



**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:** William Kelly, Financial Services 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-84

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*Jennifer M. V. Fitch, BGS Commiss*  
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This delegation authorizes the Department of Disabilities, Aging, and Independent Living and the Vermont Department of Libraries (VTLIB) to make purchases that meet your requirements for personal computer hardware and software for client use only. This BDA also covers clients and patrons served by VTLIB's ABLE Library. This BDA is to be used in those cases where the required product is not covered by an existing state contract or when it is deemed more effective to purchase from a local vendor so that close support is available to the client after the purchase. When feasible, the department should solicit bids. If a bid process is not used, a justification for selecting the vendor and product must be retained in the file. It is understood that in using this BDA, the department accepts full responsibility for compliance with federal guidelines that apply to federal funds spent on the equipment.

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 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>. 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 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  
Stephen Fazekas, Technology Procurement Administrator  
Diane Dalmasse, Director of Vocational Rehabilitation  
Fred Jones, Director for the Blind and Visually Impaired  
Finance & Management  
Financial Operations