VERMONT

Department of Buildings & General Services
Office of the Commissioner
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Agency of Administration

MEMORANDUM:

To: Department Heads and Business Managers

From: Jennifer Fitch, Commissioner of Buildings and General Services

E-SIGNED by Jennifer Fitch on 2021-07-01 13:14:39 EST

Date: July 1, 2021

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, such as for newspapers, journals and magazines, including in paper or electronic and web-based form. However, this BDA 6 does not include purchasing or licensing Information Technology 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/vision/ .

- 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.

- 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 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. http://bgs.vermont.gov/purchasing/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 andprocedures.

This delegation is effective until June 30, 2022 at which time it may be reviewed.

Cc: Deborah Damore, Purchasing and ContractingDirector
Michael Carr, Purchasing Agent
Finance & Management
Financial Operations