

THE CART

What's happening in Procurement at Virginia Tech

February 2020

STANDARDIZING UNIVERSITY CATERING- AMERICA TO GO PUNCHOUT CATALOG

In October, the America To Go punchout catalog was rolled out for university wide use in HokieMart. Since then, **over 500 catering orders** have been efficiently placed and delivered with over \$375,000 in food purchases ordered and paid for electronically through the system. At this time, we have maximized the number of caterers on the program to **102 with 9 still finishing onboarding in to the program**. For the latest list of active caterers see https://www.procurement.vt.edu/content/dam/procurement_vt_edu/america-to-go/vendor-list.pdf.

We will be notifying all active caterers on the program that effective **March 16th**, fulfillment of VT orders for catering services should only be processed through the America To Go Punchout ordering system. All departments should be prepared to order catering needs only through the America To Go punchout. The system is available 24/7 as is the America To Go concierge customer service for questions or concerns about an order (1-888-ATG-TOGO).

The standardization of catering purchases is a university purchasing best practice implemented to

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make purchasing of catering for the university safer and most effective and efficient. Only caterers who have met a list of industry standard criteria are allowed on to the program as a preferred caterer of the university. The criteria that must be met by catering vendors include (1) appropriate licensing and health inspections (2) appropriate insurance and (3) ability to process electronic order receiving and invoicing. In addition, of the 102 active caterers on the program, many are certified SWaM vendors. VT's own Dining Service catering, Personal Touch and seven of VT Dining's on-campus locations are available and highly recommended for university catering orders through the America To Go punchout.

Exceptions for ordering catering outside of the America To Go punchout will only be granted when the event requires a certain caterer to be used that is not currently on the Virginia Tech America To Go program OR continued on Pg. 2

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STANDARDIZING CATERING CONTINUED

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if there is not a caterer on the program who can service that event. Future events where the catering order has already been placed will be approved on a grandfathered-in basis. Procurement and Accounts Payable staff will monitor catering purchases placed outside of the program effective March 16 to move to a full conversion of all university catering orders through America To Go. To request an exception, email hokiemart@vt.edu with details of the catering event and reason for an exception to order outside the ATG punchout.

To implement standardization of ordering catering, the University's Direct Pay policy will be amended to remove the catering of up to \$5,000 expecting that all catering orders can now be placed directly through America To Go and no longer will be processed through Direct Pay procedures.

The America To Go punchout catalog is user friendly and offers direct-from-menu ordering or custom orders that can be uploaded to the system by your caterer. In addition, ATG customer service staff are standing by to assist you with catering orders at any time (1-888-ATG-TOGO). Short training videos created specifically for Virginia Tech departments can be accessed within the punchout catalog and are a great resource to quickly understand how to use the punchout catalog.

Questions/comments about standardizing catering purchases through America To Go can be sent to procurement@vt.edu.

From The University's Accessibility Committee

Below are guidelines provided by the University's Accessibility Committee regarding planning for furniture purchases that meet accessibility needs.

Fixed or Built-in Seating and Tables

Seating and Knee Clearance

Knee space at least 27 inches high is required for a depth of 19 inches. The over-the surface reach is limited to 25 inches if at least this much space is available below for knees and toes; (the forward seated reach may not extend beyond the toes). Manufacturing space is important where turning is required into the space.

Height of Tables or Counters

Counter and table surface heights (28" to 34") should be specified in consideration of the intended use. A height at the lower end of this range is generally preferable for surfaces used for extended periods of time (study carrels, dining counters, kitchen counters in dwelling units) as opposed to those used briefly or intermittently (break room counters, hotel room kitchenette counters). While 34" is the specified maximum for an accessible counter, the entire counter is not required to be accessible. A height of 36", where necessary to accommodate below counter appliances, may be acceptable in limited use areas such as employee break-rooms, as long as a portion of the counter is accessible. (This is consistent with counters in business and mercantile facilities since customer use is limited to simple activities like writing checks or signing receipts.)

Fiscal Year End Information

We are approaching the final quarter of our business year and it is time to plan for purchases that need to be accomplished with current fiscal year funds. In order to allow for sufficient time to complete the procurement, receipt, and payment cycle, requisitions should be received in Procurement and IT Procurement and

Janitorial Supplies Available Through The Supply Room Punchout

Janitorial Supplies are now available under The Supply Room punchout! Inside you will find discounts on all your Janitorial supply needs. All of these discounts will be at least 42% off list price with many others having

Licensing Services (ITPALS) before mid April. Remember, purchases funded through the Equipment Trust Fund especially needs to be ordered, received, invoiced and paid for in full by the last day for processing payments for the fiscal year (approximately June 15th)

an even greater discount. Next time you need some cleaning supplies to make your department sparkle be sure to check out The Supply Room for great savings.

1st Annual SWaM Champions Interest Meeting

Have an interest in Diversity? Want to become a Champion? Then come join us for our first Annual SWaM Champions Interest meeting!

This program is to identify VT staff and faculty who are passionate about diversity and utilizing their ideas and energy to continue to grow the number of Small, Woman Owned and Minority Owned businesses the university does business with. As a bonus, you will also have the opportunity to taste various foods from different SWaM caterers we have on our America To Go Catering program and punchout catalog in HokieMart.

Our first meeting will take place Wednesday, March 4th from 12:30pm- 2:00pm in the North End Center room 2420. RSVP to the link here: [Register here](#) no later than February 26th.

See you all there!



BAR CODES ON DELL PRODUCTS

Dell will place a physical VT barcode (using the new VT logo) on all desktops, laptops, and tablets purchased through HokieMart at no additional cost to the university. The barcode will be located the same place as our current barcodes. In addition, Dell will program the barcode in the BIOS and place a barcode on the outside of each shipping box. Departments should notify Vanessa Law (vrlaw@vt.edu) of the location and custodian when a computer

arrives. A new web form to collect this data electronically is currently in development.

This is effective immediately; computers with Dell applied barcodes should begin arriving this week. This free service will save both the department and Fixed Assets and Equipment Inventory Services (FAEIS) time, as well as provide more accurate and timely records to the university.

Subject	Contact
Notify fixed assets of newly acquired Dell items (location and custodian)	Vanessa Law, vrlaw@vt.edu
General fixed assets inquiries	Becky Saylor, saylorb@vt.edu
General fixed assets inquiries	Matt Carter, mcarte4@vt.edu
Procurement of IT (ITPALS)	Jerri Kemp, jerri@vt.edu

CHANGE ORDER REQUESTS CAN NOW BE SENT ELECTRONICALLY

If a Buyer in the Procurement Office completed your purchase order, send the change order request directly to their email. If you don't know their email, send the change order request to procurement@vt.edu.

DID YOU KNOW?



Our contract vendor, Guy Brown, is a Minority-Owned Vendor?

Our contract vendor, The Supply Room, is a Women-Owned Vendor?

Remember you can use these vendors through HokieMart. Have a question about the Supplier Opportunity Program? Please send all communications through supplierdiversity@vt.edu regarding the Supplier Opportunity program/vendors you have done business with.

VIRGINIA TECH CARILION LAB SET UP ASSISTANCE

Did you know, that Virginia Tech Procurement has been providing assistance with sourcing equipment for a new laboratory at the Fralin Biomedical Research Institute located in Roanoke, VA? Procurement buyers have been working with the staff at VTC to source equipment

for the new laboratory through our contracted vendors. By doing this we are able to ensure equipment is being purchased at a fair and reasonable price as well as reducing lead times. If your department is planning on adding or renovating laboratories in the future be sure to contact Procurement for assistance.

Recently Awarded Contracts

- Myers Ford Co Inc- Autobody Dealing
- Curb Appeal Automotive Paint Pro LLC- Autobody Dealing
- Top Gun Auto Body LLC- Autobody Dealing
- Tutor.com- Live Online Tutoring Platform
- Johnson Controls Inc, Siemens, Automated Logic, Trane U.S. Inc- Environmental Controls Maintenance & Repair

If you have more questions about any of these recently awarded VAS-CUPP Contracts please contact the Procurement Department at 1-6221.

PROCUREMENT SPOTLIGHT

Barun Paudel has been working in procurement for the last 6 months but has been with the university for almost two years.

Barun says of his job duties, "I extract and analyze the spend data for goods and services purchased by the university to identify and predict the spending trends and historical volumes. I utilize data science technologies to find consistent patterns and correlations in the spend data that helps in analyzing vendor and contract performance levels. I also develop, implement and maintain the tools to extract and examine the data from multiple internal, external, and/or non-traditional sources. My job is to assist our department in the advancement of its annual objectives and strategic initiatives, with a particular focus on providing the data needed for informed decisions."

In an effort to get to know him better we asked Barun a few fun facts questions:

- What is your favorite sport to watch? *Soccer*
- What is your favorite holiday? *The new year holiday is one of my favorite days of the year. There's such a sense of fulfillment that comes from having lived another year, and a feeling of anticipation for the year to come.*

- What is your favorite item from Starbucks? *I just love a cold brew coffee from Starbucks.*
- What are you passionate about right now? *Learning new tools and technologies in data science.*
- What is your favorite movie? *Interstellar*
- What is your favorite book? *"Stillness is the Key" by Ryan Holiday. I became a huge fan of Ryan after reading this book.*
- What accomplishment are you most proud of? *Graduating with a data analytics degree from Virginia Tech. I believe that data is the new gold.*
- What amazing adventures have you had? *I did an 8 day trek to a mountainous region in Nepal which is 13,500 ft (4,130m) from the sea level.*
- Which three people, living or dead, would you invite to dinner? *Elon Musk, Ed Sheeran, and Cristiano Ronaldo*
- What is your idea of a perfect vacation? *I believe the perfect vacation isn't all about the destination, it is more of a journey without any worries.*
- Do you prefer Mountains or Ocean? *I was born in the country of Mt Everest and spent my youthful undergrad life on a beautiful island. So, both are very close to my heart.*



UPCOMING EVENTS

HokieMart Training for Requestors: [Register Here](#)

HokieMart Training for Receivers: [Register Here](#)

LabConnect: April 1, 2020

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Instagram: [@VT_Procurement](#)

Have Suggestions?

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

[Give us your feedback](#)

Look Out For...

FY21 PLANNED HOKIEMART ENHANCEMENTS

In an effort to offer a best in class e-procurement solution to the University, Procurement is implementing a major upgrade to the functionality of the HokieMart system. Many of these changes will be “behind the scenes” but will ensure accurate and speedy delivery of department orders placed in the HokieMart system.

One change that will create a difference that departments should be aware of is the removal of the “pre-encumbrance” of a requisition that stops in Procurement or ITPALS before final processing of the Purchase Order. Encumbrances will continue to be posted only when a purchase order is issued in HokieMart. This supports requests from departments which asked that encumbrances not be entered until an actual purchase order was issued.

On or shortly after the start of fiscal year '21, no longer will a pre-encumbrance be posted to Banner in these situations:

- A requisition submitted over departmental delegation and not against a contract to be processed to a PO by Procurement;
- A “best vendor” requisition with a dollar amount greater than zero;
- A requisition for a restricted item that requires Procurement to complete processing to a PO regardless of dollar value.

This change will standardize the posting of encumbrances to ONLY being posted at the point a purchase order is issued out of HokieMart. After this change is put in place, all encumbrances will be posted to Banner in the exact way as Purchase Orders are encumbered that are issued under departmental delegation.

Should your department still like to utilize a pre-encumbrance accounting step for a requisition that is being processed by Procurement or ITPALS, you will be able to post the pre-encumbrance manually in Banner. However, manual encumbrances posted in Banner will also need to be manually released and the release of the pre-encumbrance will have to be done before the Purchase Order is issued. Directions and access requests for posting manual encumbrances will be shared closer to the implementation of these changes. Departments should only manually post pre-encumbrances if their internal finance procedures requires an encumbrance for setting aside funds for a future PO.

Questions about this future change can be directed to Mary Helmick, Director of Procurement, mhelmick@vt.edu, 1-6221

