



Bulletin 3.5 ~ Procurement & Contracting Procedures Training “Road Show”

2 Hour Session, Multiple Dates,
Morning or Afternoon

Location: Waterbury (W), National Life (NL), Montpelier (M1 & M2), Burlington (B1), and VTCC-Berlin (B2)

Register at:

<https://secure.vermont.gov/DHR/eventreg/>

(CALL 802-828-3322 IF UNABLE TO REGISTER ON-LINE.)

Presented by: Sue Zeller, Chief Performance Officer; Deb Damore, Director Office of Purchasing & Contracting, and Jaye Johnson, Assistant Attorney General.

Learn State procurement & contracting basics; what's new in the 7/1/2016 version of 3.5; plus, Q&A with the experts.

Dates, Time and Location:

Date	Time	Location
07/08/16	9:00 AM	W - Fox
	2:00 PM	W - Fox
07/12/16	9:00 AM	NL5-AOT
	2:00 PM	N5L-AOT
07/13/16	9:00 AM	M2
	2:00 PM	M2
07/15/16	9:00 AM	B1-FULL
	2:00 PM	NLD
07/22/16	9:00 AM	B2-FULL
	2:00 PM	B2-FULL
07/26/16	9:00 AM	M1
	2:00 PM	M1

Register online, attend any session with openings.

Email confirmation will be sent with exact location and conference room info.

Location Legend:

W – Waterbury
M1 – Montpelier – Pavilion Bldg
M2 – CAPS Training Center
NL5 – 5th Fl Board Room
NLD – Davis Basement
B1 – 108 Cherry, Burlington
B2 – AOE Barre

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In this 2-hour session, you will learn about the basics of State Procurement & Contracting (Bulletin 3.5), and new changes to Bulletin 3.5 effective 7/1/16, plus a question & ask opportunity. The course will be taught by Sue Zeller, Chief Performance Officer and Deb Damore, Director of Purchasing & Contracting, both with more than 11 years of expertise with the State's Bulletin 3.5, contracting and purchasing. Classes are open to any State employee involved in the procurement, development, review, approval, monitoring, payment and accounting for contracts, including but not limited to management, legal, program, and business office staff.

Topics Discussed:

- New statutory definitions for Contracts for Service, Personal Service, Non-Personal Service
- Federal Determination for Independent Contractors
- Change to AGO Certification
- Insurance and Workers' Comp Coverage and Rules
- Thresholds Changed
- Using the New Short-Form Contract Package
- New rules on MOU/MOA use
- Streamlined Approval for Amendments
- Waivers and Contracting Plans
- Tips on RFPs, BDAs, and Bidding in General
- Tips on Drafting Contracts
- New Requirements for Attachments C and D
- Changes to Required Approvals
- Public Records and Public Endorsement
- Charge Order Process
- IT Guidelines
- VISION Tracking Changes
- And, More...