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Susanne Young, Secretary

MEMORANDUM

TO: Secretaries, Deputies, Exempt Department Heads, Business Managers, Budget Analysts and Deb Damore
FROM: Susanne Young, Secretary of Administration
DATE: March 26, 2020
SUBJECT: COVID-19 Limited Addendum – Bulletin 3.5

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

COVID-19 LIMITED ADDENDUM TO BULLETIN 3.5 – EFFECTIVE 03/24/20

Effective immediately and until April 6, 2020 or such time as the state of emergency (Emergency) declared by Governor Scott in E.O. 01-20 on March 13, 2020 is rescinded the following changes to Administrative *Bulletin* 3.5 ~ *Procurement and Contracting Procedures* are hereby made:

VII. (B)(1) Services Up To \$100,000 – Standard or Simplified Bid Process:

For the duration of the of the Emergency, and solely for COVID-19 goods and services the limit on use of the Simplified bid process is increased to \$250,000.

VIII.B.3. Attorney General’s Office and Secretary of Administration Approvals Required:

b) For the duration of the Emergency, and solely for COVID-19 goods and services, any Amendment to a Contract originally procured using a simplified bid or RFP, if the cumulative effect of the Amendment and all prior Amendments increases the Contract price by 25% by 75% or more, except that prior approvals of the AGO and the Secretary shall not be required where the Amendment is only to extend duration per IX (3)(b) and increase the maximum amount is solely related to COVID-19, as expressly contemplated under the terms of the original Contract (with no change to scope of work or other Contract terms). providing the request has been approved in writing by the Appointing Authority. The payments associated with COVID-19 contracts and amendments must be coded as the time of processing to the appropriate COVID-19 procedures established by Commissioner Greshin, Department of Finance and Management.

IX. CONTRACT DRAFTING (3)(b) Contract Duration (Term):

For the duration of the Emergency, and solely for COVID-19 goods and services, existing contracts may be extended for up to 1 year, for a maximum of 5 years duration, suspending the requirement of a waiver from the Secretary of Administration to extend contract duration, providing the request has been approved in writing by the Appointing Authority. The payments associated with COVID-19 must be coded as the time of processing to the appropriate COVID-19 procedures established by Commissioner Greshin, Department of Finance and Management.