

A grayscale photograph of the Vermont State Capitol building, featuring a prominent dome topped with a statue. The building is set against a cloudy sky and a forested hillside. The image is semi-transparent, allowing the text to be overlaid.

# **Contracting with the State of Vermont**

**Office of Purchasing & Contracting (OPC)**

# Office of Purchasing & Contracting (OPC)

- We are considered the Central Procurement Office for the State of Vermont.
- The Office of Purchasing and Contracting (OPC), within the Agency of Administration (AoA) carries out the procurement responsibilities assigned to the Commissioner of the Department of Buildings and General Services (BGS) in 29 V.S.A. Chapter 49 and 29 V.S.A, and Chapter 5 § 161, to provide those services and administer the requirements outlined in the statutes and applicable administrative bulletins.



# What does that mean?

## We are responsible for:

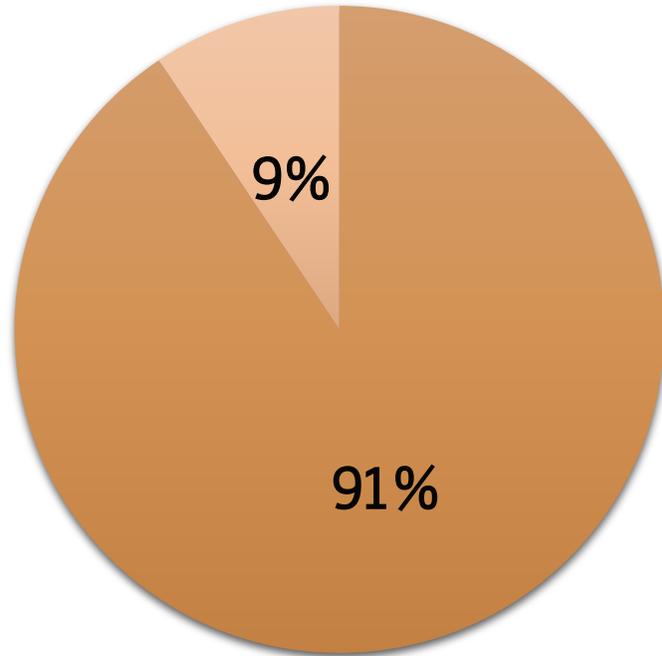
- Making all purchases of goods/products, including fuel, supplies, materials and equipment for all State Agencies and Departments.
- Administering solicitation, procurement and contracting, as set forth in Administrative Bulletin 3.5. As such, OPC has centralized authority for commodity purchases (technology and non-technology), bid administration of technology projects, oversight of some Statewide services (technology and non-technology), vertical construction procurements for the Department of Buildings and General Services (BGS), and procurements by specific State Agencies and Departments over a certain threshold.
- We provide direct services to all Agencies and Departments in State government. These services may be used by political subdivisions of the State as well as schools and State colleges.

# Metrics

- The State has approximately 3,100 active contracts of which approximately 1,100 are held by OPC;
- 765 State Sourcing events were publicly posted in Fiscal Year - FY17;
- 115 Sourcing events were publicly posted by municipalities, cities and towns in FY17 at their discretion, but not required;
- % of Vermont Vendors that participate in OPC Bid events:

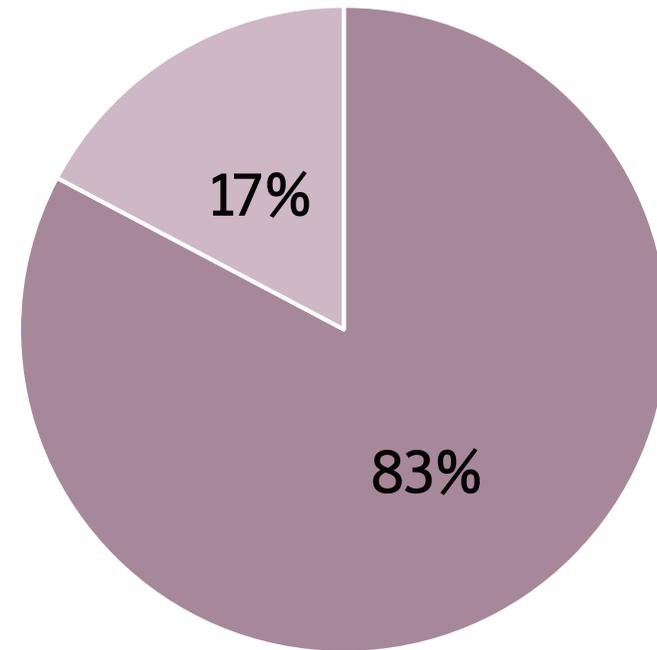
Timeframe - Calendar Year 2017	# of Bid Events	# of Bidders	# of VT Bidders	% of VT Businesses
Jan to March 31, 2017	78	378	211	79%
April 1 to June 2017	96	437	192	56%
July 1 to Sept 30, 2017	71	196	104	54%
October 1 to December 31, 2017	62	175	86	49%
<b>Year</b>	<b>307</b>	<b>1186</b>	<b>593</b>	<b>50%</b>

**Construction Contracts = 96 (06/2018)**



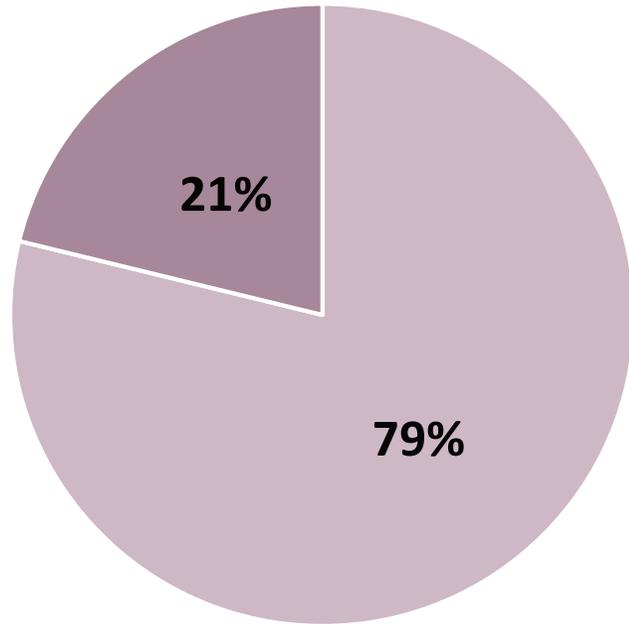
- 91% - VT Award (87) \$64,562,547.00
- 9% - Non VT Award (9) \$3,902,841.00

**A & E Contracts = 29 (06/2018)**



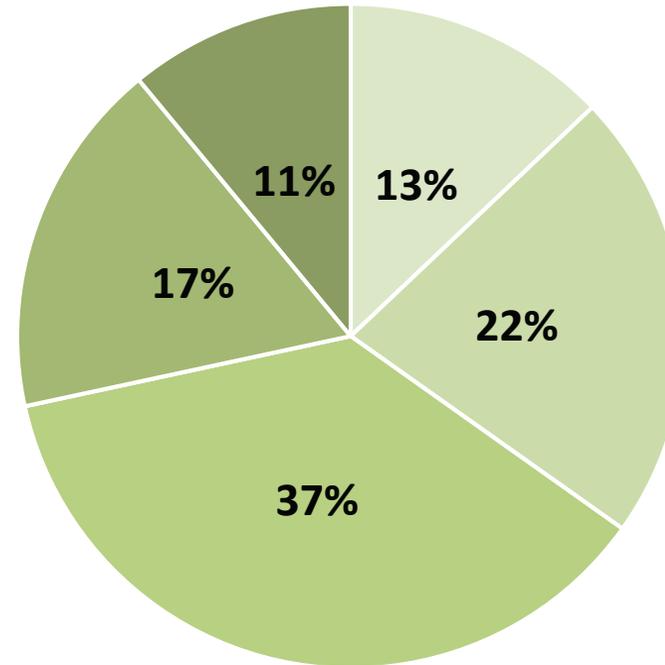
- 83% - VT Award (24) \$11,765,238.00
- 17% - Non VT Award (5) \$3,584,586.00

### Contracts for Services = 406 (06/2018)



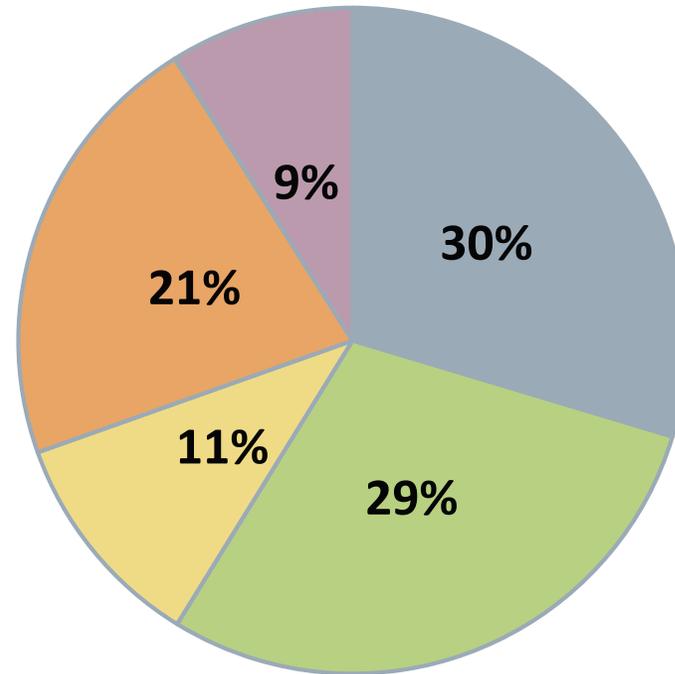
- 79% - VT Award (320) \$61,306,490.00
- 21% - Non VT Award (86) \$18,949,634.00

### Technology Contracts = 155 (06/2018)



- 13% - VT Vendor Awarded (20)
- 22% - No VT Bids (34)
- 37% - Multi-State or GSA (57)
- 17% - Multiple Award includes VT (27)
- 11% - Non VT Award (17)

### Commodity Contracts = 381 (06/2018)



- 30% - VT Vendor Awarded (113)
- 29% - No VT Bids (111)
- 11% - Multi-State or GSA (41)
- 21% - Multiple Award includes VT (82)
- 9% - Non VT Award (34)

# Authority & Purpose

**AUTHORITY:** Administrative Bulletin 3.5 issued by the Secretary of Administration establishes the general policy and minimum standards for soliciting, awarding, processing, executing and overseeing contracts, as well as managing contract compliance.

**PURPOSE:** Administrative Bulletin 3.5 applies to the procurement of all goods and services and the required documentation of such procurements, regardless of dollar amount, for all Agencies and Departments, of the State of Vermont government.

- Establishes minimum benchmarks and protocols to ensure the solicitation and awarding of contracts for services are completed with sufficient competition;
- The State's process is designed to ensure fair and open competition;
- Provides for checks and balances and oversees Agency and Department procurement activities;
- Protects the interest of the State and its taxpayers;
- Ensure all bid solicitations and resulting awards are issued in accordance with Administrative Bulletin 3.5, statute, and executive orders.

[https://aoa.vermont.gov/sites/aoa/files/Bulletins/3point5/Bulletin\\_3.5\\_FINAL\\_03-29-18%20v4.pdf](https://aoa.vermont.gov/sites/aoa/files/Bulletins/3point5/Bulletin_3.5_FINAL_03-29-18%20v4.pdf)

# How do we do it?

## Legislative and Administrative compliance:

- **Commodities:** Awards issued in accordance with Title 29, Chapter 49 § 903; awards are made in the best interest of the State with a number of factors considered. By statute, we are required to document whether Vermont vendors were given consideration.
- **Construction:** Awards issued in accordance with Title 29, Chapter 5 § 161 which states: The contract shall be awarded to one of the three lowest responsible bidders.
- **Services:** No specific statute exists. Awards are issued in the best interest of the State.
- All bid solicitations and resulting awards are issued in accordance with Administrative Bulletin 3.5, Statute and Executive Orders.

# What we do

- Oversee the bidding and contracting process to ensure compliance with Administrative Bulletin 3.5 and relevant State statutes and Executive Orders (EO). Title 29 alone provides 13 criteria in which consideration needs to be given; many of the Executive Orders reference environmental requirements in which we need to adhere to.
- Oversee the preparation and issuing of bid proposals, management of the bid process. Includes but not limited to:
  - Commodities needed by any State Agency/Department and various Statewide services.
  - Bid administration for Information Technology (IT) projects.
  - Planning, design, construction, renovation, repair, maintenance, and various services for State buildings.
  - Authority: Ensure compliance with Bulletin 3.5 and relevant State statutes and Executive Orders (EO).
  - Environmentally Preferable Purchasing Practices: Ensures that policies and procedures, product specifications, and award decisions reflect and support the administration's commitment to environmental responsibility.

# Competitive Bidding & Thresholds

## Administrative Bulletin 3.5 states:

Executive Order #3-20:

*“The State of Vermont recognizes the important contribution and vital impact that small businesses have on the state’s economy. In this regard, the state prescribes to a free and open bidding process that affords all businesses equal access and opportunity to compete for state contracts for goods and services. The state also recognizes the existence of businesses owned by minorities and women and directs all state agencies and departments to make a good faith effort to encourage these firms to compete for state contracts.”*

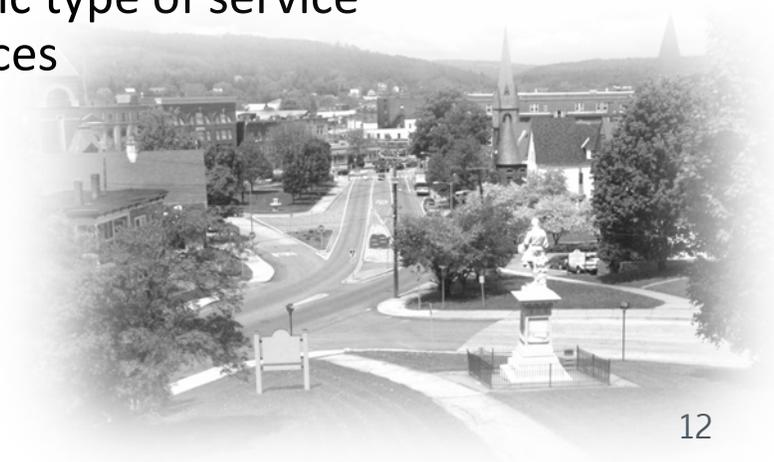


# Competitive Bidding & Thresholds

## Types of Competitive Bidding Process:

The time between the initial public notice on the Electronic Bulletin Board (EBB) and the opening of bids must be at least five business days.

- **Standard Bid** – value is greater than \$100,000 and process is publicly advertised
- **Simplified Bid** – value is less than \$100,000 and a minimum of three quotes are solicited
- **Statewide Contracts** – open for use by all Agencies and Departments
- **Retainer Contracts** – pre-qualified contractors for a specific type of service such as Information Technology (IT) or Construction Services (updated every two years).



# Legislative & Administrative Compliance

For commodity procurements, awards are made under the provisions of 29 V.S.A. §903. Awards are made in the best interest of the State with a number of factors being considered.

Those factors include the following:

- Price
- Quality
- Ease of access of supply
- Incidental administrative costs
- Reliability of bidder
- Use of recycled materials
- Minimizing the state's creation of solid waste
- Generation of pollutants through product use
- Life cycle costs
- Proximity of supplier
- Costs of transportation
- VT's economy (job creation/retention)
- Use of railroads and resultant revenues



# RF(x)

- **Request for Information (RFI)** - Generally used to obtain information, such as capabilities, practices, systems, licenses, etc. to address a particular need to help develop an effective RFP.
- **Request for Comment (RFC)** – A process whereby the State issues a future/proposed RFP in order to solicit input about all or a portion of the RFP structure, language, methodology, etc.
- **Request for Proposal (RFP)** - Usually used for recurring requirements or very complex purchases or agreements.
- **Request for Quote (RFQ)** – Generally used for a one-time bid and buy requirement.



# Minority & Women Owned Business Enterprises (M/WBE)

It is the policy of the State of Vermont that Minority / Women Owned Business Enterprises (M/WBE) shall have the maximum opportunity to participate in the performance of contracts financed with State funds. All Bidders are encouraged to contact M/WBE's in an effort to recruit them to submit proposals for the work or portions thereof. BGS provides for self certification of M/WBE's that we make available on our website.

The following information can be found at:

<http://bgs.vermont.gov/facilities/forms/minority-women>

- 2018 M/WBE Directory
- Governor's Executive Order #15-91
- M/WBE form

# Where do I find Publicly Posted Bid Information?

Requests for Proposal (RFP) and/or Requests for Quote (RFQ) issued by OPC are posted online as follows:

- The Notice of Solicitation is posted on the EBB at <http://www.vermontbidsystem.com/>. The notice contains a brief summary of the RFP, deadlines for submission of bids, and a point of contact for the RFP. To download the full documentation visit OPC’s website (listed below).
- The RFP or RFQ is posted on the OPC’s website under Bid Opportunities at <http://www.bgs.state.vt.us/pca/bids/bids.php>.
- Construction RFPs are posted at: <http://www.blueprintsetc.com>.



# How do I compete for a State Contract?

The primary means of obtaining a State contract is to successfully compete for an award by responding to a RFP.

## We recommend:

- Reading the documents carefully to understand the State's requirements.
- Take advantage of question and answer opportunities.
- Communicate **only** with the point of contact for the RFP, typically only in writing.
- Monitor the RFP posting while it is open/active to ensure you receive and understand any addendums or other changes made to the event up to the due date.
- Review the terms and conditions, as they will be part of the final contract with a successful bidder.

# Communications during the bid process

Restrictions apply given the present and future state of a given RF(x).

- Open – still in process
- Fully executed contract

## Public Records Requests

- Suspended requirement
- Completely Closed
- Potential to re-do



# What YOU can do?



**AGENCY/DEPT**

109 State Street [phone] 802-828-2211  
Montpelier VT 05609-3001 [fax] 802-828-2222  
<http://bgs.vermont.gov/purchasing>

## SEALED BID REQUEST FOR PROPOSAL

### PROJECT TITLE

ISSUE DATE: **DATE**  
BIDDERS' CONFERENCE: **DATE and TIME**  
QUESTIONS DUE BY: **DATE**  
RFP RESPONSES DUE BY: **DATE and TIME**

Important Dates

PLEASE BE ADVISED THAT ALL NOTIFICATIONS, RELEASES, AND AMENDMENTS ASSOCIATED WITH THIS RFP WILL BE POSTED AT:

<http://www.bgs.state.vt.us/pca/bids/bids.php>

Where Bids are posted

Point of Contact

THE STATE WILL MAKE NO ATTEMPT TO CONTACT INTERESTED PARTIES WITH UPDATED INFORMATION. IT IS THE RESPONSIBILITY OF EACH BIDDER TO PERIODICALLY CHECK THE ABOVE WEBPAGE FOR ANY AND ALL NOTIFICATIONS, RELEASES AND AMENDMENTS ASSOCIATED WITH THIS RFP.

STATE CONTACT: **NAME, TITLE**  
TELEPHONE: (802) ###-####  
E-MAIL: **E-MAIL@vermont.gov**  
FAX: (802) ###-####

## What YOU can do?

- Monitor the BGS website for bid solicitations, changes, addendums, etc.

<http://www.bgs.state.vt.us/pca/bids/bids.php>

- Familiarize yourself with existing contracts that correspond to your business.

<https://bgs.vermont.gov/purchasingcontracting/contract-info>

- What products/services are they comprised of?
- What are the Terms of Service?
- When do they expire?
- Are there renewal options? etc.



## What we purchase...

On a practical level, it would be cumbersome and inefficient to go through a full competitive bid process each and every time a department needs to purchase a box of pens, one box of replacement light bulbs, or one truckload of road salt. For this reason (and others), OPC has numerous contracts with commodity vendors that are “bid” globally.

Agencies and Departments in need of a particular commodity (like the light bulb example above) go to the appropriate contract to purchase the particular supply required. There are numerous contracts in place to meet the general needs of the State. These contracts allow all Agencies and Departments to purchase everything from office supplies, maintenance services, to road salt. We basically purchase anything the State may need to maintain operations.

We also engage in individual “bid-and-buy” transactions where a department has a one-time need and it is not necessary to put a statewide mandatory contract in place.

# Retainer Contracts:

## ➤ Construction Services & Professional Consulting Services:

<http://bgs.vermont.gov/content/construction-services-and-professional-consulting-retainer-contracts>

### Current categories in place include:

- Asphalt, Paving, Sealing and Striping
- Boiler & Furnace Service
- Carpentry
- Floor Covering & Installation
- Concrete, Masonry and Stone
- DDC & Light Controls
- Electrical & Fire Alarms
- Fencing
- Flooring
- General Contracting
- General Environmental
- HVAC Services
- HVAC & Plumbing
- Janitorial Services
- Landscape, Hardscape & Tree Services
- Metal Fabrication
- Painting
- Pesticide Application
- Project Management Services
- Roofing
- Sanitary Services
- Site & Earthwork
- Window & Door
- Architecture Firms
- Engineering Firms
- Fire Alarm, Sprinkler & Fire Suppression



# Retainer Contracts:

## Information Technology (IT):

<http://bgs.vermont.gov/purchasing%20and%20contracting/current%20contrats/information-technology>

### Current categories in place include:

- Business Analyst & Project Management Services
- Infrastructure (Physical/Virtual) Support Services
- SharePoint Support, Services and Development
- Enterprise GIS Services
- Strategic Planning Assistance
- Independent Review
- Enterprise Content Management
- DBA/SQLDBA/Relational Database Support
- Agile Development Services
- PeopleSoft Application / System Administration Support
- Network Consulting and LAN/WLAN Support Services
- Hardware/Software Application Security Services



## Do I have to register with the State?

While not required for bidding, all businesses must be registered with the Secretary of State in order to do business in the State of Vermont.

<http://www.sec.state.vt.us/>.



# How do I bid? What do I need to have?

- Your company's bid proposal must contain a response to all requirements including all required
  - forms/certifications,
  - a completed price schedule as outlined in the RFP (where applicable),
  - a signed Certificate of Compliance (found within the RFP).
- An RFP may contain one or more additional forms that gathers information particular to that bid event.
- Make sure your company's bid proposal responds to all **mandatory** requirements.
- As well, your company's bid proposal **must** arrive prior to the time and date at the **bid location** as stated in the RFP.
- Late bid proposals will not be considered, and proposals will be returned unopened.



# My company submitted a bid proposal. Now what happens?

- All bid proposals are opened at the date and time as stated in the RFP.
- At the stated time of the bid opening (as per the RFP schedule), the bidder's names are read aloud.
- A bid tabulation sheet is created recording all the bid proposals.
- Bid proposals are then reviewed and evaluated by the State in accordance with requirements identified in the RFP.
- During the evaluation period, the State does not provide interim status updates or information. This is only available once there is a fully executed and awarded contract.
- Bid results are a public record however, the bid results are exempt from disclosure to the public until the award has been made and the contract is executed.



## Awarding a State Contract:

After evaluations of the bid proposals, the selected bidder receives a Notification of Award for a State contract from OPC. A Certificate of Insurance (COI) is required, and other documents may be required before the contract is issued.

## After I get a State Contract:

The awarded Vendor is only permitted to sell the products/goods and/or services awarded as stated in the contract. Awarded Vendors are encouraged to build a business rapport with the various Agencies and Departments that use your product(s)/goods and/or service(s).



# Sample Certificate of Insurance (COI)

**ACORD** CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>	<b>CONTACT NAME</b>	<b>PHONE</b>	<b>FAX</b>
	<b>PHONE</b>	<b>LOC. No. Ext.</b>	<b>DOC. No.</b>
	<b>E-MAIL ADDRESS:</b>		
	<b>INSURER(S) AFFORDING COVERAGE</b>		
	<b>INSURER A:</b>		
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

**INSURED**

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS LTR	TYPE OF INSURANCE	ADD. SUBR. NO.	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>					EACH OCCURRENCE \$
	COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Per occurrence) \$
	CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>					MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
	GENERAL AGGREGATE					\$
	PRODUCTS - COMPROP AGG					\$
	BY/L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO <input type="checkbox"/> LOC <input type="checkbox"/>					\$
	<b>AUTOMOBILE LIABILITY</b>					COMBINED SINGLE LIMIT (Per accident) \$
	ANY AUTO					BODILY INJURY (Per person) \$
	ALL OWNED AUTOS	SCHEDULED AUTOS <input type="checkbox"/>				BODILY INJURY (Per accident) \$
	HIRED AUTOS	NON-OWNED AUTOS <input type="checkbox"/>				PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB	OCCUR <input type="checkbox"/>				\$
	EXCESS LIAB	CLAIMS-MADE <input type="checkbox"/>				EACH OCCURRENCE \$
	DED <input type="checkbox"/> RETENTION \$					AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b>					WE STATE: <input type="checkbox"/> OTHER STATE: <input type="checkbox"/>
	ANY PROFESSIONAL SERVICE EXCLUSIVE? <input type="checkbox"/> Y/N <input type="checkbox"/> N/A					EL EACH ACCIDENT \$
	OFFICER/EMBER EXCLUDED? (Mandatory in NH)					EL DISBAE - EA EMPLOYEE \$
	If "No," describe below: DESCRIPTION OF OPERATIONS below					EL DISBAE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**RE: Contract:**

Additional Insured - State of Vermont and its officers and employees as respects general liability and automobile liability where required by written contract.

<p><b>CERTIFICATE HOLDER</b></p> <p>State of Vermont Buildings and General Services Office of Purchasing &amp; Contracting 109 State St Montpelier, VT 05609-3001</p>	<p><b>CANCELLATION</b></p> <p style="text-align: center;">AUTHORIZED REPRESENTATIVE</p>
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# Sample Certificate of Insurance (COI)

**COVERAGES**

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>X</b> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X			06/13/2018	06/13/2019	EACH OCCURRENCE \$ <b>1,000,000</b>
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>50,000</b>
							MED EXP (Any one person) \$ <b>5,000</b>
							PERSONAL & ADV INJURY \$ <b>1,000,000</b>
							GENERAL AGGREGATE \$ <b>2,000,000</b>
							PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
							<b>CONTRACTORS POL</b> \$ <b>1,000,000</b>
B	<b>AUTOMOBILE LIABILITY</b>  <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY				09/30/2017	09/30/2018	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below				11/14/2017	11/14/2018	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$ <b>100,000</b>
							E.L. DISEASE - EA EMPLOYEE \$ <b>100,000</b>
							E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>
A	<b>Errors &amp; Omissions</b>				06/13/2018	06/13/2019	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Re: Contract Additional Insured status applies per the terms and conditions of attached							

# Who can use State contracts?

- State contracts may be available for use by a single State Agency and/or all State Agencies and Departments.
- Cities and Towns, Schools, Political Subdivisions, and institutions of higher education of the State of Vermont may also utilize these contracts, if the contractor has agreed to offer those terms and conditions.
- List of Executed Contracts:  
<https://bgs.vermont.gov/sites/bgs/files/files/purchasing-contracting/OPC%20Current%20Executed%20Contract%20Nov%202018.pdf>
- List of Contracts that have been Added or Amended (last 30 days):  
<https://bgs.vermont.gov/sites/bgs/files/OPC%20Added%20or%20Updated%20contracts%20Nov%202018.pdf>



# Meet the Team

**Christopher Cole**  
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## Resources:

- Department of Buildings and General Services: <http://bgs.vermont.gov/>
- Office of Risk Management: <http://aoa.vermont.gov/secretary/divisions/risk>
- Vermont Secretary of State: <http://www.sec.state.vt.us/corporationsbusiness-services.aspx>
- Business to Business (EBB - Bids): <http://www.vermontbidsystem.com/>
- OPC's Current Bid Listings: <http://bgs.vermont.gov/purchasing/bids>
- Statewide Contracting lists: <http://bgs.vermont.gov/purchasing-contracting/contract-info>
- Bidding & Contracting Forms: <http://bgs.vermont.gov/purchasing-contracting/forms>
- Publications: <http://bgs.vermont.gov/purchasing-contracting/publications>
- Upcoming Construction Projects: <http://bgs.vermont.gov/Bid%20Opportunity>
- Environmentally Preferred Purchasing: <http://bgs.vermont.gov/purchasing-contracting/forms/epp>
- Minority & Women Owned Business Enterprises: <http://bgs.vermont.gov/facilities/forms/minority-women>
- Print Procurement: <http://bgs.vermont.gov/purchasing-contractingprint-procurement>
- Agency of Commerce & Community Development: <https://accd.vermont.gov/economic-development>
- Blueprints: <http://blueprintsetc.com/>



## OPC Newsletters:

OPC publishes two newsletters entitled “Let’s Connect” and “Buyer’s Buzz News” providing subscribers with up-to-date information about the contracts, bid events and contracting activities in the State of Vermont.

<https://bgs.vermont.gov/purchasing-contracting/publications/newsletter>

If you would like to become a subscriber, please send us an email to:

[SOV.OPC@vermont.gov](mailto:SOV.OPC@vermont.gov)



A grayscale photograph of the Vermont State Capitol building, featuring a prominent dome topped with a statue. The building is set against a cloudy sky and a forested hillside. The image is semi-transparent, allowing text to be overlaid.

# Thank you!

We look forward to doing business with you!

**Office of Purchasing & Contracting (OPC)**

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