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*Susanne R. Young, Secretary*

TO: Appointing Authorities and Business Managers  
CC: Brad Ferland, Deputy Secretary of Administration  
Christopher Cole, Commissioner Buildings & General Services (BGS)  
Deborah Damore, Director Purchasing and Contracting, (BGS)  
FROM: Susanne Young, Secretary of Administration  
DATE: December 22, 2017  
SUBJECT: Update to Administrative Bulletin 3.5

Administrative Bulletin 3.5, Procurement and Contracting Procedures, was recently revised and updated to include both policy and technical revisions.

I would like to bring your attention to a few significant revisions. The first two were recommendations accepted based on a Lean Event held in September, that looked at opportunities to improve the contracting process with the Office of Purchasing & Contracting, the Office of the Attorney General, and the Secretary of Administration. These changes are made with the goals of creating a more efficient process, more clearly defining roles and responsibilities, reducing approval timeframes by as much as 40%, and improving the completeness and quality of initial submissions of contract documents.

1. Under Section X(A)(1) which pertains to the Contract Package and Routing, the recommended change included sending standard contracts directly to the Secretary for approval, rather than being routed through Finance and Management for review which was the previous practice. The only contracts that will go through Finance and Management review are those contracts that are requesting a waiver from the standard contracting practice. These waivers include, but are not limited to, sole source and extension of time waivers and other deviations from the standard contracting process.
2. Under Section X(B)(2)(a) which pertains to the approval of the Secretary of Administration, the recommended change included increasing the approval threshold for when the Secretary's signature is required from \$250,000 to \$500,000 on standard bid contracts. That change was approved.
3. Under Section IX(A)(3)(b) which pertains to Contract Drafting and the Term of the Contract, the change for IT Implementation contracts includes allowing for the term of implementation plus annual maintenance and service costs.

4. Under Section VI(D) which pertains to Alternatives to Contracts for Service and Special Agreement Types, Section D was moved from IV(A) and updated to clarify and acknowledge Agreements to Receive and Access Confidential Information.
5. Attachment C was also updated December 15, 2017.

An amended version of Administrative Bulletin 3.5 and associated documents (AA-14 and the Revision Control) are available online at <http://aoa.vermont.gov/bulletins/3point5>.

If you have any questions, please contact Director of Purchasing and Contracting Deb Damore at 802-828-5784, or via email to [deborah.damore@vermont.gov](mailto:deborah.damore@vermont.gov).

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