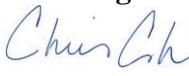


**MEMORANDUM**

**TO:** Appointing Authorities and Business Managers  
**FROM:** Christopher Cole, Commissioner   
**CC:** Deborah Damore, Director, Office of Purchasing and Contracting  
**DATE:** April 10, 2020  
**SUBJECT:** COVID-19 Guidance Documents

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In all instances, it is critical to fully document the emergency and/or exigent circumstances that justify a sole source contract, and/or any purchases related to COVID-19 to ensure eligibility for federal reimbursement.

Guidance in the form of a Quick Reference Guide and the State of Vermont – Federal Terms Supplement that must go in all contracts connected with the 2020 Pandemic/COVID-19 are attached.

- Attached is a Quick Reference Guide regarding emergency sole source contracting. This was generated by the Office of the Attorney General (AGO) to serve as a helpful reference tool as AAGs work with client agencies seeking services and/or products related to the fast-emerging COVID-19 issues.
- Also attached is the new State of Vermont – Federal Terms Supplement that must go in all contracts and purchases of products and services connected with the 2020 Pandemic/ COVID-19. This has been developed by AGO and OPC and inclusion of this language is critical to maximizing VT's access to federal funds connected with COVID. Please bear in mind that this also matters for situations in which you are using an existing contract that pre-dates COVID- and so please amend pre-existing contracts that will now be used for COVID to also include this language. Also amend contracts that you may have done for COVID in the last several weeks in order to add this in. This should also be included in any purchase order documents or mini-bid-award-type transactions for COVID.

If you have questions about how or when to use this, please reach out to the Office of Purchasing & Contracting (OPC) at [SOV.OPC@vermont.gov](mailto:SOV.OPC@vermont.gov) or Attorney General's Office (AGO) at [AGO.Contracts@vermont.gov](mailto:AGO.Contracts@vermont.gov).

