VERMONT

Department of Buildings & General Services
Office of the Commissioner
2 Governor Aiken Ave.
Montpelier, VT 05633-5801

[phone] 802-828-3519
[fax] 802-828-3533

Agency of Administration

MEMORANDUM:

To: Kristin Freeman, Financial Manager, Department of Forests, Parks & Recreation

From: Christopher Cole, Commissioner of Buildings and General Services

E-SIGNED by Chris Cole
on 2020-07-01 15:37:38 GMT

Date: July 1, 2020

Re: Blanket Delegation of Authority BDA-91

This delegation authorizes the Department of Forests, Parks and Recreation to make purchases that meet your requirements for Wildland Firefighting Tools and Personal Protective Equipment from:

Defense Logistics Agency
8725 John J. Kingman Road
Fort Belvoir, VA 22060

The BDA is needed for equipment purchased through one vendor FedMall/Department of Defense (DOD).

DOD provides a wildland firefighting catalog for the purchase of wildland firefighting equipment from FedMall/DOD. Each item comes from different vendors within that catalog. DOD has established this catalog based on a purchasing contract for the best prices.

FPR provide towns with the wildland firefighting catalog link to select equipment for purchase from: http://fpr.vermont.gov/sites/fpr/files/Forest_and_Forestry/Forest_Fires/Library/Wildland%2BFire%2BCatalog%2B2017.pdf

The estimated annual volume under this BDA is $100,000.

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 and procedures.

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

Cc: Deborah Damore, Purchasing and Contracting Director
William Vivian, Purchasing Agent
Karen Robbins, Business Office, Agency of Natural Resources
Finance & Management
Financial Operations