



Procurement Services

Weekly Information Newsletter

04/09/04

Volume 142



2003 NASPO Cronin Club Gold Winner

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

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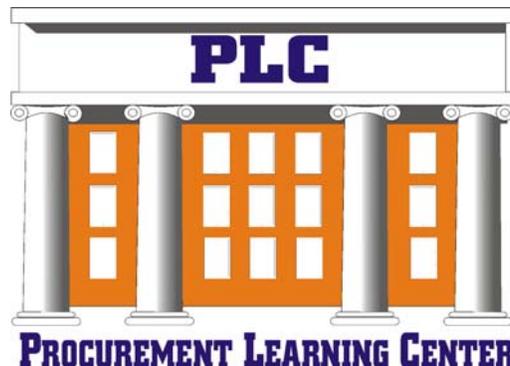
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Noteworthy News

New Logo for Procurement Learning Center!

The **Procurement Learning Center**, otherwise known at **PLC**, will be back in session soon. To help get you into a studious mood, we decided to unveil our new PLC logo!

Notice the collegiate look. Can't you just picture yourself walking through those columns, locating your classroom, finding a seat and preparing to learn something new to help you in your workplace? We hope so!



All of the forums, training, workshops and other educational events that Procurement Services provides will be conducted under the auspices of the **Procurement Learning Center**.

PLC activities are free and are a great way for state agencies; municipalities, schools and not-for-profit organizations to get educated about the products and services Procurement Services offers and how they can help you!



Keep an eye out for the **PLC** logo. You will see it whenever we announce educational events.

Rah! Rah! Sis! Boom! Bah!

Notice to all State of CT Contract Users:

Recently the Connecticut Department of Labor has requested that DAS Procurement Services review The Attorney Generals' opinion dated [September 8, 2003](#) regarding the interpretation of increasing wage rates for certain service workers throughout the term of a contract. In general, this opinion states that applicable contracts valued at \$50,000.00 or more annually shall be subject to wage rate increases should these rates increase during the term of the contract.



In an effort to apply [CT State Statute 31-57f](#) consistently to that opinion and to aid the CT Department of Labor in enforcement of the statute, DAS has determined that it would identify applicable contracts and implement contract supplements authorizing Agencies to pay the difference in the most current rate to that of the rates effective on October 29, 2003 and to continually pay the most current rate throughout the remainder of the contract.

In the event Agencies have not been directly contacted by DAS and believe they utilize contracts requiring this action, please contact Paul Greco at (860) 713-5189 or at paul.greco@po.state.ct.us.

CT Environmentally Preferred Purchasing

An Amazing “Did You Know?”

In the US alone approximately 35 billion wash loads are done each year, averaging out to 1,000 wash loads started every second. That means approximately 1,000 cups of detergent are poured into our water systems each second. AND... If each household in the US used just one bottle of vegetable-based detergent, we could save 728,000 barrels of oil – enough to heat 30,000 northern homes for a year!



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 or call at (860) 713-5081.



Janis Nome Donor Education Day

In last week’s newsletter, we shared Part One of an article entitled [“One in a Million”](#) – the story of two DAS coworkers, Raymond Bailey and Jeanne Gray. Jeanne, learning that Raymond needed a kidney transplant volunteered to be a living donor. Against all odds, a battery of tests performed over the course of two years confirmed that Ray and Jeanne were a compatible match. In May 2003, they were off to Johns Hopkins Hospital in Baltimore to undergo a surgery that would impact their lives in ways that they never could have imagined.

Click on the link below to read the continuation of their story and how you, too, can:

[**Make A Difference In Someone’s Life**](#)

Reminder: Janis Nome Donor Education Day is April 29!

In case you haven’t heard, the Janis Nome Donor Education Day will be held on April 29, 2004. Janis S. Nome, former Chief Counsel for DAS and dear friend to many of us in DAS, passed away on January 19 after a long illness.

In honor of Janis, the State of Connecticut is partnering with the National Kidney Foundation to provide information about their organ donation program. This important program will be hosted at three different locations from 8:30 AM to 4:30 PM on April 29, 2004.

- State Office Building, 165 Capitol Ave. Room G-38B
- Capitol Community College (Old G. Fox Building), 950 Capitol Ave., 7th Floor
- *Information about the third location will be announced soon*

The purpose of the program is to educate people about the organ donation program. There are a lot of myths, misinformation and fears surrounding organ donation that may discourage people from choosing to be a donor. We encourage you to go to one of the program locations to listen to speakers, talk to friendly representatives, ask questions, grab information handouts and learn about the importance of this vital program. You can even get your blood pressure taken and have a glucose test. The program will also include:

- The Red Cross will be here to have donors sign a “promissory note” to donate blood at a drive that will be held here at the State Office Building in the near future.
- The Department of Public Health (DPH) is very excited to join in on the day. They are hoping to have a location at their facility and plan on providing glucose testing and blood pressure readings.
- There will be many speakers that day and a formal agenda will be announced soon. So far, the speakers will include a liver transplant recipient, someone who will educate us on the signs of liver ailments, explanations of the different types of procedures, and more.

Refreshments will be available at all locations! A special guest, Lt. Governor Jodi Rell will be at the State Office Building at 12:30 to support the event! Don’t miss this opportunity to learn about a life saving program that could save your life someday!

For more information about the Janis Nome Donor Education Day contact either Jeanne Gray at jeanne.gray@po.state.ct.us or 860/713-5227 or Ray Bailey at ray.bailey@po.state.ct.us or 860/713-5212

Contract Information:

DAS Contracts

The following is a listing of contracts issued during the week of 04/09/04

Contract #	Contract Name	For:	Contract Term
03PSX0424	Bituminous Concrete Materials and Bituminous Materials with Fibers	DOT; All Using State Agencies and Political Subdivisions of the State	April 1, 2004 through February 29, 2005
04PSX0005	Bituminous Concrete Materials and Bridge Deck Membrane Waterproofing (complete in place)	DOT; All Using State Agencies and Political Subdivisions of the State	Date of Award through February 28, 2005
04PSX0029	Vendor-In-Place Sweeping and Debris Removal	DOT; All Using State Agencies and Political Subdivisions of the State	Date of Award through February 28, 2005

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](#)

Core-CT Information



Reporting, Part 3: Top 15 Reporting Questions

Continuing its focus on reporting issues, this edition of Core-CT Extra highlights some of the most commonly asked questions about reporting. In addition to these questions, many others are available on the Core-CT web site. You can find the links to these question-and-answer pages following the questions below.

[Questions and Answers](#)



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 or (860) 713-5228.

Newly Certified! – [03/29/04 through 04/02/04](#)

Vendor Spotlight???



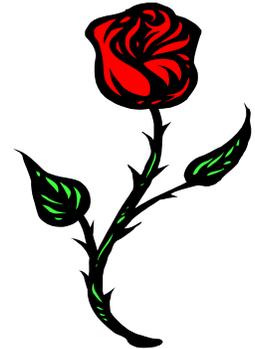
Who would you like to see in the “spotlight?” We want to give our vendors an opportunity to “shine” and “broadcast” the products and services they provide. Let us know what contracted vendors/businesses you would like to see featured in this new addition to our newsletter. Vendors, here is a great opportunity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

Peppy’s Points to Ponder



Enjoy the little things, for one day you may look back and realize they were the big things.

-Robert Brault



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 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.





Ask Peppy!

Do you have a purchasing question and you can't seem to find the answer? Send it to me at peppy.procurement@po.state.ct.us and I will do my best to find the answer for you and post it in a future issue of WIN.



Tech Talk with Ms. Bits n' Bytes

“Open With”

Have you ever downloaded a file, went to open it, and ended up with a dialog box asking you what program you want to open the file with? What does it all mean? Glad you asked :-)

When this screen presents itself, it normally means one of three things (none of them particularly good).

1. **You don't have a program on your computer to open up the file in question.** Most programs automatically set up [file associations](#) when they are installed, so if you're getting this error, you may not have the software that is required to open the file. If that is the case, your next step is to figure out what kind of program you need to open the file then download / purchase it.
2. **File is not meant to be opened.** The majority of the files that live on our computers are either program files or files that support programs. So if you're just hunting around with [Windows Explorer](#) to see what you can open (mess up, play with, etc), you're probably going to be disappointed. Most of these type of files aren't really meant to be opened. In fact, if you do find a way to open them, they would probably look like gibberish.
3. **The last possibility is that you do have a program on your machine that is capable of opening the file in question.** Unfortunately, with all the different file formats floating around out there, it will be a guessing game trying to figure out what program can open a particular file. Normally I start with Windows Notepad. Many of the files on your computer are little more than text files that don't use the ".txt" extension. So, I scroll down the list on the Open With screen until I see NotePad.exe. I click that, hit Open, and see what happens.



OK, so what can you do?

If you get a file from someplace and aren't able to open it, your best bet is to contact the people who you received the file from and ask them what application (program) is used to open that

type of file. If that fails, try [this site \(click here\)](#). They have an enormous list of files and the type of program you need to open them.

THANKS to Ctips.com for this information



Thanks to **Rob Zalucki** of DAS for this week's:

WEBSITE OF THE WEEK:

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.

Do you feel like you are getting more and more e-mail from unwanted sources everyday? Unwanted commercial e-mail (UCE), otherwise know as spam, and can be an annoying, costly and time-consuming problem for many consumers.

<http://spam.getnetwise.org/>

Please 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

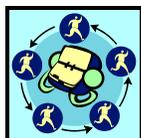


Keep up to speed with what's happening in the

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 or fax it to her at 860-622-2940. Once she gets the information, they will be added to the “WINner” 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.