



Procurement Services

Weekly Information Newsletter

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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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Noteworthy News

Procurement Services is Moving!



DAS Procurement Services is moving up in world! Actually we are moving up to the 5th Floor here at the State Office Building. Effective December 18, 2003, any correspondence that is mailed should be addressed as follows:

DAS Procurement Services
Attn: (Persons Name Here)
165 Capitol Avenue
5th Floor South Wing
Hartford, CT 06106

Bids or any material that is hand carried into the building should be delivered to the DAS Customer Service Desk, which is located on the First Floor in Room 110. All vendors and visitors that wish to conduct business with anyone in Procurement or Business Connections should report Room 110. From there you will be escorted to the 5th Floor.

Stayed tuned to future issues of WIN for further information and updates.

What's Happening with Buy Smart...Buy Together?



Recently the Buy Smart...Buy Together team successfully completed Phase I (Understanding the Opportunity) of the initiative and is aggressively moving into Phase II (Savings Creation). Use the following link to access the letter from DAS Commissioner Barbara Waters to Agency Heads that summarizes where we've been and where we're going with this initiative.

[Buy Smart...Buy Together Letter](#)

How can you be involved? Read on! We're planning our first *Buy Smart Buy Together* Agency Forum, which will be geared towards state agency purchasing staff. At the forum, we will update you on the ways you and your agency can assist in this effort, support future contracts, and ensure future cost savings. If you are involved in state purchasing, you are invited to attend the:

Buy Smart...Buy Together Agency Forum

January 22, 2003
8:30 – 11:30

Dept. of Transportation
2800 Berlin Turnpike
Newington, CT

Use the links below to access the registration form or to review any of the previous WIN articles about...



[Registration Form](#)

[Special Edition](#)

[WIN Article Oct 31](#)

[WIN Article Nov 21](#)

e-Partners

“Partnering with Connecticut’s Municipalities, Schools and Non-Profit Organizations”

Procurement Services is planning a Forum and we’d like your help!

On February 3, 2004, DAS will be hosting a forum just for Connecticut municipalities, schools and non-profit organizations. Don’t miss this opportunity to meet with Procurement Services personnel and your purchasing colleagues from around the state. Learn the latest information about DAS contracts and programs! Participate in round table discussions! Take advantage of having our procurement personnel available to you in one location to get answers to your questions! So far, suggested topics include the following:



- Contractor Prequalification Program
- New Indoor Air Quality (mold), Lead and Asbestos Consulting and Remediation Contracts
- MTBE-free gasoline
- Supplier Diversity Program
- It’s up to you. We need your input!

It's your forum; tell us what you'd like to see! Contact Barbara with your suggestions or ideas on what topics you would like to discuss. She can be reached via email at barbara.moser@po.state.ct.us or phone her at 860-713-5081.



Remember! Save the date – February 3, 2003 and watch future issues of WIN for location and time of the forum!

Surplus Vehicle Auction...Saturday, December 13, 2003

DAS State Surplus will be hosting a public auction of **over 260 surplus vehicles** on **Saturday, December 13, 2003** at 10:00 a.m. at the State Surplus Facility, 60 State Street, Wethersfield, CT. There will be Ford Crown Victoria's, various SUV's and trucks, cargo and mini vans, motorcycles, school buses, fire trucks along with numerous boats, including a Boston Whaler! For a detailed list, pictures and auction guidelines, use the following link to access the State Surplus auction web page:



http://www.das.state.ct.us/Surplus/display_auction.asp

US Foodservice Price List for Week of December 12, 2003



To assist you with preparing your orders for food and janitorial supplies from US Foodservice we are attaching an Excel file with the prices that will be in effect for the week of December 8, 2003.

[Price List for Week of December 12, 2003](#)

"Got Stuff?" to the Rescue!

On December 8, **WTNH Channel 8** reported that crooks had put a damper on the holiday season for some 8th graders in New Haven. **New Haven's Sacred Heart St. Peter School** was recently robbed, and among the missing items were six laptop computers. The news report concluded by saying that school officials and students were "hoping some holiday magic would somehow help replace their laptops."



On Tuesday, **DAS** sprang into action. In conjunction with **DAS Communications**, **DAS' Linda Hubeny** worked quickly to find six Gateway computers, along with computer keyboards and speakers that were submitted during the "Got Stuff?" surplus property campaign. By the end of the day, **DAS** had contacted the school's principal to share the good news.

“Especially with the holidays approaching, we’re so happy to announce this donation,” Commissioner Barbara Waters said. “Our staff deserves a lot of credit for acting swiftly to help out these students. We’ve turned what could have been an unfortunate story into a very happy one.”

Lt. Governor Jodi Rell will be visiting the school to present the six donated computers. Channel 8 is expected to cover the event.

The following is a transcript of Tuesday’s Channel 8 story:

State steps in to replace stolen computers

(New Haven–WTNH, Dec. 9, 2003 4:10 PM) _ Connecticut is donating six computers to a New Haven school to replace ones stolen.

The Connecticut Department of Administrative Services is donating the six Pentium 3 computers to New Haven's Sacred Heart St. Peter School.

The computers come from the DAS's Got Stuff surplus property collection initiative in which underused or unused items are redistributed.

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.

Core-CT Information



New Hours For Financials Users On Saturdays After Payday

Effective, December 13, 2003, users will not have access to the Core-CT Financials application after 12 noon on Saturdays following a pay date. The Financial application will be brought down at noon.

Financial system users who also have access to EPM or HRMS will continue to be able to use those applications. Users will be able to sign back on, but will not be granted access to any of the Financials areas.

Don't forget to save your work before noon.

If you have a question, please contact the Core-CT Helpdesk at (860) 622-2300; press 1 for Financials or press 2 for HRMS. Or you may send e-mail to core.support@po.state.ct.us

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! – [12/01/03 through 12/05/03](#)

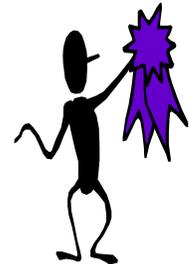
Peppy’s Toolbox

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



WINning Ways!

Do YOU know of any person(s) who should be commended for a job well done? Send your WINning Ways nominees to me at peppy.procurement@po.state.ct.us.



Ask Peppy!



Peppy,

Help! Lately, it seems that every time I'm in a meeting, there are people who are very disruptive. I am not sure if they realize it or not, but when they talk at the same time as the presenter it can be so distracting! Do you have any kind of "meeting etiquette" or "meeting rules" that you can share with your readers? It can be so frustrating when you are trying to speak or listen and other conversations are going on.

Anonymously Annoyed

Dear AA,

I can understand your frustration. Yours is a very common complaint. You will be pleased to know that I did some research on the Internet and found "**Eleven Commandments for Business Meeting Etiquette**" by Gary M. Smith. Because it is information that many people can benefit from I have it as a link in **Peppy's Points to Ponder** below. Please feel free to print it out and hang it in a prominent place in your office just as a friendly reminder to everyone. If you are the presenter at the meeting, why not mention a few of the rules before you begin to ensure that the meeting runs without these disruptions?

I am sure that once people read these little but important reminders, you will see an improvement in your meetings. Please keep me posted and keep these questions coming...I just love to help out when I can!

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.

Peppy's Points to Ponder...



In response to "Ask Peppy" please click on the following link. It is definitely well worth it!

["Eleven Commandments for Business Meeting Etiquette"](#)

C'mon WINners. I know there are lots of positive quotes and sayings that are out there. Why not share them and help to brighten someone's day or give them a "point to ponder!" Don't be shy. Please take a minute to send them to me at peppy.procurement@po.state.ct.us.



Tech Talk with Ms. Bits n' Bytes

Word Tip: Watermarks

Inserting a watermark once took some effort, leading many people to buy paper with preprinted watermarks. Word makes it extremely simple to print pages with your own custom background images and text. The image is barely visible behind the text and adds a touch of class to all your memos, resumes, and more.

1. Choose Page Layout from the View menu.
2. Go to the Format menu, click Background, and choose Printed Watermark.
 - o For picture watermarks, click Picture Watermark and Select Picture. Find the image you want to use on your hard drive and click Insert.
 - o For text watermarks, choose Text Watermark and type the text you'd like to use.
3. Tweak your options and press Apply.

The process is less obvious in Microsoft Word 97 and 2000, but still possible.

1. Choose Page Layout from the View menu.
2. Choose Picture from the Insert menu, find the image you want to use on your hard drive, and click Insert.
3. Click Format and Picture.
4. Under the Picture tab, go to Image Control and choose Watermark as the color.
5. In Word 97, choose None from the Wrapping tab. In Word 2000, set Behind Text as the wrapping style under the Layout tab.
6. Press OK.

The watermark will print in the background of every page of the document



Ms. Bits and Bytes **WEBSITE** of the week:

AbsoluteTrivia.com

In this page full of trivia, you can search for facts by keyword or browse through the various categories. Get information on topics from animals, entertainment and inventions to technology, statistics and space. Multiple choice trivia quizzes test your knowledge in a number of areas. Learn about the famous people who were born on this day and the historical events that took place.

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



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](#)

Contract Information:

DAS Contracts

The following is a listing of contracts issued during the week of 12/08/03:

Contract #	Contract Name	For:	Contract Term
03PSX0407	Surveying Equipment for the Dept. of Transportation. Trimble Mapping Grade and Surveying Grade Receivers.	Department of Transportation	December 2, 2003 through May 30, 2004
03PSX0422	Purchase of Concrete Blocks and Bricks	Department of Transportation, All Using State Agencies and Political Subdivisions of the State	No Award

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!



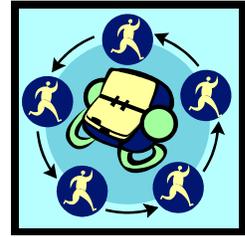
Keep up to speed with what’s happening in the

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 to teresa.dupont@po.state.ct.us and they will be added to our mailing list. Likewise, if you do not wish to receive this email, send us a note and your name will be removed.