



## 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 process may be required. Mandatory use of TSRC and RGH contracts 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)

#### Effective Dates:

Mandatory use of these contracts was effective on January 1, 2024, for TSRC under the new contract, and RGH became effective **March 11, 2024**.

#### Process Guidance

Departments order office supplies from the Radford University specific eVA punch-out catalogs, displaying the value contract pricing for office supplies under either contract to achieve the greatest cost savings.

- 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 Supplies and you are required to use these vendors. You may also refer them to Procurement and Contracts for additional information. We will be happy to address all their questions, concerns, or frustrations.

### **2. *Will all items through TSRC and RGH be deeply discounted?***

Not all items are deeply discounted. A data analysis of previous office supply purchases was completed for the collective group of higher education institutions utilizing the contract. Deeper discounts were identified in the analysis based on items that were purchased in large volumes or were high dollar purchases. Deeper discounted items are reflected by “C” within the TSRC catalog, and “On Contract” in RGH. Other items will receive a minimum discount based on the individual contract and are available for price match (comparable items with a like office supply vendor). The Virginia Higher Education Procurement Consortium (VHEPC) Data Analyst continues to analyze data to ensure we are receiving the best discounts for high volume purchases.

You may only receive the standard contract discount on an item purchased once or twice a year but will receive much deeper discounts on items purchased (as a collective group) based on volume purchases. Purchasing items marked as being on contract in the punchout catalog will deliver the highest cost savings. In some cases, selecting an alternate brand may provide larger discounts.

### **3. *What if my department wants a specific item not offered through TSRC or RGH?***

TSRC and RGH will make the effort to get the same item/comparable item priced with the standard contract discount.

### **4. *What are the procedures for requesting a waiver?***

Email TSRC and RGH, if the account executives have confirmed they do not offer the item, or something comparable attach those emails to justify purchase from an alternate vendor.

### **5. *TSRC and RGH sell furniture, can I buy furniture from either of these vendors?***

VCE is the first source for all furniture items. However, TSRC has a Quick Ship program of selected items that have been approved for purchase. The link to the Quick Ship can be found in the Favorites tab. Procurement and Contracts plans to work with RGH to develop a Quick Ship program in the coming months. Contact Sheryl Sullivan, [sssullivan@radford.edu](mailto:sssullivan@radford.edu) about Furniture and TSRC/RGH.

### **6. *Are there delivery fees:***

Neither TSRC nor RGH charge delivery fees.

### **7. *Is there an order minimum requirement?***

Not for the TSRC, but RGH has a mandatory minimum order requirement of \$25.00. Placing larger office supply orders is more efficient and contributes to environmental sustainability by fewer boxes, and more efficient use of delivery vehicles.

**8. *When are orders typically received?***

TSRC and RGH attempt to maintain common stock in their warehouse. Orders placed by 3 p.m. should be received the next business day. Special items may require a longer delivery timeframe, depending on how soon TSRC and RGH get the items from the manufacturer.

**9. *What is the procedure for a specialty item not in the punchout catalogs, or intent to place volume order purchase for a specific item?***

Reach out to the representatives at TSRC and RGH to request a quote. The order will have to be entered as a non-catalog order in the eVA punchout catalog.

**10. *Who are the contacts for TRSC and RGH?***

**TSRC Contacts:**

**Radford's Primary Account Executive**

Frank Green [fgreen@thesupplyroom.com](mailto:fgreen@thesupplyroom.com) (Mobile) 540-353-1857

**Secondary Account Executives:**

Holden Tucciarone [htucciarone@thesupplyroom.com](mailto:htucciarone@thesupplyroom.com) (Office) 804-412-2729; (M) 804-922-3526  
Caron Arkesteyn [carkesteyn@thesupplyroom.com](mailto:carkesteyn@thesupplyroom.com) (Office) 804-412-2792

**RGH Products:**

**Key Account Manager**

Gerard Robinson [gerard@rghproducts.com](mailto:gerard@rghproducts.com) (Office) 410-576-1544; (M) 410-736-3667

**Radford University Procurement Contacts:**

Sheryl Sullivan, Procurement Officer [ssullivan@radford.edu](mailto:ssullivan@radford.edu) 540-831-5090  
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