

Request for Proposal #0015733

for

Advertising Services

May 4, 2011

RFP 0015733
GENERAL INFORMATION FORM

1. **QUESTIONS:** All inquiries for information regarding this solicitation should be directed to: Robert Snuffer, Phone: (540) 231-5557, e-mail: bsnuffer@vt.edu.
2. **DUE DATE:** Sealed Proposals will be received until May 24, 2011 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.
3. **ADDRESS:** Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute And State University (Virginia Tech), Purchasing Department, 270 Southgate Center (0333), Blacksburg, Virginia 24061. Reference the Opening Date and Hour, and RFP Number in the lower left corner of the return envelope or package.
4. **TYPE OF BUSINESS:** (Please check all applicable classifications). If your classification is certified by the Virginia Department of Minority Business Enterprise, provide your certification number: _____. For certification assistance, please visit: <http://www.dmbc.state.va.us/swamcert.html>.

_____ **Large**

_____ **Small business** – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years. Department of Minority Business Enterprise (DMBE) certified women-owned and minority-owned business shall also be considered small business when they have received DMBE small business certification.

_____ **Women-owned business** – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.

_____ **Minority-owned business** – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

5. **COMPANY INFORMATION/SIGNATURE:** In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)	
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		FEDERAL TAXPAYER NUMBER (If different than ID# above)	
BILLING NAME (Company name as it appears on your invoice)		FEDERAL TAXPAYER NUMBER (If different than ID# above)	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)		SIGNATURE (IN INK)	DATE
E-MAIL ADDRESS	TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS

11/10

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiations for Advertising Services by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. CONTRACT PERIOD:

The term of this contract is for One year(s), or as negotiated. There will be an option for Four One year renewals, or as negotiated.

III. BACKGROUND:

Virginia Tech departments place ads in various publications for employee recruitment, to advertise department-sponsored programs and events, and to market their department in general. Some of the university's high volume advertisers include the Northern Virginia Center, Department of Human Resources, University Relations and Athletics Department.

It is estimated that the university spends over \$300,000 per year on recruitment and display advertising. Annual expenditures are approximately \$150,000 for the Washington Post, \$100,000 for the Roanoke Times, and \$65,000 for the Chronicle of Higher Education. Other publications utilized include the Richmond Times Dispatch and the Virginia Pilot.

IV. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a trading partner within the eVA system.*

There are registration fees and transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/register/vendorreg.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: eVACustomerCare@dgs.virginia.gov, or call 866-289-7367 or 804-371-2525.

V. CONTRACT PARTICIPATION:



It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech's affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract

terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

VI. STATEMENT OF NEEDS:

Virginia Tech needs the services of a contractor that can design and place recruitment, display, and other types of advertising in newspapers, other publications and to include the use of internet/web-based sources, when requested by Virginia Tech.

VII. PROPOSAL PREPARATION AND SUBMISSION:

A. General Requirements

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP. **One original and Four copies** of each proposal must be submitted to:

Virginia Tech
Purchasing Department (0333)
270 Southgate Center
Blacksburg, VA 24061

Reference the Opening Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package.

No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:
 - a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
 - b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - d. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.

- e. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

B. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal:

1. Plan for providing advertising services to Virginia Tech, including, but not limited to:
 - a. A description of the services you are willing to provide to Virginia Tech (i.e. advertisement layout/design, advertising placement, media consulting, etc.)
 - b. Publications in which you are willing to place advertising.
 - c. Use of the internet for display and recruitment advertising.
 - d. Detailed explanation of advertisement placement process if a department wants to utilize your services to place an advertisement.
 - e. Plan for billing and willingness to pay for advertisements placed on behalf of the university, and then invoice the university.
 - f. Ability to negotiate discounted rates with newspapers, magazines, internet sources etc. for Virginia Tech.
2. Four (4) recent references, either educational or governmental, for whom you have provided the type of services described herein. Include the date(s) the services were furnished, the client name, address and the name and phone number of the individual Virginia Tech has your permission to contact.
3. Pricing for all services proposed per Attachment C.
4. Samples
5. Small, Women-owned and Minority-owned Business (SWAM) Utilization:

If your business can not be classified as SWAM, describe your plan for utilizing SWAM subcontractors if awarded a contract. Describe your ability to provide reporting on SWAM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWAM, but has not been certified by the Virginia Department of Minority Business Enterprise (DMBE), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWAM certification, visit the DMBE website at www.dmbv.virginia.gov. Any questions relating to SWAM businesses or SWAM subcontracting opportunities can be directed to Mark Cartwright, the University's Assistant Director for Supplier Diversity, at 540-231-3333 or mcartwright@vt.edu.

6. The return of the General Information Form and addenda, if any, signed and filled out as required.

VIII. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Plan for providing service	30
2. Pricing	30
3. Qualifications and experience	20
4. Samples	10
5. SWAM Utilization	10
Total	100

B. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated. See Attachment B for sample contract form.

IX. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted to:

Virginia Polytechnic Institute and State University
Accounts Payable
201 Southgate Center
Blacksburg, VA 24061

X. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of a ghost card payment system. For more information on this program please refer to Virginia Tech's Purchasing website: <http://www.purch.vt.edu/Department/WellsOne.html>

XI. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.purch.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XII. CONTRACT ADMINISTRATION:

- A. David M. Ferraro, SPHR, Senior Recruiter, Human Resources Department, at Virginia Tech or his designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrator, or his designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or his designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Purchasing Department through a written amendment to the contract.

XIII. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions.

XIV. ATTACHMENTS:

Attachment A - Terms and Conditions
Attachment B - Standard Contract Form
Attachment C – Pricing
Attachment D - Samples

ATTACHMENT A

TERMS AND CONDITIONS

RFP General Terms and Conditions

http://www.purch.vt.edu/html.docs/terms/GTC_RFP_100110.pdf

Special Terms and Conditions

1. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
2. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
3. **CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
4. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
5. **IDENTIFICATION OF PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and addressed as follows:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Purchasing Department (0333)

270 Southgate Center

Blacksburg, VA 24061

Reference the opening date and hour, and RFP Number in the lower left corner of the envelope or package.

If a proposal not contained in the special envelope is mailed, the Offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. No other correspondence or other proposals should be placed in the envelope. Proposals may be hand delivered to the Virginia Tech Purchasing Department.

6. **INDEPENDENT CONTRACTOR:** The contractor shall not be an employee of Virginia Tech, but shall be an independent contractor.

Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind Virginia Tech, or to otherwise act on behalf of Virginia Tech, except as Virginia Tech may expressly authorize in writing.

7. **INSURANCE:**

By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

A. Worker's Compensation - Statutory requirements and benefits.

B. Employers Liability - \$100,000.00

C. General Liability - \$500,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

D. Automobile Liability - \$500,000.00

The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all

occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

8. **OWNERSHIP OF PRINTING MATERIALS:** All artwork, camera-ready copy, negative, dies, photos, and similar materials used to produce a printing job shall become the property of Virginia Tech. Any furnished materials shall remain the property of Virginia Tech. All such items and materials shall be delivered to Virginia Tech in usable condition after completion of the work, and prior to submission of the invoice for payment.

ATTACHMENT B

**Standard Contract form for reference only
Offerors do not need to fill in this form**

**COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT**

Contract Number: _____

This contract entered into this ____ day of _____ 20____, by _____, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the _____ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From _____ through _____.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The contract documents shall consist of this signed contract, Request For Proposal Number _____ dated _____, together with all written modifications thereof and the proposal submitted by the Contractor dated _____ and the Contractor's letter dated _____, all of which contract documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor: _____ Virginia Tech

By: _____ By: _____

Title: _____

Attachment C
Pricing

Application of pricing proposed per VII.B.3. to Attachment D Samples for evaluation of offeror's pricing. Assume creative work is required for each sample, and that ads are placed in the size and format shown. Please provide detailed pricing and show computations for the publications and days below:

- a. Sample 1 (Personnel): Roanoke Times, Classifieds, Sunday
- b. Sample 2 (Personnel): Roanoke Times, Classifieds, Sunday
- c. Sample 3 (Personnel): Washington Post, Classifieds, Sunday
- d. Sample 4 (Pamplin): Washington Post, Business, Sunday
- e. Sample 5 (Athletics): Roanoke Times, Sports, Sunday
- f. Sample 6 (Athletics): Roanoke Times, Sports, Sunday
- g. Sample 7 (Purchasing): The Virginian-Pilot, Legal, Wednesday
- h. Sample 8 (Coop. Ext.): Chronicle of Higher Education, Bulletin Board, 1 week
- i. Sample 9 (Univ.Unions): Chronicle of Higher Education, Bulletin Board, 1 week
- j. Sample 10 (North. VA Ctr.): Washington Post, Business, Sunday

Attachment D Sample 1



LANDSCAPE SUPERVISOR (#2815G)

Virginia Tech is the senior land-grant university in the Commonwealth of Virginia and has a combined graduate and undergraduate population of 25,000 students in eight colleges with an annual budget of approximately \$500 million. Virginia Tech provides careers for more than 3,000 non-faculty employees in hundreds of different occupations.

This position manages the Landscape Services for the Grounds Division of Virginia Tech. Supervise the installation and maintenance of the overall university landscape. Develop and implement landscape maint. schedules. Assist the Grounds Director in planning and supervising various landscaping activities. Qualification requirements include exper. w/ turf maint. to include seeding, sodding, pesticide and herbicide applications; exper. w/ large-scale landscape installation and maint. from planning to completion; supervisory exper.; able to estimate material and labor costs; familiar w/ snow removal procedures; exper. w/word processing and spreadsheets. Horticulture knowledge to include plant identification, plant culture, and plant pest problems. Must be able to communicate effectively, demonstrate competency in working w/a diverse staff, exhibit a strong work ethic, and demonstrate a commitment to service. Preference will be given for a B.S. in Horticulture; certification in pesticide application; exper. supervising employees in landscape installation and maint. Salary Range: \$28,292-\$44,171

For a complete listing of current opportunities, visit our web site at www.vt.edu. Please send your application to: Personnel Services, Southgate Center-First Floor, Blacksburg, VA 24061. Refer to the appropriate position number on all documents. Application forms are available from the personnel office, any Virginia Employment Commission office, or may be downloaded from our web site. Individuals desiring assistance or accommodation in the application process should call us by the application deadline 540-231-8331 or 540-231-6258 TDD).

AN EQ/AA EMPLOYER
COMMITTED TO DIVERSITY.

**Attachment D
Sample 2**

Curious about job opportunities at Virginia Tech?

Confused about how to apply for jobs at Virginia Tech?

Your questions can be answered at

The Virginia Tech Employment



Showcase

*At the Pearisburg Community Center
Thursday, April 27 from 11 a.m. to 7 p.m.*

Diverse Job Opportunities in Fields Such as:

- Professional/managerial
- Information/technology
- Technical/research
- Service/trades
- Clerical/secretarial

Application process information sessions begin on the hour starting at 11 a.m. Representatives from Personnel Services at Virginia Tech will give presentations covering application processes and job opportunities, and will be available to answer your questions concerning employment.

For more information contact Personnel Services at 231-9331 or lamille2@vt.edu

Attachment D Sample 3



Virginia Tech is the senior land-grant university in the Commonwealth of Virginia and has a combined graduate and undergraduate population of 25,000 students in eight colleges with an annual budget of approximately \$500 million. Virginia Tech provides careers for more than 3,000 non-faculty employees in hundreds of different occupations. Some of the positions currently available include:

LANDSCAPE SUPERVISOR (2816G)

This position manages the Landscape Services for the Grounds Division of Virginia Tech. Supervise the installation and maintenance of the overall university landscape. Develop and implement landscape maintenance schedules. Assist the Grounds Director in planning and supervising various landscaping activities. Qualification requirements include experience with turf maintenance to include seeding, sodding, pesticides and herbicide applications; experience with large-scale landscape installation and maintenance from planning to completion; supervisory experience; able to estimate material and labor costs; familiar with snow removal procedures; experience with word processing and spreadsheets. Horticulture knowledge to include plant identification, plant culture, and plant pest problems. Must be able to communicate effectively, demonstrate competency in working with a diverse staff, exhibit a strong work ethic, and demonstrate a commitment to service. Preference will be given for a B.S. in Horticulture; certification in pesticide application; experience supervising employees in landscape installation and maintenance. Salary Range: \$28,292 - \$44,171.

POLICE OFFICER (P02004G)

The mission of our police officers is to provide a safe and healthful living, learning and working environment for every member of the University Community. We are a nationally accredited police department. Our officers are eligible to utilize outstanding educational benefits, they work a rotating 12-hour shift, and they get a full week off every month. Qualification requirements: You must have completed high school or the GED; have a good employment, driving, and criminal record; and be able to pass a written test as well as physical and psychological assessments. Preference will be given for an associate's or bachelor's degree in criminal justice or police science and/or law enforcement patrol experience. All selected candidates must successfully complete the DCJS Law Enforcement Basic School and the department's Field Training Program within one year of employment. Salary Range: \$25,651 - \$38,651. Application deadline 1:00 pm on 5/1/2000.

FIRE PROTECTION INSPECTOR - Environmental Health & Safety

Facilitates university compliance with fire safety, building and related codes, and Occupational Safety and Health Administration regulations. Develops or assists with development of building evacuation and emergency action plans, employee safety programs, and training programs. Prepares detailed reports of the results of inspections, identification of code violations, and related issues. Conducts training classes as needed or required. **QUALIFICATIONS:** Working knowledge of the technical principles, practices, and procedures used to comply with fire/life safety codes and fire-safety related OSHA regulations. Extensive experience interpreting fire/life safety codes and OSHA regulations; experience with building construction techniques; ability to read and interpret specifications and drawings; working knowledge of fire suppression systems and equipment; extensive experience developing and providing employee training programs. Ability to work both independently and as a team member. Good communication skills. Ability to write technical reports and related professional correspondence. Familiarity with spreadsheets, word processing and database software. Significant experience interpreting and evaluating compliance with national and state building codes and OSHA regulations. **PREFERENCES GIVEN FOR:** Bachelors degree in fire safety, building construction, or related technical field. Prior experience in a university environment. Experience working in a team-based environment. Formal training, licensure, or certification in fire inspection, fire/life safety codes evaluation, OSHA safety regulatory requirements. **FULL-TIME POSITION** Monday - Friday 8:00 a.m. - 5:00 p.m. Call 640 231-6301 voice or 640 231-6258 TDD or visit any VA Employment Commission office to obtain a state application or you may access our web site at www.vt.edu to submit an electronic application. Return application (resume also requested) to Personnel Services, Southgate Center, Blacksburg, VA 24061-0318 by 1:00 PM on 04/24/2000. Refer to job number 239G. Normal starting pay: \$28,292. Individuals desiring assistance/accommodation in the application/interview process should call us by the application deadline.

For a complete listing of current opportunities, visit our web site at <http://www.vt.edu>. Please send our application to: Personnel Services, Southgate Center - First Floor, Blacksburg, VA 24061. Refer to the appropriate position number on all documents. Application forms are available from the personnel office, any Virginia Employment Commission office, or may be downloaded from our web site. Individuals desiring assistance or accommodation in the application process should call us by the application deadline (640-231-9331 or 640-291-6258 TDD).

AN EO/AA EMPLOYER COMMITTED TO DIVERSITY.

Attachment D Sample 4

Ready to move ahead in your career? Need to update your management or leadership skills?

The Pamplin College of Business at Virginia Tech presents the Fall, 1999 program schedule. Programs are designed to present current business practices. Sessions are led by full-time faculty in a positive learning environment as you acquire information useful to you and your organization.

◆ **Business Essentials: Beyond Survival**

Falls Church, Virginia

Thursdays, October 7–December 9, 6:30–9 p.m.

A 9-week program designed to present cutting edge information in the following topics: Accounting, Finance and Investing, Decision-Making Data Warehousing and Computer-based Information Systems, Marketing Overview, Relationship Marketing and E-Commerce.

◆ **Capital Investing**

Falls Church, Virginia

November 17–18

A 2-day program designed for businesses who want to maximize the investment potential of their resources.

◆ **Estate Planning for Individuals**

Vienna, Virginia

October 13 & 20, 6–9 p.m.

A 2-evening program designed to assist individuals with Higher Worths or Large Retirement Plans determine how to maximize their income.

◆ **Database Concepts**

Falls Church, Virginia

December 9–10

This program is designed for information technology personnel who need to understand data management in different organizations.

Please call us at (540) 231-5566 or email scottsg@vt.edu
for additional information or registration

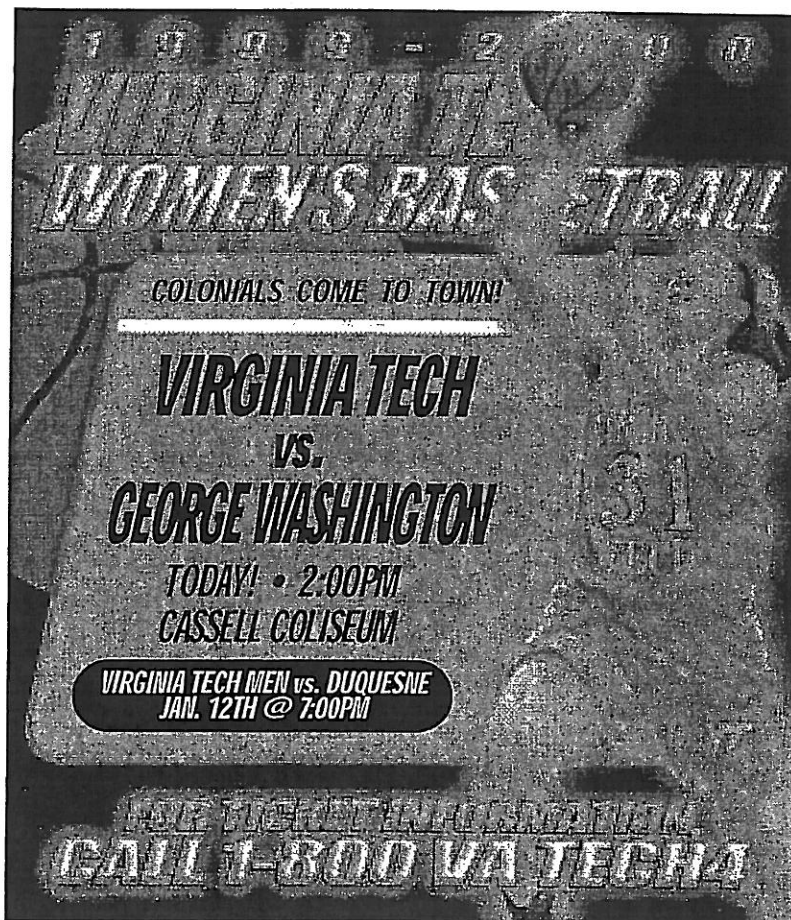
Register Now!

Management & Professional
Development Programs
Pamplin College of Business



VIRGINIA POLYTECHNIC INSTITUTE
AND STATE UNIVERSITY

Attachment D
Sample 5



Attachment D
Sample 6

SPEED • POWER • DEFENSE • SPECIAL TEAMS

BEAMERBALL

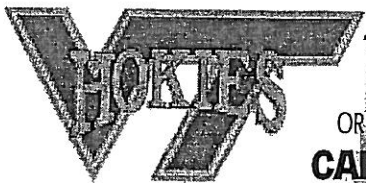
BIG CROWDS • BIG GAMES • BIG-TIME EXCITEMENT

Virginia Tech's unique style of football is identified across the country with its all-time winningest head coach, Frank Beamer. Hitting hard and scoring spectacularly from offense, defense & special teams has led to six straight bowl berths, two Big East championships, and an average of nine wins per season since 1993.

Hokie Football rates as one of the nation's best programs and this year's team should be just as exciting as ever. Now's the time to get your season tickets and Team Up with Tech today!

'99 HOME SCHEDULE

SEPT. 4 JMU • SEPT. 11 UAB
SEPT. 23 CLEMSON
OCT. 16 SYRACUSE • NOV. 13 MIAMI
NOV. 26 or 27 BOSTON COLLEGE



TEAM UP
WITH

TECH!

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Attachment D Sample 7

ADVERTISEMENT FOR PROPOSALS
Virginia Polytechnic Institute and State University (Virginia Tech) is soliciting proposals for conference services for the 2nd International Conference on Fatigue of Composites to be held June 4-7, 2000, in the Williamsburg, Virginia area. The scope of services required are more fully described in the Request for Proposal #598864, dated February 25, 1999. A copy may be obtained from the Virginia Tech Purchasing Department, 144 Southgate Center, Blacksburg, VA 24061, Phone: (540) 231-4638. Proposals are due on or before 3:00 PM, March 29, 1999.

Attachment D Sample 8

Cooperative Extension: Extension agents, Virginia Cooperative Extension, lecturer rank, non-tenure track, professional faculty positions: Management, Housing, and Consumer Education, Arlington County; 4-H Youth Development, Buchanan County. Determine program needs, monitor trends and issues; design programs meeting target audiences, specify goals, identify resources; effective communication and computer skills; experience in planning/implementing educational programs in appropriate discipline preferred; Master's required or bachelor's with significant experience. Salary commensurate with qualifications and experience. Letter of intent, résumé, academic transcripts, three reference letters to John Dooley 122 Hutcheson Hall (0437), Blacksburg, Virginia 24061, by May 29, 2000. EO/AA employer.

Attachment D Sample 9



Assistant Director for Event Services University Unions and Student Activities

Virginia Tech seeks an experienced business leader to manage the event-related services provided by the department of University Unions and Student Activities (UUSA). This professional position reports directly to the Assistant Vice President and Director of UUSA, serves as a member of the department's Leadership Group, and supervises managers in the areas of Event Planning, Program Production and the Ticket Office.

Responsibilities:

- Provides direction, policy formulation and decision-making to effectively plan programs and meetings supported by UUSA. Supervises an area including 7 full-time and numerous part-time staff to provide excellent customer service and flexible support.
- Manages planning for complex student and university events. Coordinates logistics, catering, technical production and tickets. Helps clients learn how to plan events and solve problems.
- Develops and interprets policies, and makes policy exceptions when justified. Resolves scheduling conflicts and makes efficient use of limited equipment, space and personnel.
- Works cooperatively with building staff to manage the many details of program support.
- Uses technology to improve service. Evaluates outcomes and plans for quality improvements and future growth.

Position Requirements:

- Four-six years' experience with supervision of a fast-paced hospitality organization and/or scheduling, event planning and technical production.
- Bachelor's degree required and advanced education beyond the bachelor's preferred. Preference for a degree in College Student Affairs or related fields.
- Preference for experience in a college/university setting, with special preference for work experience in a college union.
- Demonstrated abilities in management, event planning and staff supervision.
- Knowledge and skill with computer applications such as reservations software, word processing, and electronic mail is essential.

Minimum Starting Salary: \$33,811.

To Apply: Forward a completed state application form with résumé to Personnel Services, Virginia Tech, Blacksburg, VA 24061-0318. State application form available by calling Personnel Services at 540-231-3830, or on the Web at www.ps.vt.edu/ps/onlineapp/onlineapp.php3.

A complete application must be received at Virginia Tech Personnel Services by Monday, June 12, 2000 at 1pm. Note that position number is 2362 (Special Events Coordinator Senior).

Virginia Tech has a strong commitment to the principle of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals with disabilities desiring accommodation in the application process should notify Personnel Services at 450-231-3830.

Attachment D
Sample 10

Graduate Programs for Working Professionals

Adult Learning &
Human Resource Development

Applied Physics

Business Administration/M.B.A.

Computer Science/
Information Systems

Construction Management

Economics

Education

Engineering

Hospitality & Tourism Management

Information Technology

Interdisciplinary Applied Mathematics

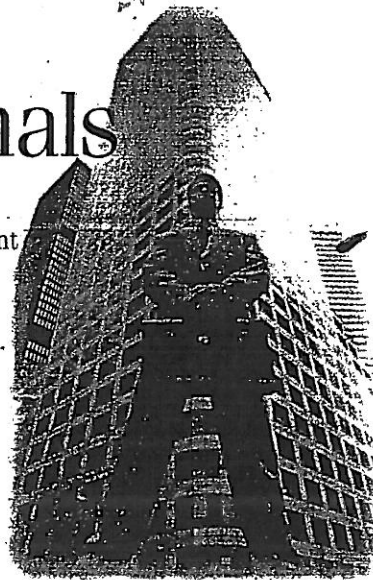
Marriage & Family Therapy

Natural Resources

Public Management & Policy

Science & Technology Studies

Technology Training & Short Courses



Virginia
 Tech

Northern
Virginia Center

(703) 538-8300

<http://www.nvvc.vt.edu/wp>

7054 Haycock Road
Falls Church, VA 22043

Spring 2000

**Classes start
January 17**

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY