

## MEMORANDUM

**TO:** Secretaries, Commissioners, and Business Managers

**FROM:** Neale F. Lunderville

**RE:** Addendum to Bulletins 3.5, 5.0 and 5.5 – Introduction of Multi-Use Attachment C

**DATE:** December 5, 2008

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*Please forward a copy of this Addendum to each departmental staff member involved in the issuance and/or monitoring of Contracts and Grants.*

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### ADDENDUM TO BULLETIN 3.5, BULLETIN 5.0, AND BULLETIN 5.5 – EFFECTIVE 12/5/08

Recently, some questions have been raised as to whether the revised insurance, liability and suspension & debarment requirements issued as part of the current Attachment C – Standard Provisions (Bulletin 3.5) for contracts should also apply to grants. The answer is **YES**. Risk Management, the Secretary of Administration and the Attorney General’s office intended that these revisions apply to grants as well as to contracts.

We recognize that there may have been some difficulty in determining which version of Attachment C was in effect at a given time and where to obtain the current official version. This situation has not been helped by the fact that Attachment C and other standard forms, such as the Standard State Contract or Standard Grant Agreement, are sometimes revised independent of a re-release of the actual Bulletins (Bulletins 3.5, 5.0 and 5.5). In addition, the differences in “terminology” were confusing (Contractor vs. Grantee vs. Subrecipient; or Contract vs. Grant). Therefore, in order to eliminate confusion, and to simplify and standardize the process, we hereby issue a new “Multi-Use” Attachments C, effective immediately, for use with all three Bulletins (3.5, 5.0 and 5.5), entitled *Attachment C – Standard State Provisions for Contracts and Grants*.

Please be aware that the attached copy of the new Attachments C is for reference only. As previously stated, Attachment C and other standard forms may be revised at any time. Departments should develop procedures to ensure that the then current official version of Attachments C is the version in use by the Department at the time any new Contract or Grant is executed. The current official version of Attachments C is available on the Finance & Management website and/or the BGS website:

<http://finance.vermont.gov/forms#bulletins>

<http://bgs.vermont.gov/purchasing/forms>

Please note that revisions to Attachment C are not allowed without the prior approval of Finance & Management, the Attorney General’s office, and BGS Central Purchasing. If you have other provisions that you need to include in your Contracts or Grants, they should be included as Attachment D.



The Standard Provisions contained in Attachment C are designed to enable legal enforcement of the agreement and provide protection to the State, its contractors, grantees and subrecipients. Unauthorized changes to Attachment C, while well intentioned, may place enforcement and protection at risk.

Please refer questions to Susan Zeller, Deputy Commissioner of Finance & Management at: [Susan.zeller@state.vt.us](mailto:Susan.zeller@state.vt.us) or (802) 828-6448.

