

PROCUREMENT AND CONTRACTS PROCESS GUIDANCE

MANDATORY USE CONTRACTS FOR OFFICE SUPPLIES

Radford University Department of Procurement and Contracts, is partnering with the Virginia Higher Education Procurement Consortium (VHEPC), based on a strategic sourcing initiative, and entered into cooperative contract agreements with **The Supply Room Companies (TSRC) contract # VHEPC-R190301**, and **RGH Products/Staples contract # Radford University (CNR 01373)** for the purchase of office supplies, office incidentals, paper, and toner, etc. This partnership leverages the buying power of Higher Education in Virginia. These cost saving programs reduce costs and earns revenue for the University which supports student scholarship opportunities. Effectively managing this commodity ensures proper stewardship of university resources. Radford University benefits from implementing mandatory requirements for TSRC and RGH Products by paying lower prices, receiving revenue in addition to other incentives from these suppliers.

TSRC and RGH Products are the office supply vendors for Radford University. The eVA punch-out catalogs enable the procurement of all common office supplies as defined in the account codes listed below. For customized special office supply needs a non-catalog TSRC/RGH and RGH contract

TSRC or RGH Products must be contacted to source a needed item if item is not found in their punch-out catalog.

TSRC or RGH Products must be given the opportunity to price match when a lower priced item is found from a "like" vendor. Companies such as Amazon or Walmart are not considered "like" vendors specifically selling office products. TSRC/RGH Products require the like vendor's official quote/screen shot from the vendor's website, including product name and pricing. TSRC/RGH will respond by the close of the next business day. Procurement will monitor eVA REQs to ensure compliance with this mandatory requirement.

Frequently Asked Questions:

1. ***What do we tell other office supply vendors when they reach out?***

Inform any interested vendor that the university has identified TSRC and RGH Products as mandatory sources for Office pces

