



Procurement of Sponsored Programs Goods and Services

For any department or staff involved in the purchase of goods and services for projects overseen by the Office of Sponsored Programs (OSP), please review the information below.



Uniform Guidance and Purchasing (Effective July 1, 2018)

Uniform Guidance (UG) governs the management of federally funded sponsored projects across the entire project lifecycle. The UG supersedes requirements from OMB Circulars A-21, A-110 and A-133.

Although much of the UG took effect on December 26, 2014, the government delayed implementation of the procurement sections until July 1, 2108.

What's changing and when?

University purchasing policies implementing the UG are currently being updated and are scheduled to go into effect July 1, 2018.

What are the policy changes?

Policy changes will impact the purchase of goods and services for all sponsored projects. Training will be provided during the summer and fall. More information will be forthcoming.

There is still time to sign up for HokieMart Training this Spring

The final sessions of HokieMart training for FY 17-18 will be held on May 30. No HokieMart classes are offered in June. HokieMart Requestor and Receiver training will resume again the end of July.

To register or to find more information about this and other Procurement related training opportunities, visit the UOPD CourseWhere website www.uopd.vt.edu locate Current Offerings.

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Attention All Software Users - New Software License Review Request Process

To purchase new software you will need to submit a Software License Review Request in ServiceNow. The request can be completed online and includes specific questions about the software. Based on the responses provided, there are associated workflows which will route your request electronically as needed for IT Security, FERPA, PCI, HIPAA and Legal review. If you have any questions please feel free to contact ITPALS at itprocurement@vt.edu or 231-7878.

Import Agent Location Change

Virginia Tech is now being serviced by the Norfolk office of Livingston International. There are two distinct teams that work with Import or Export Issues.



For more information, please go to “How Do I Buy or Handle”: “Customs and Import Issues with Department Orders” and/or “Export Guidance for Departments.”

Banner Upgrade in 2018

From: Enterprise Systems Steering Team

In 2018, Virginia Tech will upgrade the university's administrative Enterprise Resource Program (ERP) Ellucian Banner (commonly known as Internet Native Banner or INB Banner) to the newest version, Ellucian Banner 9.

This upgrade provides a modern look and feel, expands browser options, and eliminates the need for Java. Training on the new platform will begin to roll out in spring 2018 and will continue through the summer. Phase 1 implementation will be completed before the start of the fall semester.

For assistance, 4Help is available 24 hours a day, 7 days a week. 4Help can be reached at 4help.vt.edu or by calling (540) 231-4357.

Contract Corner

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

Fisher Scientific Announces Selection as VASCUPP Contract Supplier

Fisher Scientific is pleased to announce that we have been selected as a contracted supplier of laboratory supplies to the Virginia Association of State College and University Purchasing Professionals (VASCUPP). The new agreement covers the full portfolio of products from the Fisher Scientific team, including laboratory consumables, instrumentation, equipment, chemicals and safety products.

New contract benefits:

- Comprehensive discounts on chemicals, equipment and supplies
- 600 deeply discounted net-priced items that make up VASCUPP's "Hot List"
- Increased discounts on chemicals and safety products
- Access to hot list items when logged in to fishersci.com
- No-hassle return policy
- Dedicated Fisher Scientific Sales Representative
- Life sciences, chemical and safety specialists available for consultation

Look for VASCUPP Hot List Items on your Fisher Scientific punch-out for maximum cost savings. Visit fishersci.com for more information.

Your Fisher Scientific Contact:

Chris Haseleu | Phone: (540) 629-3516 | Email: christopher.haseleu@thermofisher.com

Bio-Rad Notice

Certain BioRad Laboratories, Inc. items qualify for an 8-10% discount and free shipping. To view the list, log on to HokieMart, search for contract UCPJMU4632 or UCUJMU4632-Free-Shipping, then click on attachments.

New Lowes Contact Information

Regina Carico – Pro Services Sales Specialist
Lowe's of Christiansburg, VA
540 382-5300: Direct Line (8am-5pm)
540-381-1000: Customer Service
regina.j.carico@store.lowes.com
eProSupport@lowes.com

Responsibilities

Store liaison to support Virginia Tech
Point of Contact for orders
Support with in store order process
On-site visits
Invoice support

Gene Moseley – Account Executive
757-707-7855: Direct Line
jesse.g.moseley@lowes.com
eProSupport@lowes.com

Responsibilities

Lowe's Corporate liaison to support Virginia Tech
Support buyer/program training
On-site visits
Support/Facilitate large project
Support/Facilitate out of market orders
Promote program growth.

We Want You! #BeAChampion



WHAT IS A SUPPLIER OPPORTUNITY CHAMPION?

Virginia Tech’s Supplier Opportunity Champions are departmental representatives that will help to explore contracting opportunities for small, diverse, and local suppliers and support the utilization of such contracts if awarded.

Champions are not initiative- or project-focused. Rather, they are committed to causing change and continuing the work in the long-term.

Champions are viewed as the leaders of the initiatives for the department they represent.

Champions are not only those who will enumerate the benefits of onboarding small, diverse, and local suppliers, they will push the envelope and make the business case for supply chain inclusion when encountering resistance.

WHY IS AN OPPORTUNITY CHAMPION NECESSARY?

The selected individuals are vital to the success of supplier opportunity initiatives within their department and entire campus. As an extension of their existing roles, they will work directly with the supplier opportunity program leader to ensure that program initiatives are highlighted, goals are achieved, and metrics are validated. However, the supplier opportunity program leader will continue to bear the ultimate responsibility for expanding the utilization of small, diverse, and local suppliers.

WHAT’S IN IT FOR ME?

- ◆ Recognition campus wide as a Supplier Opportunity Champion
- ◆ Recognition within your department for your proactive efforts
- ◆ The satisfaction in facilitating business opportunities for small, diverse, and local suppliers
- ◆ The responsibilities of the departmental opportunity champions are to foster utilization of small, women-owned, minority-owned, and local suppliers and to facilitate related communications and reporting.

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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.

Timely Receiving in HokieMart is Always Important

Receiving in HokieMart is crucial at year end in order to make payments to vendors promptly before year end deadlines. Vendors depend upon departments to complete this administrative confirmation that goods and services were received. This is a mandatory requirement before any payment is made against a vendor's invoice. Give this a priority and don't forget to receive your goods and services timely in HokieMart.

We Want You! #BeAChampion *Continued from page 4*

KEY ROLES & RESPONSIBILITIES

General

- ◆ Current university role: administrator, business manager, or HokieMart requestor or approver
- ◆ Works with the Supplier Opportunity program leader to identify capable suppliers prior to solicitation launch
- ◆ Highlight obstacles that may impede the inclusion of small, diverse, and local suppliers
- ◆ Provide guidance to small, diverse, and local suppliers seeking procurement [opportunities](#)
 - ◆ Consistently communicates with Supplier Opportunity program leader and peers about the progress associated with Champion efforts.
 - ◆ Share information on high performing suppliers

WHAT'S IN IT FOR ME?

Recognition campus wide as a Supplier Opportunity Champion

Recognition within your department for your proactive efforts

The satisfaction in facilitating business opportunities for small, diverse, and local suppliers

I'M INTERESTED. WHAT ARE THE NEXT STEPS?

Contact Mark Cartwright, Supplier Opportunity program leader, at mcartwri@vt.edu or 540-231-3333.



Remember to Save the Date for the 2018 Supplier Opportunity Program

Wednesday, September 26, 2018
At The Inn at Virginia Tech

Look for more information to follow in the upcoming months.