PROCUREMENT CONTINUES TO PROVIDE PPE TO DEPARTMENTS DURING COVID-19 CRISIS

The need for personal protective equipment and critical supplies needed for the protection of faculty, staff, students and visitors to the university remains a high priority for the Procurement office at Virginia Tech. PPE and critical supplies will remain available for departments to obtain through Fall and at least the start of the Spring semester by submitting an ISR in HokieMart and picking it up at the Surplus Property warehouse. Allocations of PPE and critical supplies will not be charged to departmental budgets. Inventory levels have remained in good supply and departments can restock their PPE and critical supplies as needed. Detailed instructions for ordering personal protective equipment (PPE) supplies from the VT University Centralized Critical Supply Inventory can be found at the following link: https://www.procurement.vt.edu/ppeandcriticalsuppliestable.html

3-Ply Disposable Face Mask with Earloops
3-Ply Reusable Cotton Cloth Mask w/Earloops
Communicator Style Face Masks with Clear Shield Front
Face Shield w/Visor Style Headpiece & 5 Reusable Shields

Hand Sanitizer
Disinfectant Spray
Nitrile Gloves
Neoprene Gloves (a nitrile alternative)
Latex Gloves
Non-Contact Thermometers

AVAILABILITY OF N95 and KN95 MASKS
The University has received numerous shipments of previously-backordered NIOSH certified N95 masks. These masks are available for lab resources or workplace safety that require respirator level masks for protection. Wearers of N95 respirator masks must be fit tested by VT Environmental Health and Safety. The method for requesting these specialized respirator masks is to email procurement@vt.edu. Pickup will also be facilitated through the surplus warehouse 8:30 to 4:00 the day after the request is received and fit testing is verified.
Procurement Department

Virtual Supplier Opportunity Vendor Fair

Interested in a virtual Supplier Opportunity Vendor Fair? Well, we want to hear from you! We understand and acknowledge that having an in-person vendor fair is not feasible this year and this is why we want to host a virtual fair that still allows vendors and departments to connect. Please fill out this survey here.

Contract Performance Evaluation

It is often difficult to determine the success of a contract when the subject matter of the agreement is more complex than the delivery of a single item in exchange for a payment. As a result, the contract management team must have clear metrics by which to measure performance. Here are four key metrics that can be used to help evaluate contract performance:

1. **Cost**
   - Cost is one of the first metrics to determine the initial business but how often is it being examined over time to make sure you are still getting the best deal? This is a question that needs to be asked over the life of a contract.
   - Prices change daily so researching the quality with lower cost so keep that in mind.

2. **Reliability and Responsiveness**
   - Successful contract performance requires a level of reliability and responsiveness from both parties to the agreement. Not every contract will go smoothly and when problems do arise it is the responsibility of both parties to communicate the issues and for the vendor to take care of the matter quickly and correctly in order to keep a good relationship.
   - If either side is consistently or even occasionally late in performing its contractually duties, this could cause problems on the other side and the agreement as a whole. For this reason, evaluating the timeliness of each stage of the transaction will prove critical to evaluating performance, as well as the future of the contracting relationship.

3. **Punctuality**
   - For many contracts, adequately fulfilling contractual obligations requires doing so in a prompt manner. If either side is consistently or even occasionally late in performing its contractually duties, this could cause problems on the other side and the agreement as a whole. For this reason, evaluating the timeliness of each stage of the transaction will prove critical to evaluating performance, as well as the future of the contracting relationship.

4. **Quality and Consistency**
   - Performing in a timely fashion is obviously of critical importance, but prompt deliverables must also be of consistent quality and value. If the quality and consistency of the good or service start to diminish, this should also be noted in the file for immediate or future review. It is important to remember you can very well sacrifice quality with lower cost so keep that in mind.

**NEW SUSTAINABILITY PROCUREMENT GUIDELINES**

In support of the university’s climate action committee and plan, Procurement has released a new guideline policy relating to the sustainable procurement procedures. This document can be found at: https://www.procurement.vt.edu/content/dam/procurement_vt.edu/VT%20Sustainable%20Procurement%20Policy.pdf

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**SWAM PODCAST: SUPPLIERREADY**

SupplierReady! is a weekly podcast hosting conversations that explore and highlight SWaM firms, areas around campus, and suppliers who do significant diversified business. We will cover topics that are helpful for our faculty and staff at Virginia Tech. With this podcast, the Supplier Opportunity Program will strive to highlight and promote a wide array of diversity. Please listen and join us weekly on your favorite podcast streaming platform at https://anchor.fm/supplierready.

**Awarded Contracts for VT Peripherals and Value Added Resellers**

Virginia Higher Education Procurement Consortium has awarded multiple contracts for VT Peripherals and Value Added Resellers. Many of these firms are SWaM firms and can now be located in the Business Category section under Procurement’s SWaMseach tool called “Computer Information and Technologies.” Virginia Tech has many diverse suppliers providing a wide array of goods and services. Please check out our SWaM search tool for a list of IT small, women-owned, and minority suppliers https://swamsearch.procurement.vt.edu.

- A full list of recently awarded contracts for VT Peripherals and Value Added Resellers can be found on IT-PALS website located https://vt.cobblestone.software/public/.

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If your department has any PPE/adapted to working remotely. This work took place while employees across the Commonwealth. All of the University’s COVID-19 lab, and providing research equipment and supplies for departments across campus, purchasing the procurement of, as well as the contract administration of capital construction projects for Virginia Tech.

**Favorite Sport/s to Play:** I love bicycling — although I don’t get to ride as much in Virginia as I did in Arizona (winters here are too cold!).

**Favorite Holiday:** Halloween!!!

**Favorite Food:** Mexican or Italian food

**Hobbies or what do you do in your spare time:** Rocket League and War Dragons

**What are you passionate about right now:** I am very passionate about the mental health system — particularly as it relates to our veterans. As a veteran myself, and having had two sons serve in the Army as well, the overall health of our veterans is so important. Both of my sons served in wartime and both were deployed. The services provided upon their return was sorely lacking. Unfortunately, that is the case for many of our veterans. I am a strong supporter of many organizations that help to support our veterans upon separation from the military (Gary Sinise Foundation, Homes for Our Troops, Wounded Warrior Family Support, Hope for The Warriors, Hire Heroes USA…to name a few).

**Favorite Animal:** Wolf

**Current Pet/s:** Siberian Husky (Comet) and a Russian Blue cat (Miss chief — aptly named!)

**Animal I would like to have one day:** I would love to have a wolf. However, after working at a wolf sanctuary, I know that domestic life is not suited for them.

**Favorite Movie:** John Wick Series

**Favorite Book:** Swan Song by Robert McCammon

**Favorite TV show:** The Walking Dead

**Talents you are proud of:** Classically trained singer and violinist

**What accomplishment are you most proud of:** One of the hardest things for me to accomplish was to get my Bachelors degree. I was a wife, mother of 3 kids, and worked two jobs when I decided to go back to school to finish my degree. I dove into a full time class schedule and I was dual enrolled in two colleges to finish my degree faster. It was one of the most challenging three years of my life — and the most rewarding when I got that piece of paper!

**What amazing adventure have you had:** Life! Every day is an adventure!

**What are you most thankful for:** My family

**Who is your biggest Role Model:** As cheesy as this may sound, my biggest role model is my dad. He has a passion for life, even when life is handing him lemons. He is a world-class problem solver, who never lets anything stand in his way of accomplishment. My dad’s work ethic is profound. His sense of honor, duty, and loyalty are to be admired. He is one of the kindest men you will ever meet and he is never too busy to help or lend a hand. He is the person I strive to be every day in my life. A great deal of decisions I make in my life are often determined by the litmus test of: What would dad do? He’s just an all-around good human being and a true treasure to those who are fortunate enough to have him in their lives.
ABC’s of Procurement Part 1
December 8, 2020
Register Here

ABC’s of Procurement Part 2
November 5, 2020
Register Here

FOLLOW US:
Facebook: @VirginiaTechProcurement
Instagram: @VT_Procurement

Have Suggestions?
Tell us how we are doing by using the link below:
Give us your feedback

HokieMart Under Construction
VT Procurement has been busy preparing HokieMart for some much-needed enhancement and improvements. As part of the SVPOA’s administrative transformation initiative, the requisition side of the university’s e-procurement system will be re-engineered for greater efficiencies. Although all requisitions will still pass through an “available funds” checking process, encumbrances will no longer be posted until an official purchase order is issued. Departments can still manually post an encumbrance in Banner if it is needed at the requisition stage. Look for quick training videos and additional information toward the end of 2020 before the go live date (tbd).

- New Printable Purchase Card Policy and Training PowerPoint is now available here! [https://www.procurement.vt.edu/departments/pcard.html](https://www.procurement.vt.edu/departments/pcard.html)

- Surplus Auctions have move to an online format while social distancing is required. Check out dates for our surplus auctions here: [https://www.procurement.vt.edu/surplusproperty/vtauction.html](https://www.procurement.vt.edu/surplusproperty/vtauction.html)

- HokieMart Hands on Training Short Videos are now available here: [https://www.procurement.vt.edu/hokiemart.html](https://www.procurement.vt.edu/hokiemart.html)