MANDATORY USE CONTRACT FOR OFFICE SUPPLIES

The Supply Room Companies (TSRC)
Radford University Specific eVA Punch-Out Catalog
VASCUPP Contract UVA1507501

Why?

Strategic Sourcing Initiative. Radford University Department of Procurement and Contracts, partnering with the Virginia Higher Education Procurement Consortium (VHEPC), through the University of Virginia, embarked on a strategic sourcing initiative in 2017, and entered in to a cooperative contract agreement with The Supply Room Companies (TSRC) for the purchase of office supplies, office incidentals, paper, and toner, etc. Leveraging the buying power of higher education in Virginia, this cost saving program reduces unit prices, earns rebates, and reduces eVA fees for the University.

The purchase of office supplies is one of Radford University's largest expenditures averaging approximately $350,000 annually. Effectively managing this commodity ensures proper stewardship of university resources. Radford University benefits from implementing the TSRC mandatory requirement by paying lower prices, receiving rebates and other incentives, and reimbursement of related eVA fees.

What?

TSRC is the sole provider for Radford University and its eVA punch-out catalog is the primary method for procurement of all common office supplies as defined in the account codes listed below. For customized special office supply needs a non-catalog TSRC process may be required. Mandatory use of TSRC contract is required for the following account codes:

- 713120 Office Supplies (Include expenditures for binders, clips, file folders, ribbons (all types), small batteries, tape (all types), writing utensils, and similar office items, copy and fax toner.
- 713130 Stationery and Forms (General use copy paper and non-printed envelopes)
- 722630 Office Incidentals (Compasses, date stamps, desk organizers, file boxes, letter openers, rulers, scissors, staplers, T-squares, and similar "desktop" office equipment)
- 722640 Office Machines (Calculators, adding machines, drafting machines, and similar equipment NOT 72264C)

When?

- Mandatory use of this contract begins **April 1, 2019**

How?

- Departments continue ordering office supplies from the Radford University specific eVA punch-out catalog that displays the best value office supplies under contract that provides the greatest cost savings.
- TSRC must be contacted to source a needed item not found in the punch-out catalog. TSRC may grant written approval to purchase from another supplier and this must be attached to the PR (email documentation can be electronically attached to the eVA PR.)
- TSRC must be given the opportunity to Price Match when a lower priced item is found from a "like" vendor, not companies such as Amazon or Walmart. TSRC needs the vendor's official quote or a screen shot of vendor's website, including name, item, and pricing. TSRC will respond by close of the next business day.
- Procurement will monitor eVA PRs to ensure compliance with the mandatory requirement.

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