

State of Vermont
Agency of Administration
Office of the Secretary
Pavilion Office Building
109 State Street, 5th Floor
Montpelier, VT 05609-0201
www.aoa.vermont.gov

[phone] 802-828-3322

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: February 9, 2024

SUBJECT: Administrative Corrections to Agency of Administration Bulletin No. 3.5, Procurement and Contracting Procedures

Please be advised that several minor administrative corrections have been made to Bulletin No. 3.5 and Form AA-14 - Contract Summary and Certification, thanks, in part, to the questions and comments received from state agencies since the December 7, 2023 release of the Bulletin.

Current versions of Bulletin 3.5 and form AA-14 are available on our agency's website at <https://aoa.vermont.gov/bulletins/3point5>.

The Office of Purchasing and Contracting (OPC) in conjunction with the Office of the Attorney General will begin holding office hours to provide an overview of the recent updates to Bulletin No. 3.5 and answer questions. These office hours will be held on a bi-weekly basis starting Wednesday, February 21st from 11:00 AM to noon. OPC will be sending out a Microsoft Teams invite to agency business and contracting offices.

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

###