

Department of Buildings & General Services
Agency of Administration

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MEMORANDUM:

To: Department Heads and Business Managers
From: Gerald J. Myers, Commissioner of Buildings and General Services
Date: July 1, 2009
Re: Blanket Delegation of Authority BDA-6

This delegation authorizes you to make purchases that meet your requirements for the following copyrighted (single source) items:

1. Special films, video tapes, and slides
2. Pamphlets, booklets, posters, and maps
3. Educational and vocational textbooks, workbooks, training manuals, and other teachers' aids only available from specific publishers.
4. Subscription services

No prior approval from this office will be necessary.

- 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 VISIONS Home page of the Finance & Management website at <http://finance.state.vt.us/visions/>.
- 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 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 Finance & Management website at <http://finance.state.vt.us/Policies.htm> and it describes the procedures that must be followed to verify and document that a vendor has not been suspended or debarred.
- For any and all purchases made with ARRA funds under this BDA all ARRA federal and state requirements, rules, and regulations apply.
- Agency and Department Heads are responsible for all actions taken under this Blanket Delegation of Authority (BDA), and are reminded that all actions taken must comply with all applicable laws and provisions of Administrative Bulletin 3.5.

This delegation is effective until June 30, 2010, at which time it will be reviewed.

Cc: Deborah Damore, Purchasing and Contracting Manager
Betsy Laraway, Purchasing Agent
Finance & Management
Financial Operations

