Veterinary Pharmaceuticals and Medical Supplies	Luitpold Pharmaceuticals, Inc.	TG-010-10	Patricia Mullins
Veterinary Pharmaceuticals and Medical Supplies	Merial Inc	TG-021-09	Patricia Mullins
Veterinary Pharmaceuticals and Medical Supplies	MWI Veterinary Supply Company	TG-017-09	Patricia Mullins
Veterinary Pharmaceuticals and Medical Supplies	Intervet, Inc.	TG-021-10	Patricia Mullins
Veterinary Pharmaceuticals and Medical Supplies	Mg Biologics Inc	UCP-TG-012-09	Patricia Mullins
Veterinary Pharmaceuticals and Medical Supplies	Steris Instrument Management Services	UCP-TG-013-09	Patricia Mullins
Veterinary Drugs (Pharmaceutical) (Replacement)	Greer Laboratories Inc	TG-022-99	Patricia Mullins
Veterinary Pharmaceuticals and Medical Supplies	Seneca Medical LLC	UCP-TG-019-09	Patricia Mullins
Veterinary Pharmaceuticals and Medical Supplies	Henry Schein Animal Health	UCP-TG-025-09	Patricia Mullins

Attention Veterinary Departments:

General Econpack, Inc. had a name change to STERIS Barrier Product Solutions in October 1, 2016. On December 1, 2017, their name changed to STERIS Instrument Management Services, Inc. Please note that their marketing division refers to the new unit at “Steris Animal Hospital.”

However, they will continue to appear under their legal name in HokieMart: **STERIS Instrument Management Services, Inc.** This vendor also sells Spectrum Veterinary Instruments.

New Contracts for Promotional T-Shirts and Apparel

As of February 1, 2018, departments will have access to two new contracts for Promotional T-Shirts and other screen printed or embroidered apparel.

- SBE** • Eleven-West, VTC-814-2018
- ID America, VTC-815-2018

The contracts are available on the Procurement Departments Contracts page.

The two new contracts are in addition to the Promotional Items contracts still in place.

- WBE** • Bright Ideas LLC, VTC-437-2017
- WBE** • Boost Promotional Branding, VTC-458-2017

When using one of the contract vendors, please be sure to attach the contract number to your HokieMart requisition.

Contact Procurement or the sales person for your preferred company for questions or additional information.

Mark your calendar:



To attend the **15th Annual VT Laboratory Exposition** on Tuesday, **April 3, 2018** at **The Inn at Virginia Tech** from 10:00 am—2:00 pm. **Theme for 2018: Sustainability.** Speaker: Allison Paradise from My Green Lab. My Green Lab is a 501 c3 non-profit.

Faculty/Staff — To attend this event register online:
<https://www.procurement.vt.edu/laboratoryexposition.html>

The Cart is distributed on an “as needed” basis. We appreciate your input. Please email hokiemart@vt.edu with the subject line: The Cart Suggestions.



Announcing Amazon Business

Available NOW!

A Centralized Amazon Business Account is available for all University Departments. Free two day prime shipping at no annual cost to departments. All purchases through the university's master Amazon account must be paid for with university P-Card until the new punch-out catalog is available in HokieMart (see below). Departmental and P-Card restrictions apply to all purchases.

- A vt.edu email address must be used to register with the University's Master Business Account so many current Amazon users must change to a different email address on their personal Amazon.com accounts.
- Free two-day Amazon Business shipping will apply to all orders of "Prime" items ordered through the university's centralized Amazon Business account.
- Only university related purchases may be placed through the centralized Amazon Business account.
- **Contact Debra Reed (dbales@vt.edu) to receive an invitation and instructions to join the university's centralized Amazon Business account.**

Available THIS SPRING! A Future HokieMart Amazon Business Punch-Out Catalog

- Will be aligned with departmental delegation limits. Limit of \$2,000 per order through the punch-out.
- All purchases placed through punch-out catalog will be e-invoiced which eliminates the need to place the orders on a university p-card.
- Purchases through punch-out will go through typical HokieMart approvals.
- Price holds for items purchased will be 48 hours after order is placed. Orders will be electronically invoiced to the university when item ships. Receiving will still occur in HokieMart.
- Free two-day Amazon Business shipping will apply to all orders of "Prime" items ordered through the Amazon punch-out.
- All punch out catalog users must also be enrolled in the university's centralized Amazon Business account with their vt.edu email address. Many current Amazon users must change to a different email address on their personal amazon.com accounts.
- Only university related purchases may be placed through the punch-out catalog.

Informational Sessions Coming Soon!

- Fiscal Lunch Bunch Presentation, Dietrick Dining, 11:30 and 12:30 Lunches, Feb 22nd
- Bio-Informatics – Steger Hall, Room 145, Tuesday, March 6, 2018, 3:30 – 4:30 PM
- Kelly Hall, Wednesday, Room 310, Wednesday, March 7, 2018, 10 – Noon
- McBride Hall, Room 100, Friday, March 9, 2018, 1:00 – 3:00 PM