

Contract Administration Bureau

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Number of Positions: 20

Sections within the Bureau:

- Construction Contracts
- Contracts for Services
- Work Authorizations
- Grants

Construction Contracts

- Procure and execute contracts utilizing Design-Bid-Build, Indefinite Delivery/Indefinite Quantity (ID/IQ), and Job Order Contracts.
- Prepare Finance and Maintenance Agreements, Railroad Agreements, Utility Agreements, etc.
- Ensure all ancillary items are addressed prior to procuring and finalizing primary contract.

Contracts for Services

- Procure and execute contracts utilizing Requests for Proposals, Requests for Qualifications, Simplified Bids, and Sole Source processes.
- Examples include engineering services for geotechnical, environmental, structural/bridge, roadway & traffic, railroad, aviation, archeological and surveying. Any service need from janitorial, materials testing to inspection services.

Work Authorizations (2nd Tier Solicitations)

- Review and issue work authorizations on Primary Contracts
- Review and process invoices against the work authorizations
- Ensure compliance with contract, Code of Federal Regulations, Brooks Act, and State requirements.
- Effectuates consultant evaluations.

Grants

- Prepare grant agreements and amendments, conduct Requests for Qualifications and Notice of Funding Opportunities, prepare Risk Assessments and conduct financial monitoring
- Ensure federal and state regulatory compliance in alignment with all fundings sources.
- Grant programs include Municipal Grants, Public Transit, Regional Planning Commissions, Town Highways, Better Roads, and the State Highway Safety Office.

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Highlights Calendar Year 2024

- 136 individual projects were solicited for the July 2024 Emergency Declaration
- 30 Requests for Proposals were issued
- 235 contracts were executed by the Services Section
- 582 grants were executed for 21 grant programs
- 581 work authorization requests were processed via the second-tier solicitation
- 5291 invoices related to work authorizations were reviewed for compliance
- 32 new contractors added to Job Order Contracting, totaling 100 contracts
- 55 task orders were issued under IDIQ via the second-tier solicitation process
- 50 projects advertised & 41 contracts valued at \$282M executed through traditional Design-Bid-Build
- 11 of 15 priority locations identified in Vermont's National Electric Vehicle Infrastructure (NEVI) Program have been awarded; the remaining 4 will go out to solicitation in February.