

BULLETIN 3.5 QUICK REFERENCE GUIDE

		Citation	Competitive Requirements			Prior Approvals Required							
			Standard Bid	Simplified Bid	Qualification Based Selection	Supervisor ¹	Attorney General	Finance & Management	Secretary of Admin.	CIO	CMO	Comm DHR	Auditor of Accounts
Monetary Thresholds ²	\$15,000 or less					✓							
	Greater than \$15,000 but less than \$100,000		✓	✓		✓	✓						
	Greater than \$100,000 but less than \$250,000		✓		✓	✓	✓						
	Greater than \$250,000		✓		✓	✓	✓	✓	✓				
	No-Cost Contract – all		✓			✓	✓	✓	✓				
Exceptions and Waivers	Sole Source Greater than \$15,000 but not more than \$100,000					✓		✓	✓				
	Sole Source Greater than \$100,000 (waiver letter plus contract)					✓	✓	✓	✓				
	Duration - Greater than 2 Years or 4 years if renewal option is included in original contract (waiver letter plus contract)					✓		✓	✓				
Type of RFP or Contract	Information Technology & Telecommunications Contract over \$100,000	22 V.S.A. § 901				✓	✓	✓	✓	✓			
	Information Technology & Telecommunications RFP over \$10,000	22 V.S.A. § 901				✓				✓			
	Marketing RFP	Act 71 § 205a				✓					✓		
	Privatization Contract	3 V.S.A. § 343				✓	✓	✓	✓			✓	
	State of VT Retiree					✓						✓	

NOTES:

- *This guide is intended as a quick reference guide to monetary thresholds, primary waiver conditions, basic contract types and prior approval requirements. It is not all inclusive and is not a substitute for reading, understanding and complying with this Bulletin;*
- *Deviations from the requirements expressly listed in this guide and Bulletin require a written waiver request to the Secretary of Administration, approved “Blanket Delegation of Authority” or an approved Contracting Plan;*
- *Additional Agency or Departmental conditions, not included in this Bulletin, may apply.*

¹ Supervisor - any secretary, commissioner, executive director, elected officer, or other head of an agency.

² Monetary Thresholds are Cumulative, if the original contract amount plus all amendments reaches a new threshold; the requirements for the higher threshold apply.