VERMONT

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

MEMORANDUM:

To: Katheran Thayer Gosselin, Director, Agency of Commerce and Community Development Administrative Services

From: Christopher Cole, Commissioner of Buildings and General Services

E-SIGNED by Chris Cole on 2020-07-01 15:36:55 GMT

Date: July 1, 2020

Re: Blanket Delegation of Authority BDA-36

This delegation authorizes the Agency of Commerce and Community Development to make purchases that meet your requirements of items for resale in historic sites gift shops at Mount Independence, Plymouth, Bennington, Chimney Point and Hubbardton Battlefield.

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.

- We would like to bring your attention to H338 that was enacted into law on April 28, 2008 requiring certification from suppliers for apparel, footwear, and textiles and therefore caution your office to take appropriate steps necessary to comply with this requirement when purchasing these products under this BDA for resale in historic sites gift shops at Mount Independence, Plymouth, Bennington, and Chimney Point.

  Certification for apparel, footwear, and textiles (sweatshop prohibition): Before commencing work on this contract, the contractor must provide certification from each supplier that meets the requirements of 29 V.S.A. §922(a) as well as a list of the names and addresses of each supplier, as required by 29 V.S.A. §922(b). Contractor certifies that if, at any time during the contract period, there are changes to the information in the certification or to the list of suppliers the contractor will promptly inform the Commissioner of Buildings and General Services of such changes.

- 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 and procedures.

This delegation is effective until June 30, 2021, at which time it may be reviewed.

Cc: Deborah Damore, Purchasing and Contracting Director
Linda Wortman, Purchasing Agent
Finance & Management
Financial Operations