



Department of Buildings & General Services
Office of the Commissioner
133 State Street, 5th Floor
Montpelier, VT 05633

Agency of Administration

MEMORANDUM:

To: William Kelly, Financial Director, Department of Disabilities, Aging, and Independent Living
Catherine Delneo, State Librarian, Vermont Department of Libraries (VTLIB)
From: Jennifer M. V. Fitch, Commissioner of Buildings and General Services
Date: July 1, 2022
Re: Blanket Delegation of Authority BDA-65

DocuSigned by:
Jennifer M. V. Fitch, BGS
EC8F68F55FBC42C...

This delegation authorizes your department to make purchases that meet your requirements for adaptive equipment for blind and visually impaired clients, as described below. For items with more than one known supplier, you are required to secure bids before purchasing.

CCTV's:

Manufacturer examples: Optelec, Telesensory, OVAC, EVS, Clarity Solutions, Ash Technologies, Innovations, Vision Technologies

Speech Output Software:

Examples: Jaw's by Freedom Scientific, Window-Eyes by GW Micro, Connect out Loud by Freedom Scientific

Large Print Programs:

Examples: Zoom Text by Ai Squared, MAGic by Freedom Scientific, Lunar Plus by Dolphin Systems

Braille Displays:

Manufacturer examples: Humanware, Freedom Scientific

Braille Printers:

Manufacturer examples: Enabling technologies, Freedom Scientific, Robotron

OCR Software:

Examples: OpenBook by Freedom Scientific, K-1000 by Lernout and Hauspie, Scan and Read by Premier Programming.

Scanning Equipment

Manufacturer examples: Robotron, Freedom Scientific

Braille and Speech Notetakers

Manufacturer examples: Freedom Scientific, Humanware

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 VISION homepage of the Department of the Finance & Management's (F&M) website at <https://finance.vermont.gov/vision-financial-system>.



- It is the Department's responsibility to ensure that purchases made under this BDA comply with all applicable federal requirements including certification regarding debarment. The Commissioner of F&M issued F&M 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 F&M's website at <https://finance.vermont.gov/policies-and-procedures> and 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 the Department of Labor pursuant to 21 V.S.A. Sec. 692, 708, and 1314a or the commissioner of banking, insurance, securities, and health care 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 Office of Purchasing and Contracting is available to provide assistance and advice on sources and procedures.

This delegation is effective until June 30, 2023, at which time it may be reviewed.

Cc: Deborah Damore, Purchasing and Contracting Director
Deb LaRose, Purchasing Agent
Finance & Management
Financial Operations