

# THE CART

What's happening in Procurement at Virginia Tech

December 2020

## Understanding Conflict of Interests- New Q&A Portal To Help

The Commonwealth of Virginia Conflict of Interest Act outlines an employee's responsibility when there is a conflict of interest with a company that wishes to do business with the university. The conflict of interest is typically tied back to a university's employee's equity interest in the business or that of their immediate family member. There is also a conflict of interest if the employee or their immediate family member earns greater than \$5,000 from that company.

The rules and details of the state's conflict of interest act are very complex and have to be deciphered case by case. To assist employees who may have a situation defined as a conflict of interest with a company wishing to do business with the university, there is now a solution for declaring the situation and answering questions that help determine the next steps for the employee.

The "Disclosure and Management System" managed through Virginia Tech's Scholarly Integrity and Research Compliance Office now has a specific module for employees who may have a conflict of interest with a company wishing to do business with

the university. This portal walks the employee through several screens with pertinent and concise questions that can be answered that will help both the employee and the Procurement Office determine whether a conflict exists and the specific circumstances in play. Depending on the outcome, staff from the Procurement Department can guide an employee on what options may be available to them and the company. Employees can access the portal here, [Disclosure Portal](#) and selecting Module #3 – Financial Interest in Business Disclosure.

## TABLE OF CONTENTS

- 1 | [Understanding Conflict of Interests- New Q&A Portal To Help](#)
- 2 | [VT Procedures For purchases Required To Be Sent To An Alternative Address](#)
- 3 | [SWaM Podcast, Virtual Supplier Opportunity Fair, Contracts Corner: Needed Personal Protective Equipment and Critical Supplies, VT Surplus Property Will Still Hold Surplus Auctions](#)
- 4 | [Did You Know- Alternative Learning Space on Campus, Reminder To Departments With Personnel On Campus](#)
- 5 | [Procurement Spotlight: Doug Broyles](#)
- 6 | [Look Out For: Hokiemart Requestor On-Demand Training, Closed Captioning Services](#)

## VT Procedures For Purchases Required to be sent to an Alternative Address

During the winter break if you need to have packages delivered to alternative addresses, please follow the options below when placing your orders.

### Virginia Tech Procurement Procedures for Purchases Required to be sent to an Alternative Address

At Virginia Tech's statewide locations as well as in Blacksburg, situations exist where a purchase of goods must be shipped to an alternative address. Purchases should optimally remain addressed to an official Virginia Tech departmental address, however, accommodations can be made in these justified situations to ship products to alternative addresses.

Requests to raise spending limits on the university's purchasing card to have purchases sent to alternative ship to addresses will no longer be honored. Home addresses of employees will not be added to HokieMart. In these justified circumstances, the following options can be utilized.

#### Option 1 – Essential Purchases to An Alternate Ship-to Addresses Will Be Completed by Central Procurement Personnel (Applicable for all Dollar Amount Purchases)

Any essential purchase that must be shipped to a nonstandard VT ship-to address shall be submitted to central procurement for processing. To facilitate the transfer of the requisition to central procurement, the supplier should be selected as "Best Vendor". All other sections of the requisition should be completed as normal, including data entry of the line item details of the order to be placed. Include in the internal notes the alter-

native address, the preferred supplier to fulfill the order and a justification why the order is considered "essential" and include or attach all other information needed for procurement to complete the order. All approval workflow will still apply to the order. Procurement will ensure the standard university ship to address is removed and replaced with specific instructions to the vendor to ship the order to the alternative ship to address.

Please note:

1. Requisitions created through HokieMart Punchout catalogs cannot be used for alternative ship-to-address purchases. You can still order from these companies but you must use a non-catalog requisition to place that order and select <Best Vendor> as explained above. Processing will be completed by central procurement buying staff.
2. We cannot guarantee vendors will follow our requests for alternative shipping addresses as some vendors process VT orders through their own electronic systems that may not recognize our request. Requesting tracking or order information will be the responsibility of the university departments once the PO is issued. Procurement cannot assist with redirecting purchases not processed correctly by the vendor.
3. If the purchase contains any item that meets the definition of a university trackable fixed asset, you will receive instructions regarding what the recipient must do upon receipt of that fixed asset. The university will track all fixed assets being delivered to home addresses with the full expectation they are returned to university facilities once the pandemic is over

for tagging and tracking.

4. For equipment purchases, put the custodian and location in the internal notes and attachment section of HokieMart.
5. If you have an existing essential purchase order in HokieMart for a product that has not yet shipped and would like it to be shipped to an alternate address, you must cancel the purchase order and resubmit following these guidelines.

Option 2 – Amazon Business Purchases Up to \$2K can be made direct on AmazonBusiness.com with payment via the university p-card and the ability to change the ship to address at checkout. All purchases must be deemed essential and will be monitored closely by the University from within our amazon business account. P-card reconciliation documentation must include a justification for an essential purchase during this emergency and notation of the alternative ship to address. All Amazon purchases shall be processed through the university's amazon business account using your @vt.edu email address as the username. Amazon Prime shipping benefits and discounts for the university and tax exemption status will still be applied.

Please note:

1. You must request a security change to your Amazon Business setup to allow this method of ordering by sending request to [hokiemart@vt.edu](mailto:hokiemart@vt.edu).
2. Specific procedures will be provided walking you through this alternative Amazon Business purchase process.

Continued on page 6

## SWaM Podcast

The Supplier Opportunity Program has launched a new podcast series of interviews with leaders from small, woman-owned, and minority-owned (SWaM) businesses that are certified with the university.

The SupplierReady! podcast's goal is to create greater awareness of the types of SWaM businesses certified at Virginia Tech and the goods or services they provide to the university. Each episode includes an interview between host Daysha Holmes, Assistant Director for Supplier Opportunity, and a leader from the selected business.

SupplierReady! is available across a range of platforms, including [Spotify](#), [Google Podcasts](#), [Anchor](#) and more.

## Virtual Supplier Opportunity Vendor Fair

The Virginia Tech Procurement's Small, Women-owned, and Minority-owned Virtual Vendor Fair will take place on Tuesday, February 23, 2021 from 12pm-3pm. Procurement's Supplier Opportunity Program is teaming up with our contracted SWaM vendor, All About Presentation, to showcase the best virtual experience ever! Be on the lookout for registration details in the upcoming weeks.



## Needed Personal Protective Equipment and Critical Supplies

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 Winter by submitting an ISR in HokieMart and picking it up at the Surplus Property warehouse. Allocations of PPE and critical supplies will continue to 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/ppeandcriticalsupplies-table.html>.

## VT Surplus Property Will Still Hold Surplus Auctions

VT Surplus Property will still hold Surplus Auctions. Due to the changing dynamics of this pandemic, and state ordinances pertaining to COVID 19, all Surplus auctions will be held online for the foreseeable future. Social distancing and face coverings will be required for entry in to the warehouse. The 2021 auction dates are:

- February 11 2021
- March 11 2021
- April 8 2021
- May 13 2021

- June 10 2021
- July 8 2021
- August 12 2021
- September 9 2021
- October 14 2021
- December 9 2021

As a reminder, all auctions will be on the second Thursday of each month except for January and November. Any additional information or updates regarding auctions will be posted here: <https://www.procurement.vt.edu/surplusproperty/vtauction.html>

## DID YOU KNOW?

### Alternative Learning Space on Campus

Have you seen the large dome structure on-campus located behind Cowgill hall recently? Did you know that Procurement helped acquire this 60 foot diameter geodesic dome to be used as an alternate teaching space for the College of Architecture and Urban Studies? The dome provides the college an alternative learning space needed due to COVID-19 and allows enough space for up to 25 students to safely operate in a unique learning environment all while adhering to social distancing protocols. Procurement was involved in helping coordinate this purchase from a company called Pacific Domes located in Ashland, Oregon. Be sure to check out the Virginia Tech News Video found here! : [https://video.vt.edu/media/t/1\\_9pq5rtzq](https://video.vt.edu/media/t/1_9pq5rtzq)



### Reminder to Departments For Personnel on Campus

A gentle reminder to any department that places an order requiring personnel to visit campus for services such as installation, product training, certifications, calibrations, etc. to please relay Virginia Tech's On-Campus COVID-19 Guidance for Vendors and Contractors which can be found at the link here: [https://www.procurement.vt.edu/content/dam/procurement\\_vt.edu/COVID-19GuidanceVendorsContractors.pdf](https://www.procurement.vt.edu/content/dam/procurement_vt.edu/COVID-19GuidanceVendorsContractors.pdf)

Please be sure to pass this information along to those who may be potentially visiting campus, especially on orders that do not get routed through Procurement such as contract orders or those which do not exceed \$10k.

# PROCUREMENT SPOTLIGHT

Name: Doug Broyles  
Nickname: Sticks  
Years at VT: Almost 4  
What are your main duties/commodities/: Capital Construction Contracts Officer/Architectural Design and Engineering Contracts

Favorite Sport/s to Watch: College Football/Anything Hokies  
Favorite Sport/s to Play: Now-Golf, Younger-Played a whole lot of Baseball  
Favorite Team: Boston Red Sox/Virginia Tech of course  
Favorite Holiday: New Year's Eve/Day  
Favorite Food: Jambalaya (Most things Cajun)  
Favorite item from Starbucks: Chai Tea Latte  
Hobbies or what do you do in your spare time: Golf/Write  
Organizations or Committees you belong to: Rotary  
What are you passionate about right now: Curing Parkinson's Disease (My mom passed from it a few years ago)  
Favorite Animal: Penguins-Classy and Cool. Ha!!  
Current Pet/s: Nothing currently, but have had dogs/cats/rabbits/ducks/turtles/fish and a hedgehog. Currently supporting a family of raccoons and a family of groundhogs in our backyard. Sometimes willingly, sometimes not.  
Animal I would like to have one day: A dog again

Favorite Movie: The Sandlot  
Favorite Book: The Sun Also Rises (Hemingway)  
Favorite TV show: Currently - Ozark (Hurry up Season 4). All-time - The Wonder Years  
What amazing adventure(s) have you had: Have had a lot in terms of travel that I'm thankful for. Seeing the ruins of Pompeii, and the Colosseum in Rome. Seeing sunset at the Grand Canyon. Canadian Road Tripping with Cora and my Girls. Staying on Lake Geneva in Switzerland with the Alps surrounding. Standing atop the Eiffel Tower. Walking Caribbean beaches with someone I love. Canoeing through the rainforest of Costa Rica. ...But being a dad to two girls is probably the biggest and most amazing "adventure".  
What are you most thankful for: My daughters being healthy and happy and smarter than me (most days thankful for that one). Slow weekend breakfasts and coffee with Cora. And the health to play my best round of golf, next round.  
If you had to pick one word to describe yourself what would it be: Growing  
Who is your favorite Celebrity: Band-Foo Fighters, Author-Ernest Hemingway  
What is your idea of a perfect vacation: A casual cottage on a quiet beach with Cora and my girls, great food and drink, and nowhere to be.



Mountains or Ocean: Ocean  
Summer or winter: Summer  
City or Country: Country

Favorite quote or saying: "Whether you think you can, or think you can't, you're right." - Henry Ford  
What is your favorite Phone App: I would say Twitter is probably looked at the most, but my weather/alarm clock app is the most valuable.  
Where are you from and where all have you lived: Was born in Roanoke, VA, but grew up (from) Wise, VA. Have also lived in Blacksburg while going to school at Radford and VT, currently have lived in Pearisburg for about 18 years.

## UPCOMING EVENTS

ABC's of Procurement Part 1  
December 8, 2020

[Register Here](#)

## FOLLOW US:

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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...

## Hokiemart Requestor On Demand Training

Hokiemart Requestor training is now available! While we have suspended in-person Requestor training for the time being, we are proud to offer on-demand training videos that cover the in-person training topics. These videos walk you through each order type in Hokiemart and are helpful to new users as well as those who just need a refresher.

Video topics include:

- Non Catalog Order
- Punchout Order
- Interdepartmental Service Request Form

- Direct Pay Request Form
- Reimbursement Request
- Travel Agency Authorization
- Navigate the Cart

Videos can be found under “Tutorial – Videos” on the Hokiemart Training section of the Procurement website here: <https://www.procurement.vt.edu/hokiemart.html>

## Closed Captioning Services Alternative Address

Continued from Pg 2...

Are you responsible for virtual events and training and in need of post-production video captioning and transcription services? Through a VASCUPP contract, Virginia Tech departments have access to 3 vendors: 3Play Media, Cielo24, and Verbit, Inc. The great thing about these contracts is that a tiered pricing structure is applied collectively to the entire group and not just an individual institution. Closed captioning increases engagement and message clarity and aligns with Virginia Tech's commitment to inclusion and access.

3. Procurement staff will assist any departmental staff members that still needs to join the university's Amazon Business master account. Email [hokiemart@vt.edu](mailto:hokiemart@vt.edu)

Questions regarding these procedures for alternative ship-to addresses should be sent to [hokiemart@vt.edu](mailto:hokiemart@vt.edu). We appreciate everyone's patience and cooperation relating to procurement activities during the COVID-19 emergency situation.

More information on pricing and how to get started can be found here: <https://ati.gmu.edu/mason-captions/>

