

## What is the role of OPC?

The Office of Purchasing & Contracting (OPC), within AoA is responsible for making all purchases of goods/products, including fuel, supplies, materials and equipment for all State Agencies & Departments. Further, OPC is responsible for administering solicitation, procurement and contracting, as set forth in [Administrative Bulletin 3.5](#).

As such, OPC has centralized authority for commodity purchases (technology and non-technology), bid administration of technology projects, oversight of some Statewide services (technology and non-technology), vertical construction procurements for the Department of Buildings and General Services (BGS), and procurements by specific State Agencies & Departments over a certain threshold. Professional Services are decentralized at an Agency & Department level.

OPC, also carries out the procurement responsibilities as assigned to the Commissioner of the Department of Buildings and General Services (BGS).

Our primary objective is to provide State Agencies with exceptional product and services to effectively meet their requirements.



## Quick References:

- Office of the Governor of Vermont:

<http://governor.vermont.gov/>

- Office of Purchasing & Contracting (OPC):

<http://bgs.vermont.gov/purchasing>

- Department of Buildings & General Services

<http://bgs.vermont.gov/>

- Agency of Administration:

<http://aoa.vermont.gov/>

- Vermont Secretary of State:

<http://www.sec.state.vt.us/corporationsbusiness-services.aspx>

- Business to Business (Bids):

<http://www.vermontbidsystem.com/>

- OPC's Current Bid Listings:

<http://bgs.vermont.gov/purchasing/bids>

- Office of the State Treasurer:

<http://www.vermonttreasurer.gov/content/accounting/vendor-login>

- Agency of Commerce & Community Development:

<http://accd.vermont.gov/economic-development>

- Statewide Contracting lists:

<http://bgs.vermont.gov/purchasing-contracting/contract-info>

- Bidding & Contracting Forms:

<http://bgs.vermont.gov/purchasing-contracting/forms>

- Publications:

<http://bgs.vermont.gov/purchasing-contracting/publications>

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## Doing Business with the State of Vermont



Office of Purchasing & Contracting  
(OPC)

<http://bgs.vermont.gov/purchasing>



## Purpose & Policy of Bulletin 3.5

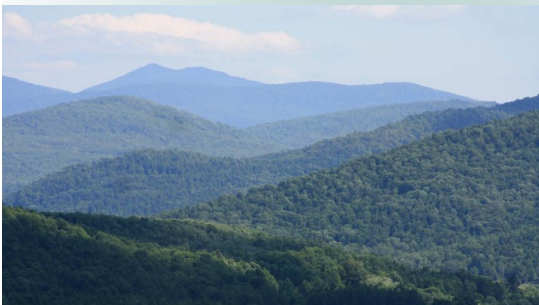
This [Bulletin](#) provides guidelines for conducting procurements and contracting and establishes minimum benchmarks and protocols to ensure the solicitation and awarding of contracts for services are completed with sufficient competition regardless of dollar amount, for all agencies, as defined herein, of the State of Vermont government.

The State process is designed to: ensure fair and open competition; guard against favoritism, improvidence, extravagance, fraud and corruption; ensure the results meet Agency/Department needs; provide for checks and balances and oversee Agency procurement activities; and protect the interest of the State and its taxpayers.

## How can I get a State Contract?

The primary means of obtaining a State contract is to successfully compete for an award by responding to a Request for Proposal (RFP).

Successful bidding requires carefully reading and completing all requirements as set forth in the RFP.



## Where do I find the Bid Information?

Information about bid opportunities is posted on the State's Electronic Bulletin Board ([EBB](#))

[www.vermontbidssystem.com](http://www.vermontbidssystem.com)

Each posting contains a brief summary of the RFP, deadlines for submission of bids, and a contact point to obtain a complete copy of the RFP.

Bid information can also be downloaded from OPC's website:

<http://bgs.vermont.gov/purchasing/bids>

## Do I have to register with the State?

While not required for bidding, all businesses must be registered with the Secretary of State <http://www.sec.state.vt.us/> in order to do business in the State of Vermont.

## How do I bid? What do I need to have?

Your company's bid proposal must contain a response to all requirements including all required forms/certifications, a completed price schedule as outlined in the RFP (where applicable), and a signed Certificate of Compliance (found within the RFP).

An RFP may contain one or more additional forms that gathers information particular to that bid event.

Make sure your company's bid proposal responds to all **mandatory** requirements.

As well, your company's bid proposal **must** arrive at the time and at the bid location as stated in the RFP.

## My company submitted a bid proposal. Now what happens?

All bid proposals are opened at the date and time as stated on the front page of the RFP. At the stated time of the bid opening (as per the RFP schedule), the bidder's names are read aloud. A bid tabulation sheet is created recording all the bid proposals.

## My company submitted a bid proposal. Now what happens? (cont'd)

Bid proposals are then reviewed to ensure all required documents are included and signed. The bid proposals are then carefully evaluated by the requesting Agency/Department.

During the evaluation period, the State does not provide status interim updates or information. This is only available once there is a fully executed and awarded contract.

## Awarding a State Contract:

After evaluations of the bid proposals, the selected bidder receives a Notification of Award for a State contract OPC. A Certification of Insurance (COI) and other documents will be required before the contract is issued.

## After I get a State Contract?

The awarded Vendor, is only permitted to sell the products/goods and/or services awarded as stated in the contract.

## Where are the State contracts?

Statewide contracts are posted on the OPC's website at:

<http://bgs.vermont.gov/purchasing-contracting/contract-info/current>

## Who can use State contracts?

State contracts may be available for use by a single State Agency and/or all State Agencies/Departments.

Cities and Towns, Schools, Political Subdivisions, and institutions of higher education of the State of Vermont may also utilize these contracts, if the contractor has agreed to offer those terms.