

# THE CART

What's happening in Procurement at Virginia Tech

October 2020

## 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. All locations 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/ppeand-criticalsuppliestable.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 Head-piece & 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 respira-

tor 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](mailto: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.

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

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## 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:

### 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 product or service to make sure you are getting the best deal is crucial. Be careful here though because lower cost does not always mean a similar quality product.

### 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.

### 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

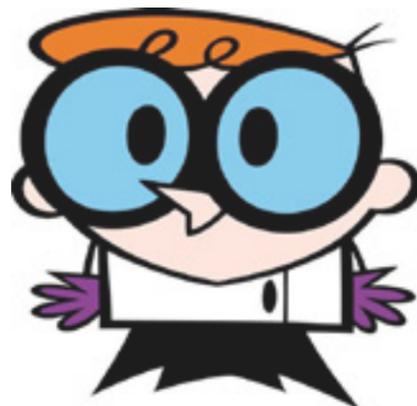
quickly and correctly in order to keep a good relationship. If the vendor is not resolving those issues, documentation should be put into the file so the contract can be evaluated appropriately when the time comes.

### 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.

## 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](#).



## 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>.

## 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](https://www.procurement.vt.edu/content/dam/procurement_vt.edu/VT%20Sustainable%20Procurement%20Policy.pdf)

## CONTRACTS CORNER



## 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 SWaMsearch 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/>.

- Here is a list of firms awarded.
- Connection (Formerly GovConnect)
  - Achieve 1
  - CAS Severn (\*)
  - Advance Computer Concepts (\*)
  - DISYS Solutions, Inc. (\*)
  - Attronica (\*)
  - Electronic Systems, Inc. (ESI)
  - ePlus Technology Inc.
  - Zones (\*)
  - TIG
  - SHI (\*)
  - ThunderCat (\*)
  - ITsavvy
  - Cambridge (\*)
  - Daly

\*SWaM firm

## DID YOU KNOW?

### Procurement's Role in the COVID-19 Response

Did you know, that Virginia Tech Procurement and Surplus played major roles in the University's response efforts to COVID-19?

Procurement took on the responsibilities of identifying the University's needs via departmental surveys, sourcing PPE supplies and equipment from suppliers, setting up a process to distribute PPE to the departments across campus, purchasing research equipment and supplies for the Fralin Biomedical Research Institute's COVID-19 lab, and providing solutions for COVID testing efforts across the Commonwealth. All of this work took place while employees adapted to working remotely.

If your department has any PPE/ COVID-19 needs, please contact Procurement.



### HokieMart Will Deliver v/s User Will Deliver

When submitting a Non-Catalog or Punchout order, you have the option to select a PO delivery method. This choice does not affect the payment, only sending a copy of the purchase order, or not sending it.

**HokieMart Will Deliver** -This is the default choice. Use this option if you want HokieMart to send a copy of the purchase order to the supplier. The vendor will probably need a copy if you are ordering a physical item or scheduling a service.

**User Will Deliver**-If the vendor does not need a copy. Use this option if you have already received the item or service, and/or are attaching an invoice. Sending a copy of an order, after the goods are received, can lead to duplicate orders and general confusion.

Procurement would prefer that you send the PO in advance of the receipt of goods or services. By fulfilling the order, after they have received our purchase order, they are agreeing to VT's terms and conditions. This will put us in a better legal standing, should problems arise.

For vendor related questions, please contact your financial database team at [fdg@vt.edu](mailto:fdg@vt.edu)

For HokieMart questions, please contact your HokieMart support team at [hokiemart@vt.edu](mailto:hokiemart@vt.edu)

For all other procurement related questions, please contact [procurement@vt.edu](mailto:procurement@vt.edu)

# PROCUREMENT SPOTLIGHT

**Name:** Kathryn M. Dicken

**Nickname:** Kate

**Years at VT:** 1.5 (started July 2018)

**What are your main duties/commodities:** Capital Construction Contracting Officer – oversee 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!!! Hands down my favorite holiday!

**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 son 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 (Mischief – 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

**If you had to pick one word to describe yourself what would it be:** Eclectic



**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.

## UPCOMING EVENTS

ABC's of Procurement Part 1  
December 8, 2020

[Register Here](#)

ABC's of Procurement Part 2  
November 5, 2020

[Register Here](#)

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## Have Suggestions?

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

[Give us your feedback](#)

# Look Out For...

## 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>
- 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>
- HokieMart Hands on Training Short Videos are now available here: <https://www.procurement.vt.edu/hokiemart.html>