

THE CART

What's happening in Procurement at Virginia Tech

September 2022

Low Risk, Low-Cost Software Purchase Pilot Program

On August 1, 2022, Virginia Tech rolled out a pilot program for the purchase of low-risk, low-cost software. After completing a short Service-Now survey, this program will provide departments with an immediate determination if your proposed software qualifies for this program.

The survey will look at the following to determine if you can move forward with your purchase.

- **Cost:** The cost must be at or below \$10,000 on a one-time or annual basis.
- **Data:** The software or IT service must process low-risk data as defined by the Virginia Tech Risk Classification standard. It must not process or store data that is subject to data sharing, and it must not process data that is subject to contracts, regulations, or laws such as FERPA and ITAR. It also cannot be used to collect money.
- **Impact:** The software or IT service must only be used within a senior management area or research project, must not have data integration with Banner, Blackbaud, Canvas, or other university enterprise software systems; must not have data integration with a system that is processing/storing data that is not low risk, and must not be essential to a university-wide service or function.
- **Vendor:** The purchase must be made from a vendor that Virginia Tech is allowed to do business with.

You can review more details about this pilot program at:

<https://itpals.vt.edu/itprocurement/lowriskfaqs.html>

It is important to note that you will need to use Account Code 22188, Low Risk Software once you get your Service Now approval number, you will need to enter it in the General section of information on your requisition. Click the pencil icon to edit and then enter your number in the Service Now No. field.

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Important Reminders When Doing Business with The Inn at Virginia Tech

To help ensure purchase orders to the Inn at Virginia Tech are being processed appropriately and timely, please remember the following updates:

- Attach your invoice and backup documentation as an external attachment. Please note, this may mean that you are entering your requisition after the lodging, meal, or services occur.
- All requisitions to the Inn should be issued to the vendor The Inn at Virginia Tech & Skelton Conference Center, supplier number 906547147.
- Requisitions must be entered on the non-catalog form. Do not use the Direct Pay or ISR form.
- Be sure to attach your food approvals and attendee list.

For a complete detailed guide, please view our [Doing Business with The Inn @ Virginia Tech](#) webpage.

Warm Welcome to the new Executive Chef at the Inn at Virginia Tech, Tom Collins!

Please give a warm welcome to the new Executive Chef at the Inn at Virginia Tech, Tom Collins! Chef Collins originally learned how to cook from his grandmother growing up, but he learned professionally at culinary school in Hyde Park, New York and Baltimore, Maryland. He's been a chef for over 30 years and his favorite food to prepare is seafood. Chef Collins will oversee the culinary operation at the Inn and we're excited he's here. Reserve your table at Preston's Restaurant to say hello to Chef Collins and sample his creations! Welcome to the team, Chef!



VT Finance & Sleep in Heavenly Peace

YOU are invited to join your colleagues to build beds for Sleep in Heavenly Peace.

Saturday, September 10,
8am - 12 noon

Sleep in Heavenly Peace pledges "no kid sleeps on the floor in our town."

The New River Valley chapter of the national organization collects funds and provides instruction for volunteer build-a-bed days. Family members over the age of 12 and all skill levels are welcome. Tools, instruction, and materials are provided on-site. Check out [this video](#) to learn more about a build day.

[Sign up](#) and come out on Saturday, September 10th.

Can't volunteer but want to support the effort? Donations of [twin-size bedding items](#) or [financial contributions](#) are welcome.

Questions? Contact:
Diane Bonsall, dbonsall@vt.edu or
Jenni Schoner, jschoner@vt.edu

VENDOR SPOTLIGHT

Code One Training Solutions, LLC | AED Team

AED Team, a division of Shok Enterprises, LLC, is a Roanoke based, nurse owned, small business specializing in the placement of Automatic External Defibrillators (AEDs) and other lifesaving equipment.



While most AED units in the United States are located indoors at locations which are inaccessible outside of business hours, AED TEAM's mission is to move these lifesaving devices outdoors where they can be accessed through 911 system 24 hours a day, 7 days a week. With over 200 outdoor AED enclosures deployed across the country, AED TEAM has already celebrated its first life saved using this equipment last year in Massachusetts.

- AED TEAM provides sales and service of all US FDA cleared AED units, pads, batteries, and accessories.
- AED TEAM is the exclusive distributor of CE-TEK outdoor AED enclosures.
- AED TEAM provides data-driven consultation on the optimization of AED deployment strategies and emergency action plans.



Website: <https://aedteam.com>



Save the Date:

Small, Women-owned and/or Minority-owned (SWaM) Vendor Fair

Wednesday September 7th, 2022
The Inn at Virginia Tech
Noon-3:30pm

About the Fair:

- Free admission
- See vendors interested in doing business with you!
- Including SWaM vendors is a part of your purchasing plan- this is a great way to find SWaM vendors!
- Door prizes, refreshments and vendor Bingo

**REGISTRATION
OPENS JULY 1ST!**



Contact us:
Procurement Department
Supplier Opportunity Program (MC 0333)
300 Turner Street, NW Suite 2100
Blacksburg VA, 24061
540-231-6221



DID YOU
KNOW?

Burruss Hall Bells

If you've ever gone for an afternoon walk on the drill field, you've likely heard the melody of bells coming from Burruss Hall. Did you know that Procurement recently helped purchase an upgrade to this system known as a carillon as part of the 150th anniversary plans? The upgrade to the carillon system was purchased from a company called Schulmerich Carillons based out of Cincinnati, OH. They have been in business since 1935 specializing in these instruments. This system is capable of playing 750 different songs which can be selected from their library of over 7,800 carillon songs! Next time you hear the carillons playing, listen closely as it might be a song you've never heard before.



New Customs Broker- AirSchott Inc

The Procurement Department is excited to announce that we have a new customs broker.

AirSchott Inc has recently contracted with the University to assist with customs and import issues.

Check out our ["How Do I Buy"](#) for a list of estimated fees, as well as contact information for AirSchott.

Hokiemart Requestor Training



Training Sessions are held monthly and alternate between in-person at the North End Center and Zoom.

Upcoming dates:
September 28th: Zoom
October 26th: North End Center
November 30th: Zoom

2023 training dates to be posted soon!

Register Here for
In-person and via Zoom
on [PageUp](#)

Surplus Property 101 and Contract Administration Training

Can now be found on our
[training website](#)

UPCOMING EVENTS

ABC's of Procurement Part 1&2
Coming Soon: Fall 2022



Have Suggestions?

Tell us how we are doing by using
the [link below](#):

[Give us your feedback](#)