



2003 NASPO  
Cronin Club  
Gold Winner



## Procurement Services

# Weekly Information Newsletter

04/30/04

Volume 145

(You can go directly to the DAS Procurement web page by clicking on the DAS logo above!)



Save the Date!  
CT Shops 2004  
November 9, 2004!

### TABLE OF CONTENTS

<b>NOTEWORTHY NEWS</b> .....	<b>2</b>
Corporate Express Updates .....	2
Update on "Suitcases for Kids" Initiative .....	2
Inquiring Minds What To Know...How Are Our Vendors Doing?.....	2
Where Do You Go To Find CT Information? .....	4
ePartners .....	5
<i>We Need to Talk!</i> .....	5
CT Environmentally Preferred Purchasing .....	6
<i>Plants ARE Good for Offices!</i> .....	6
<b>CONTRACT INFORMATION:</b> .....	<b>7</b>
<i>DAS Contracts</i> .....	7
<i>Contracts Expiring</i> .....	7
<b>BID NOTICE POSTINGS</b> .....	<b>7</b>
<b>CORE-CT INFORMATION</b> .....	<b>8</b>
<i>Further Changes Due To System Upgrade</i> .....	8
<i>Looking for Catalog Items in Core-CT/PeopleSoft?</i> .....	8
<i>Getting Help Quickly And Easily</i> .....	9
<b>"CERTIFICATION CENTRAL"</b> .....	<b>9</b>
<b>VENDOR SPOTLIGHT???</b> .....	<b>9</b>
<b>PEPPY'S POINTS TO PONDER</b> .....	<b>9</b>
Peppy's Toolbox .....	10
<b>TECH TALK WITH MS. BITS N' BYTES</b> .....	<b>10</b>
<i>Paste With The Insert Key</i> .....	10
<b>DEPARTMENT OF INFORMATION TECHNOLOGY</b> .....	<b>10</b>
<b>Contracts &amp; Purchasing Division Information</b> .....	<b>11</b>
<i>DOIT Bid/ Proposals</i> .....	11
<i>DOIT Contract Awards</i> .....	11
<b>CONTACT US</b> .....	<b>11</b>
Miss a Previous Issue of WIN? .....	11

## Noteworthy News

---



### Corporate Express Updates

- Corporate Express has been notified by the Domtar Paper Mills to expect delayed deliveries for Domtar recycled 8.5 x 11 copy paper (##PO10 on contract [00PSX0088](#)). Cindy Milardo, DAS Contract Team Leader, has approved "Great White" recycled paper by International Paper as an alternate.
- Two items from the fixed price list have been discontinued and being filled with an alternate product to ensure that the order is filled. The contract prices remain the same.

#1200	Heavy duty stapler	alternate product EXP 90042
#8045	View binder 1" white	alternate product WLJ 36314W (matte overlay)

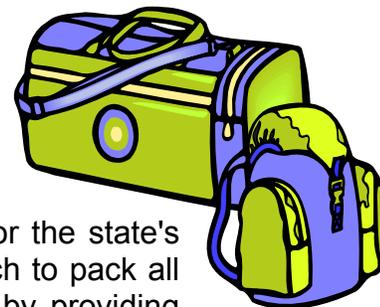


Questions may be directed to Karen Grow, Corporate Express Account Manager at [kgrow130@cox.net](mailto:kgrow130@cox.net) or 860-563-3042 or DAS Contract Team Leader Cindy Milardo at [cindy.Milardo@po.state.ct.us](mailto:cindy.Milardo@po.state.ct.us) or 860-713-5084.

---

### Update on "Suitcases for Kids" Initiative

Last week we did an article about a program called "[Suitcases for Kids](#)". Well "[Suitcases for Kids](#)" made the headlines as local and state officials kicked off the program earlier this month in East Hartford Mayor Tim Larson's office. The intent of this initiative is to collect suitcases for the state's 6,000 children in foster care who have only plastic garbage bags in which to pack all their possessions when they change homes. DAS is helping the effort by providing storage for the suitcases in the Wethersfield Surplus Property location. Not only that:



**If you wish to donate a new or gently used, clean suitcase, duffle bag or backpack, bring it to the State Office Building, 165 Capitol Ave, Room 407 no later than Friday, May 7, 2004.** If you have any questions, please contact DAS's Cindy Rusczyk at [cindy.rusczyk@po.state.ct.us](mailto:cindy.rusczyk@po.state.ct.us) or call her at 860/713-5196.

Did you miss the article that appeared in the East Hartford Gazette? Click on the following link!  
[http://www.zwire.com/site/news.cfm?newsid=11272488&BRD=1642&PAG=461&dept\\_id=10299&rfi=6](http://www.zwire.com/site/news.cfm?newsid=11272488&BRD=1642&PAG=461&dept_id=10299&rfi=6)

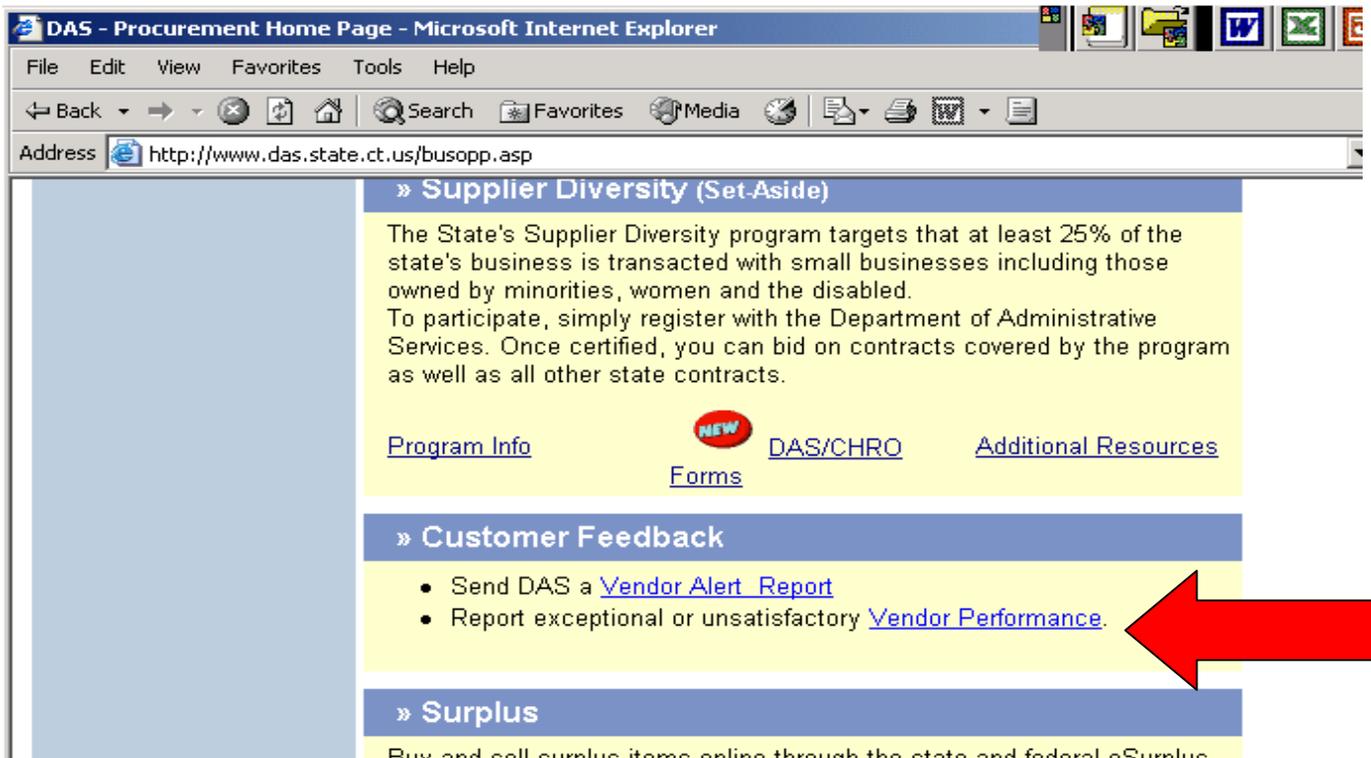
---



### Inquiring Minds What To Know...How Are Our Vendors Doing?

We haven't heard from you in a while, so we thought we would ask. How are our contract vendors performing? Are you happy with the products and/or services they are providing for you? Is their customer service great? Or is it not so good? We want to know!

Our goal is to provide you with good contracts with quality products and services that work for you. We want to hear when our contract vendors are performing well but we really need for you to let us know when you are experiencing problems. Many times you are able to resolve issues directly with a vendor without our assistance. But if you have not been successful at doing so, we need to know and we need to get involved. When issues are serious, Procurement has a responsibility to document the problem(s) and resolution(s). This documentation is important especially if the issues are not resolved and Procurement needs to take steps to remove a vendor from the contract. Supporting documentation is essential. To make it easy for you to report to us, we have a simple online **Vendor Performance Form** that takes just minutes to complete. You can access these forms on our Procurement web page. To complete the form, first locate the Customer Feedback block on the eProcurement web page as shown below:



**Vendor Performance Report** [http://www.das.state.ct.us/Purchase/vendor\\_performance\\_report.htm](http://www.das.state.ct.us/Purchase/vendor_performance_report.htm)  
**Complete this form to report exceptional or unsatisfactory vendor performance.** Complete the information (only the items in red are required), check the boxes that apply with regard to quality, delivery or service/miscellaneous issues (provide additional detail if desired in the field provided) and click "Submit the Form". That's it! Your report will be forwarded to the Contract Specialist that is responsible for the contract. They will contact the vendor to work on a resolution to your issue and will also keep you informed of what happens.

The bottom line is that communication from you is very important to us. That is how we learn how our contracts are working for you. So don't be a stranger - use our Vendor Performance Report. Help us meet our goal of providing you with good contracts comprised of quality goods and services!

# Where Do You Go To Find CT Information?



If you are not already using the CT.gov web page to find out information, we're sure that you will be after you discover how much information is out there waiting for you!

All you need to do is to go to [www.ct.gov](http://www.ct.gov) and you will have access to a wealth of information about Connecticut. (Hint: If you are on the DAS eProcurement home page, move your cursor to the upper left hand page and click on "CT.gov".)



The CT.gov page will then appear as shown in the example below: (Notice the Quick Links drop down)



Once you discover how much information you can find about Connecticut on the CT.gov page you may wonder how you ever lived with out it! "How do I?" located within Quick Links is designed to fast-track information you need. Want to know where to get important documents such as marriage licenses or business licensing forms? Need financial aid for college? You can also find out how to register to get on the no-call list from telemarketers, learn how and where to post a consumer complaint and even report fraud. You will find links for other information on this web site as well such as:

- Find listings for town clerks, tax collectors, and other city or town contacts along with links to their websites. <http://www.ct.gov/ctportal/cwp/view.asp?a=843&Q=246468&ctportalPNavCtr=|27610|-27612>
- Learn who your state representatives, house and senate members are and how to contact them. <http://www.ct.gov/ctportal/cwp/view.asp?a=843&Q=246448&ctportalPNavCtr=|27547|27563|> - Legislator
- Access listings of all state agencies, departments and state employees along with the addresses, phone numbers and emails. [http://www.ct.gov/ctportal/taxonomy/ct\\_taxonomy.asp?DLN=27537&ctportalNav=|27537|&ctportalPNavCtr=|27538|](http://www.ct.gov/ctportal/taxonomy/ct_taxonomy.asp?DLN=27537&ctportalNav=|27537|&ctportalPNavCtr=|27538|) - 27538

There is too much information to list. Once you check out the CT.gov website, you will see for yourself how easy it is to get any type of information you need about working, living, doing business, or traveling in Connecticut!

---

## ePartners



## We Need to Talk!

Need help communicating with your students? Are you working with parents who need help talking to their kids about difficult subjects? We have something that may be of great interest, and help, to you. Scriptographic booklets are now available to all CT Using State Agencies, Political Subdivisions, and Qualified Not for Profit Organizations! **The Pre Printed Educational Materials - Scriptographic Booklets** Contract Award, [#04PSX0080](#) was awarded to **Channing Bete Company, Inc.**, and will be in effect from March 26, 2004 through February 28, 2005.



If you are not familiar with Scriptographic Booklets, they are extremely helpful to open the doors of communication and they cover a vast variety of topics. **No matter what you want to say, they help you find the best way to say it!** They're easy to understand, use straightforward text and enlightening graphics to communicate clearly to the reader. From Preschool to High School to School Staff you will find booklets, coloring books, activity books, pop ups sets, and more, in every topic imaginable. Community Awareness, Life Skills, Violence Prevention, Environmental Health, Military Life, no matter what audience or what topic you need to reach, chances are you will find a product to fit your needs.

Contact **Tim Artus** at [tartus@channing-bete.com](mailto:tartus@channing-bete.com) or call 888-834-6634 to discuss your communication plan or to review samples. Questions regarding the contract may be directed to DAS Contract Team Leader, Cindy Milardo at [cindy.milardo@po.state.ct.us](mailto:cindy.milardo@po.state.ct.us) or call 860/713-5084.



## CT Environmentally Preferred Purchasing

### Plants ARE Good for Offices!



Continuing with last week's theme of air quality, we thought we would give you some insight on how it is possible to improve indoor air quality, simply by having plants in your office!

Common indoor plants may provide a valuable weapon in the fight against rising levels of indoor air pollution. Those plants in your office or home are not only decorative, but NASA scientists are finding them to be surprisingly useful in absorbing potentially harmful gases and cleaning the air inside modern buildings.

NASA and the Associated Landscape Contractors of America (ALCA) have announced the findings of a 2-year study that suggest a sophisticated pollution-absorbing device: the common indoor plant may provide a natural way of helping combat "[Sick building syndrome](#)"



***Please remember many state agencies have policies for Internet usage. Do not click on links at work. Jot the address down and enjoy it from home.***

**Top 10 plants most effective in removing:  
Formaldehyde, benzene, and carbon monoxide from the air**  
[Read more about the research here](#)

<b>Common Name</b>	<b>Scientific Name</b>
Bamboo Palm	<a href="#">Chamaedorea Seifritzii</a>
Chinese Evergreen	<a href="#">Aglaonema Modestum</a>
English Ivy	Hedera Helix
Gerbera Daisy	Gerbera Jamesonii
Janet Craig	<a href="#">Dracaena "Janet Craig"</a>
Marginata	<a href="#">Dracaena Marginata</a>
Mass cane/Corn Plant	<a href="#">Dracaena Massangeana</a>
Mother-in-Law's Tongue	<a href="#">Sansevieria Laurentii</a>
Pot Mum	Chrysanthemum morifolium
Peace Lily	<a href="#">Spathiphyllum "Mauna Loa"</a>
Warneckii	<a href="#">Dracaena "Warneckii"</a>

Thanks to <http://www.crazycolour.com> and <http://www.zone10.com> for "planting the seeds" for some great ways to help the air in our offices!

CT DAS state contracts offer a number of environmentally preferable products and services, many of which can save you money by using less energy. For more information on how you can purchase or use environmentally preferable products and services where you live and work, contact CT EPP at [Barbara.moser@po.state.ct.us](mailto:Barbara.moser@po.state.ct.us) or call at (860) 713-5081.

## Contract Information:

### DAS Contracts

The following is a listing of contracts issued during the week of 04/16/04

Contract #	Contract Name	For:	Contract Term
<a href="#">04PSX0061</a>	Debt Collection Services	All Using State Agencies, Political Subdivisions and Not-for-Profit Organizations	May 1, 2004 Through April 30, 2009
<a href="#">04PSX0063</a>	Purchase of fifteen (15) Prisoner Transport Vans	DAS/Fleet Operations, AUSA and Political Subdivision of the State	April 23, 2004 Through October 31, 2004
<a href="#">04PSX0080</a>	Pre Printed Educational Materials - Scriptographic Booklets	All Using State Agencies, CT Political Subdivisions and Not-For-Profit Organizations of the State	March 26, 2004 through February 28, 2005
<a href="#">04PSX0093</a>	9,400 lb GVWR Cargo Van	Department of Transportation All Using State Agencies and Political Subdivisions of the State	Date of Award thru September 30, 2005 or Manufacturer's Production Model Year Build-Out Date

### Contracts Expiring

Did you know that our state contracts are reviewed one to three months prior to the actual expiration date? During this review process, the contract specialist examines the specifications and products/services included within each contract

#### [Contract Search](#)

Click on the list of "Contracts Issued/**Expiring** In Last/Next 30/60/90/120 Days". Choose the radio button marked "**Expiring** Contracts" and select the time frame. Then click "Get Contracts". That's all there is to it!



## Bid Notice Postings

To view the entire DAS bid notice listing, click on the following hyperlink to go to our web page. [DAS Bid Notices](#)



## Further Changes Due To System Upgrade

Due to the upgrade that took place the weekend of April 24-25, the following changes will take place in Core-CT Financials. Many of these changes are resolutions to long-standing issues with the system.

### Accounts Receivable

Chartfield Inheritance on Pending Items - Users creating a Pending Item with multiple accounting lines will no longer have to follow the Temporary Receivables Process Change document. Instead, they can create additional accounting lines on the Accounting Entries tab by clicking on the "Plus Sign" icon.

### General Ledger

The following values are now required to be added to the Spreadsheet Budget Journal Header page and the Spreadsheet Journal Header page in order for the files to Upload in Core-CT successfully: Currency (USD), Currency Rate Type (CRRNT), Rate Multi (1.00000).

### Purchasing

The Line Details link on the PO Form page is grayed out until a line is selected. Users will have to select the checkbox on the line they wish to work on and refresh the page in order for the Line Details link to become active.

PO Change Orders will no longer change the origin. Users should no longer have to modify this field when doing a PO Change Order.

PO Balance Report is being modified. Users will be able to request search criteria such as BU, Fund, SID, and Open or Closed Status. When the report is ready, users will be advised via Daily Mail.

Contract Line Number for large contracts was locking the PO. This issue is resolved with the system upgrade. If users continue to have this issue, a ticket should be logged with the Help Desk.



### Looking for Catalog Items in Core-CT/PeopleSoft?

Use the following link to access the listing of the vendors, contract number and contract name that have been loaded into the **Core-CT** catalog.

[Core-CT Catalog](#)



## Getting Help Quickly And Easily

Click on the “help” link to access all the **Core-CT** help links and phone numbers that are available to you.

[Help](#)

---

## “Certification Central”



The link below lists the name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week. Contact Meg Yetishefsky with any comments or suggestions at [meg.yetishefsky@po.state.ct.us](mailto:meg.yetishefsky@po.state.ct.us) or (860) 713-5228.

**Newly Certified!** – [04/19/04 through 04/23/04](#)

---

## Vendor Spotlight???



*Who would you like to see in the “spotlight?”* We want to give our vendors an opportunity to “shine” and “broadcast” the products and services they provide. Let us know what contracted vendors/businesses you would like to see featured in this new addition to our newsletter. Vendors, here is a great opportunity to be on center stage and let your products and services be known! Contact Teresa Dupont at [teresa.dupont@po.state.ct.us](mailto:teresa.dupont@po.state.ct.us) with your requests and suggestions.

---

## Peppy’s Points to Ponder



*Happy Spring! Happy May Day!*

Curious to know how May Day began?  
Click on the following link to read:

[The Origin of May Day!](#)

**Thanks to all my loyal WINners for submitting all these great quotes. Keep them coming!** Don't be shy! Please take a minute to send them to me at [peppy.procurement@po.state.ct.us](mailto:peppy.procurement@po.state.ct.us) and watch for them to appear in future issues of WIN.

---

# Peppy's Toolbox



Click on the "toolbox link" at the right to help yourself to any of the helpful "tools" (electronic forms) that are available to you.

---



## Tech Talk with Ms. Bits n' Bytes

### Paste With The Insert Key

The Insert key has two very useful functions in Microsoft Word: overwrite and paste. Type over existing text by pressing the Insert key. Then position your mouse and start typing.

OK, overwrite isn't for everyone, but there's no need to send the Insert key into early retirement.

Instead, program it as a one-key paste button.

- Click Tools and Options. Go to the Edit tab.
- Put a checkmark next to "Use the INS key for paste" and press OK.



Be sure to turn this pasting ability off before you try to overwrite again!

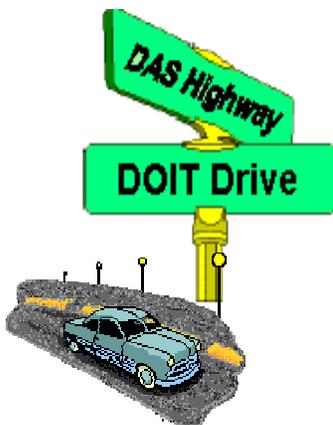
Thanks to Digits for this information.



**Please remember many state agencies have policies for Internet usage. Do not click on links at work. Jot the address down and enjoy it from home.**

Don't forget to write to me and let me know if you have a computer question, problem or perhaps just something you would be interested in learning about. You can email me at: [maureen.blackburn@po.state.ct.us](mailto:maureen.blackburn@po.state.ct.us)

---



Keep up to speed with what's happening in the

Department of Information Technology





## Contracts & Purchasing Division Information



Need to contact someone at **DOIT**? Click here to link to the [DOIT Contact Information](#) page of their web site.

### DOIT Bid/ Proposals

- Click on the following hyperlink [DOITBidPostingNotices](#) to jump to DOIT’s Bid Posting Notices section of their web page.

### DOIT Contract Awards

- Click on the following hyperlink [DOITContractAwards](#) to jump to DOIT’s Contract Award section of their web page.

## Contact Us

If you know someone who may be interested in receiving this newsletter, have him or her send an email with the following information:



- Name:
- Job Title:
- Agency/Organization Name:
- Mailing Address:
- City/State/Zip:
- Phone:
- Fax:
- Email:

Send it to Teresa Dupont at [teresa.dupont@po.state.ct.us](mailto:teresa.dupont@po.state.ct.us) or fax it to her at 860-622-2940. Once she gets the information, they will be added to the “**WIN**ner” list!

Likewise, if you do not wish to receive **WIN**, send us a note and your name will be removed.

Questions? Call Teresa at 860-713-5073.

## Miss a Previous Issue of WIN?

Use the following link to jump to the DAS Newsletters web page, scroll down to Weekly Information Newsletters (WIN) and click on the issue you missed!

<http://www.das.state.ct.us/News/NewsLetters.htm>