



## **MEMORANDUM:**

**To:** Catherine Delneo, State Librarian, Department of Libraries  
**From:** Jennifer M.V. Fitch, Commissioner of the Department of Buildings and General Services  
**Date:** July 1, 2023  
**Re:** Blanket Delegation of Authority BDA-8

DocuSigned by:

*Jennifer M. V. Fitch*

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This delegation authorizes the Department of Libraries to make purchases that meet requirements for the following providing requirements are not already available under state contract. For items with more than one known supplier, you are required to secure bids before purchasing.

No prior approval from this office will be necessary.

### **A. Book Categories**

- Multi-media books
- Legal continuations
- All-in-one books (print books that contain audio)
- High contrast books
- Braille books
- Large print books
- Standing order publications

### **B. Essential Accessories and Supplies to get books into circulation**

- Book covers & magazine protection supplies
  - Library book repair supplies
  - Library shelf organization products
  - Labels and label protectors' products
  - Custom labels (book awards, etc.)
  - Media packaging and storage
  - Circulation products
  - Due date supplies
  - Archival supplies
  - Label printers & dispensers (including specialty i.e., braille)
  - Library furniture products (shelves, carts, etc.)
  - Lamination film (multiple sizes)
  - Lamination equipment
- 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 (DFM) 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. The DFM Commissioner issued 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 the Department of Labor pursuant to 21 V.S.A. Sec. 692, 708, and 1314a or the Commissioner of the Department of Financial Regulation 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, 2024, at which time it may be reviewed.

**Cc:** Deborah Damore, Director, Office of Purchasing and Contracting  
Mike Kennedy, Purchasing Agent, Office of Purchasing and Contracting  
Joe Harris, Director of Statewide Accounting, Department of Finance & Management

