



**Department of Buildings & General Services**  
**Office of the Commissioner**  
 133 State Street, 5<sup>th</sup> Floor  
 Montpelier, VT 05633

Agency of Administration

**MEMORANDUM:**

**To:** Paul Daley, Financial Director, Vermont Department of Health  
 Richard Hallenback, Director of Administration/Finance, Department of Public Safety

**From:** Jennifer M. V. Fitch, Commissioner of Buildings and General Services

**Date:** July 1, 2023

**Re:** Blanket Delegation of Authority BDA-98

DocuSigned by:  
*Jennifer M. V. Fitch, BGS Commission*  
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 7/18/2023

This delegation authorizes your Department for Children with Special Health Needs (CSHN), and the Vermont Department of Public Safety to make purchases that meet your requirements for nutritional products. The nutritional products that are covered under this BDA are products that are not found on any contract including the Minnesota Multi-state Contracting Alliance for Pharmaceuticals (MMCAP) contract.

NOTE: The agency should work with the Office of Purchasing and Contracting to establish a contract for item(s) that will be used on a routine basis. No prior approval from this office will be necessary.

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- When processing invoices for materials purchased under this BDA, please reference VISION Procedure #3: PO's, Contracts, and BDA's. VISION Procedure #3 can be found on the VISION homepage of the Department of Finance & Management's website at: <https://finance.vermont.gov/policies-and-procedures/vision-procedures>
- It is the Department's responsibility to ensure that purchases made under this BDA comply with all applicable federal requirements including Certification Regarding Debarment. On April 1, 2007, the Commissioner of Finance & Management issued Finance & Management (DFM) Policy #1: Suspension and Debarment Policies & Procedures. This policy was created to address federal requirements prohibiting purchases from vendors who have been suspended or debarred by the federal government. The policy extends the federal requirements to all purchases made by the State of Vermont (within certain thresholds), regardless of funding source. The policy requires departments to verify that a vendor has not been suspended or debarred before making a covered purchase. Policy #1 can be found on the Policies page of the DFM website at: <https://finance.vermont.gov/policies-and-procedures/finance-and-management-policies>. It describes the procedures that must be followed to verify and document that a vendor has not been suspended or debarred.
- It is the Department's responsibility to ensure that purchases made under this BDA comply with all applicable state requirements including Certification Regarding Debarment which requires the Agency of Administration to ensure that the State and any of its subdivisions do not contract, directly or indirectly, with employers who are prohibited from contracting by the Commissioner of Labor pursuant to 21 V.S.A. Sec. 692, 708, and 1314a or the Commissioner of Banking, Insurance, Securities, and Healthcare administration pursuant to 8 V.S.A. Section 3661: <https://bgs.vermont.gov/purchasing-contracting/debarment>.
- Agency and Department heads are responsible for all actions taken under this delegation including compliance with all applicable laws and Administrative Bulletin 3.5. Managers are encouraged to require that competitive pricing be obtained whenever possible. The OPC is available to provide assistance and advice on sources and procedures.

**Audit & Review**

Purchases made under this delegation will be periodically reviewed to determine if appropriate procedures have been used and whether the “best interests of the state” have been served. The Commissioner of Buildings and General Services may revoke or modify this delegation at any time.

The OPC will conduct random audits to determine compliance with this BDA.

This delegation is effective until June 30, 2024, at which time it may be reviewed.

Cc: Deborah Damore, OPC Director  
Paul Daley, Financial Director, Vermont Department of Health  
Richard Hallenbeck, Director of Administration/Finance, Vermont Department of Public Safety

