

Appendix VI: Bulletin 3.5 Quick Reference Guide

Appendix VII: Bulletin 3.5 Contracting Process Flow Chart

[Continued on next two pages.]

BULLETIN 3.5 QUICK REFERENCE GUIDE			Bulletin 3.5 Section	Citation	Competitive Process			Prior Approvals Required							
					Standard Bid	Simplified Bid	Pre- Qualified Vendors	Supervisor ¹ (Appointing Authority)	Attorney General	Finance & Management	Secretary of Admin.	CIO	CMO	Comm DHR	
Competitive Process, Waivers & Approvals	1. Original Contracts Awarded - by Competitive Process														
	\$1 to \$24,999.99 – Short-Form Contract and Short-Form Attachment C may be used, for one-time, annual services, except for life safety, hazardous materials, transport of persons and data usage/sharing. However, a current insurance certificate must be on file. § IX.A.2. a.							✓							
	\$25,000 but less than \$100,000	X. B. 1. & 2.		✓	✓		✓	✓							
	\$100,000 to less than \$250,000	X. B. 1. & 2.		✓		✓	✓	✓							
	\$250,000 or greater	X. B. 1. & 2.		✓			✓	✓	✓	✓					
	Zero-Dollar Contracts	X. B. 1. & 2.		✓			✓	✓	✓	✓					
	2. Original Contract Awarded – No Competitive Process (“Sole Source”)														
	Sole Source Award Under \$10,000	X. B. 1. & 2.		Direct Award, non-competitive process			✓								
	Sole Source Award \$10,000 or greater	X. B. 1. & 2.		Direct Award, non-competitive process			✓		✓	✓					
	3. Original Contract Waiver Requests – Contracting Plans														
	Waiver Requests Other than Sole Source (refer to dollar thresholds)	X. B. 1. & 2.		✓	✓	✓	✓		✓	✓					
Special Contract Type Added Approvals	4. Contract Types Requiring Additional Approvals (in addition to Prior Approvals listed above #1, 2 and 3)														
	Information Technology & Telecommunications RFP	X. B. 1. /2. /4.	22 V.S.A. § 901									✓			
	Information Technology & Telecommunications Contracts over \$500,000	X. B. 1. /2. /4.	22 V.S.A. § 901									✓			
	Marketing Contracts	X. B. 1. /2. /5.	Act 71 § 205a										✓		
	Privatization Contract	X. B. 1. /2. /3.	3 V.S.A. § 343								✓			✓	
	State of VT Employees & Retiree Contracts	X. B. 1. /2. /3.												✓	
	Contracts including a Change Order Processes	X. B. 1. & 2.							✓		✓				
	Financial Transaction Contracts & Zero-Dollar	X. B. 1. & 2.							✓		✓				
	Data Usage or Sharing Contracts	X. B. 1. & 2.							✓		✓				

NOTES:

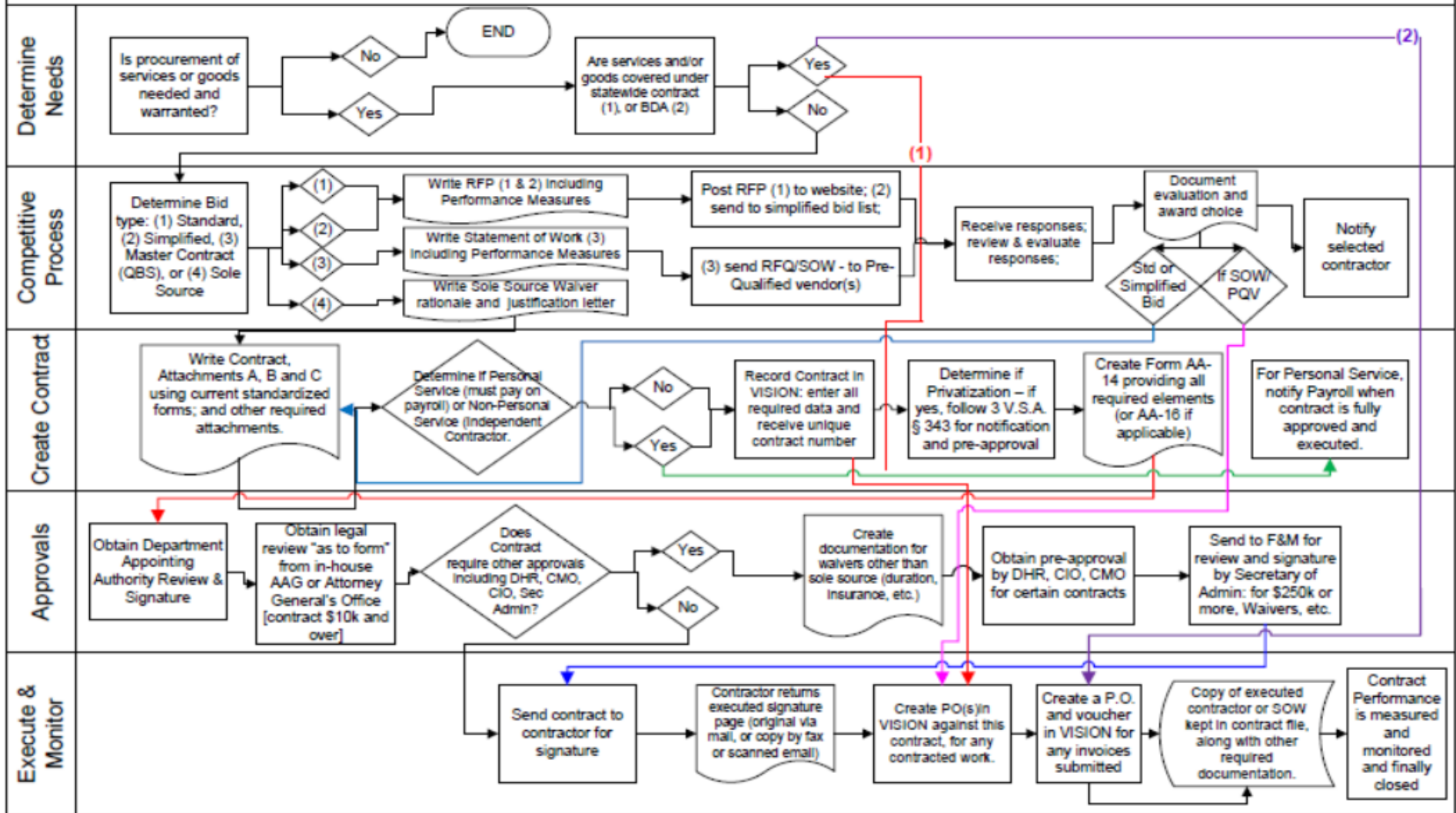
- This guide is intended as a quick reference guide to monetary thresholds, primary waiver conditions, basic contract types and prior approval requirements. It is not all inclusive and is not a substitute for reading, understanding and complying with this Bulletin;
- Deviations from the requirements expressly listed in this guide and Bulletin require a written waiver request to the Secretary of Administration, an approved “Blanket Delegation of Authority” or an approved Contracting Plan;
- Additional Agency or Departmental conditions, not included in this Bulletin, may apply.

¹ Supervisor – a.k.a. the Appointing Authority: any secretary, commissioner, executive director, elected officer, or other exempt head of a department or agency.

² Monetary Thresholds are cumulative - if the original contract amount plus all amendments reaches a new threshold; the requirements for the higher threshold apply.

Bulletin 3.5 Contracting Process Flow Chart

NOTE: This flow chart is a simple graphic representation and does not contain reference to the many rules and criteria documents in Bulletin 3.5. It is the readers responsibility to comply with all elements of Bulletin 3.5 whether represented graphically here or not.



[END SECTION XX to END]