

## How Do I Handle...

### ***University Term and Cooperative Term Contracts***

#### **University Term Contracts**

Over 500 multiple-year contracts have been negotiated by central Procurement buyers to efficiently supply commonly purchased goods and services to the campus. A complete listing of university contracts is on the Procurement Department [VT Contracts](#) page.

University term contracts are typically negotiated to last one year to five years. In certain circumstances, when the good or service is difficult to procure or a longer contract is most advantageous for the university, a longer length of term is negotiated.

University term contracts contractually stipulate discounted pricing but also other value-added items such as discounts, warranty, return policies, service levels and adherence to the university's legal terms and conditions.

Many of our contracted vendors have also published an electronic catalog (referred commonly as a "punchout") on HokieMart for the ease of Procurement by departmental buyers, providing an experience similar to online shopping. Departments are encouraged to purchase from these punchouts to obtain already negotiated value and discount. These punch-out vendors have agreed to electronically invoice the university, which is the most efficient, most effective and fastest way to pay vendors and reduces the paperwork that must be processed by the university's accounts payable office.

#### **Cooperative Term Contracts**

The university will use "cooperative" contracts issued by other universities or state entities to acquire goods under negotiated terms and conditions. By using university negotiated term contracts and cooperative term contracts available to the university, the procurement process is faster and more efficient since the competition has already occurred.

#### **When Are New University Term Contracts Needed?**

Departments can request that the university consider negotiating a long-term contract for services or goods based on these criteria:



- High volume of purchases are planned (Quantity of individual purchases > 100 in a year)
- High spend volume of purchases are planned (Relative to what is being purchased)
- The complexity of what is needed requires that negotiations establish the scope and expectations of the university.
- Negotiations to get the best price would greatly benefit the acquisition of the good or service.
- The good or service is needed campus wide and on a routine basis. Having a term contract in place would facilitate expedient Procurement by multiple departments.
- Any University revenue generating agreement should be formalized with a term contract.

## **Virginia Tech Contracts**

Virginia Tech contracts can be found on the Procurement Department [VT Contracts](#) page.

## **Cooperative Contracts**

VASCUPP contracts competitively negotiated and vetted by other schools can be found on the [VASCUPP website](#).

## **State Contracts**

State contracts that Virginia Tech has access to can be found at [eVA here](#).