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Kristin L. Clouser, Secretary

TO: Appointing Authorities, Department Heads and Finance & Contracting Staff

CC: Kristin Clouser, Secretary of Administration
Jennifer Fitch, Commissioner Buildings & General Services (BGS)
Deborah Damore, Director Purchasing and Contracting (BGS)

FROM: Sarah Clark, Deputy Secretary of Administration

DATE: December 7, 2023

SUBJECT: Update to Agency of Administration Bulletin No. 3.5, Procurement and Contracting Procedures and Attachment C - Standard State Provisions for Contracts and Grants

Agency of Administration Bulletin No. 3.5, Procurement and Contracting Procedures is revised and updated to include both policy and technical revisions. The Standard State Provisions for Contracts and Grants (“Attachment C”) is also revised. These revisions are effective December 7, 2023.

The updated version of the Bulletin is available online at <https://aoa.vermont.gov/bulletins/3point5>. The updated version of Attachment C is available online at <https://bgs.vermont.gov/purchasing-contracting/forms>.

Please know that all contracting waiver plans approved under the prior Bulletin will expire 90 days after issuance of this revised Bulletin, on March 7, 2024. This is to afford agencies with existing contracting waiver plans time to consider the need to resubmit a plan for approval under the newly revised Bulletin. Elements of existing contracting waiver plans may no longer apply considering the updates to the Bulletin. Agencies with existing contracting plans should take appropriate action prior to the expiration date noted above. Please refer to section 9.5.4 of the Bulletin for details about how to submit a contracting waiver plan for approval.

As a reminder, please always use the latest version of Attachment C. Any RFPs, grants, or contract negotiations that are already in process may continue to use the prior version of Attachment C. All new RFPs, grants, and contracts going forward are expected to use the updated forms and will be subject to the updated Bulletin.

The Office of Purchasing and Contracting (OPC) will be developing training and holding weekly office hours to assist with the rollout of the updated Bulletin No. 3.5. More information is forthcoming.

Please provide this communication as broadly as possible within your organization.

Please contact the Office of Purchasing and Contracting at SOV.OPC@vermont.gov if you have any questions.