



# Procurement Services

## Weekly Information Newsletter

12/19/03

Volume 126



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

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### Important Updates from Corporate Express

- Effective immediately, Corporate Express will fax or email order confirmations when your order has been processed. To initiate order confirmation, please send your request to [karen.grow@cexp.com](mailto:karen.grow@cexp.com) along with your email address or fax number and your 8-digit account number. Please allow 7 to 10 business days to activate your account.
- State of Connecticut users now have a special customer service email box [STATEOFCT@CEXP.COM](mailto:STATEOFCT@CEXP.COM) Use it for any customer service issues such as deliveries, returns, product inquiries and yes...suggestions, compliments and complaints, too! If you wish to speak to our Silver Team customer service, please call 800-351-1499.
- We have moved several Corporate Express departments (including our accounting department) to our new location. Mail that would ordinarily be sent to Avon St. should now be routed to: 400 Long Beach Blvd, Stratford, CT 06615. Phone: 888-330-5908. The remittance address has not changed.
- Corporate Express' used laser printer toner cartridge recycling program is alive and well. As in the past, it is not necessary to call the customer service department...just box up the cartridge and give the cartridge(s) to the Corporate Express driver for a \$3 rebate per cartridge.



### Core-CT If you are a Core-CT user...

- Please refer to the Corporate Express Net Pricer dated November 3, 2003 for current contract pricing as state in the October 30<sup>th</sup> contract award Supplement #12 from Procurement Services
- Customers can also obtain pricing on the Internet through Corporate Express' web-based Internet site at: [www.eway.com](http://www.eway.com)
  - Password – **state**
  - ID – **contract**
- You may order current Net Pricers and catalogs using the following stock numbers.

2004 Corporate Express Sourcebook	#9991 CEI20043
November 3 <sup>rd</sup> Net Pricer	#9994 Z14STCT02Q4
- When ordering catalogs and dated good described as “2003” in the CORECT system, be assured that you will receive current “2004” products.
- If you have to manually enter correct ship-to addresses, and you would like the ship-to address permanently added to the CORECT system, please notify the Help Desk at 860-622-2300.
- If you have the capability of transmitting your 8-digit Corporate Express account number with your CORECT order, this will help to expedite orders.

If you need further assistance, please do not hesitate to contact

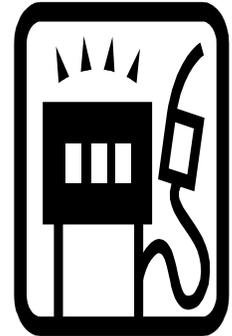


Karen Grow  
Tri-State Division  
800-926-1100 X 4273  
Karen.grow@cexp.com

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## Ethanol Specifications for Gasoline Contract Now Available

In reference to the **Gasoline contract**, [001-A-01-0024-C](#) the following link contains the specifications that will replace the original MTBE type gasoline product and will represent the 10% Ethanol additive Gasoline product purchased under this agreement.



### [Ethanol Specifications](#)

If you have any questions regarding the above, please contact DAS Contract Specialist, Paul Greco at 860-713-5189, or email him at [paul.greco@po.state.ct.us](mailto:paul.greco@po.state.ct.us).

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## Invitation to Buy Smart...Buy Together Agency Forum.

# Buy Smart Buy Together Agency Forum

**January 22, 2004  
8:30 – 11:30**

**Dept. of Transportation  
2800 Berlin Turnpike  
Newington, CT**

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.

Use the link below to access the registration form and **return by January 15, 2004**. We look forward to seeing you there!

**[Buy Smart...Buy Together Registration Form](#)**

For more information on the Buy Smart...Buy Together initiative, use the links below to access previous articles of information

## [Commissioner Waters Letter to Agency Heads](#)

[Special Edition](#)

[WIN Article Oct 31](#)

[WIN Article Nov 21](#)

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## Reminder...Procurement Services has Moved!

DAS Procurement Services has a new location. We are now located on the 5<sup>th</sup> floor here at the State Office Building. 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 will have to be delivered to **DAS Customer Service Desk, Room 110**, which is located on the First Floor. All vendors and visitors will also be instructed to go to Room 110 when they wish to conduct business with anyone in Procurement or Business Connections.

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## E-Partners – Serving Connecticut’s Political Subdivisions

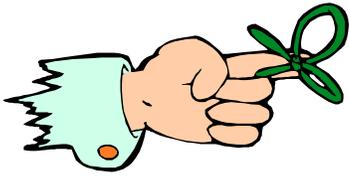
**Procurement Services is planning a Forum for CT Municipalities, Schools and Non-Profit Organizations and we’d like your help!**



On February 3, 2004, we’ll be hosting our second forum to help us serve your needs better. Suggestions from DAS Procurement Services include information and updates on the following programs and contracts:

- Contractor Prequalification Program
- New Indoor Air Quality (mold), Lead and Asbestos Consulting and Remediation Contracts
- MTBE-free gasoline
- Supplier Diversity Program
- What we’re missing is 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](mailto: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!**

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## US Foodservice Price List for Week of December 19, 2003

To assist you with preparing for the orders you may place with US Foodservice next week, we are attaching an Excel file with the food and janitorial supplies prices that will be in effect for the week of November 28, 2003.



[Price List for Week of December 19, 2003](#)

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## CT Environmentally Preferred Purchasing



### Let's Talk "Recycled" Content Paper!

More than ever, it's important to be an informed consumer.

What do you think of when you use the term "recycled" content paper? If you're like most people you think of the used paper you throw in the blue bins located around your office. Think again! When you see "recycled" content on a package of paper, it means that the fiber making up the paper never left the mill.

If your goal is to support your local economy and enhance the quality of life in Connecticut, you need to look for paper marked, "Post Consumer Waste" or PCW. When you see the PCW on the package it means that the paper you are buying comes from the paper you throw into the blue bins.

Post consumer waste recycled content paper can be purchased through DAS contract numbers [00PSX0088](#) and [02PSX0236](#).

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



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## 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.

### Financials and EPM Financials User Groups to Meet



New Core-CT Financials and Financials EPM user groups will begin meeting for the first time this month. Elaine Pelletier, Financials Production Support Manager, has asked agency sponsors to send representatives to two separate Financials user group meetings:

1. **Purchasing, Accounts Payable, and Workflow: December 15**
2. **Accounts Receivable, General Ledger, Budgets, and reporting: January 26**

In addition, a new EPM Financials user group will meet for the first time January 12. Meeting content will include presentations on topics of interest (EPM enhancements and fundamentals) and a question and answer session with discussion of issues. The existence of this group is to be announced to the Financial User Group Purchasing/Accounts Payable members at their first meeting December 15. An update on progress from the EPM Financials user group meeting will be presented at the Financials User Group's General Ledger / Accounts Receivable people at their first meeting on January 26.

Agendas and/or presentations for each meeting will be posted on the Core-CT website when they are ready.

Because of space limitations, agency sponsors are being asked to send a maximum of two representatives each. A key component of the user group program will be communication between these agency representatives and the users in their agencies. Materials regarding the meetings and discussions -- as much material as possible -- will be posted to the Core-CT website to facilitate this.

### Check these Jobs Aids for Reporting

In addition to Core-CT online help (the Web-based Learning Assistant), help for dealing with Core-CT reports is available from 15 job aids available through the Core-CT web site. Some of these helpful job aids list reports by module, with report descriptions, navigation paths, and roles to whom the report is available. Others have instructions to help users run reports. A list of URLs for these job aids is at the following address:  
[http://www.core-ct.state.ct.us/docs/reporting\\_mstr.doc](http://www.core-ct.state.ct.us/docs/reporting_mstr.doc)

### 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](#)

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## “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!** – [12/08/03 through 12/12/03](#)

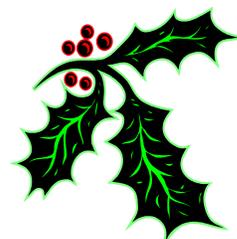
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## Peppy’s Toolbox

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



## Peppy’s Points to Ponder

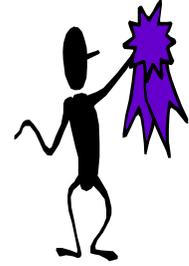


*Wishing you and your family  
hope, happiness and peace during this  
Holiday Season and throughout the  
coming year!*

**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](mailto:peppy.procurement@po.state.ct.us).

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## 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](mailto:peppy.procurement@po.state.ct.us).

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## Ask Peppy!

This week, we might want to call this column “Ask WINners” because Peppy has a question for you!

Hi WINners,



*I'm looking for a little help from my friends. And that would be you! As you know, the folks at Procurement Services host forums and training sessions for state agencies, municipalities, schools and not for profit organizations. It's one of the most effective ways for them to reach out to their partnering customers to provide information, discuss mutual issues and introduce new initiatives. One of the challenges they always face is finding a location for these events. Here's where my question comes in.*

*Do you know of any facilities where Procurement may be able to host forums and/or training? They are interested in both centralized and decentralized facility locations. Here are some of the things they need to know:*

- *For a forum, how many people can be accommodated?*
- *For training, is there a computer lab? How many computers?*
- *Is there ample parking?*
- *Is there a fee?*

*If you have any suggestions, please forward them to me at [peppy.procurement@po.state.ct.us](mailto:peppy.procurement@po.state.ct.us) I will give them to my friends at Procurement.*

*Thanks and THINK WARM!*

*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](mailto: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

### Is it a virus or a hoax?

It seems as if the minute a new person logs on to the Internet they get a flood of email warning of dire consequences if they open an email with a certain subject line. There are viruses that can be transmitted via email, however a lot of these so-called viruses are imaginary. They are myths, let's face it is it really believable that Disney would giveaway trips by simply responding to an email, or Bill Gates sending money to people who kept an email chain letter moving through cyberspace? There are many of these email hoaxes floating around the Internet at any given time.

Hoaxes become viruses simply by individuals forwarding the hoax across the Internet to other unsuspecting individuals, these individuals read the warning and forward it on to still more people. Thus the "virus" spreads throughout the Internet.

The next time you receive an email warning of potential hazard to your computer if you open an email. Go check out the following web pages in particular to see if there is any truth to the message. An email may in fact contain a virus, but please check out the following pages to verify its authenticity before forwarding it on to someone.



The first place to visit to determine if something is a hoax or not is the [U.S. Department of Energy's Computer Incident Advisory Capability](#)

Hoaxes described on this page: PKZ300, Irina, Good Times, Good Times Spoof, Deeyenda, Ghost PENPAL GREETINGS!, Make Money Fast, NaughtyRobot, AOL4FREE, Join the Crew, Death Ray, AOL V4.0 Cookie, A.I.D.S. Hoax, Internet Cleanup Day, Bill Gates Hoax, WIN A HOLIDAY, AOL Riot June 1, 1998, E-mail or get a Virus, Bud Frogs Screen Saver, Disney Giveaway Hoax.

Another place to visit is [Computer Virus Myths Homepage](#)

If the email or file is listed on one of these two pages, it's probably a myth. If it is, please **don't** forward it to anyone. Internet chain letters just clog the Internet, slowing it down for everyone. Also, most of the Anti-Virus companies have pages dealing with hoaxes, click on the links below to visit them.

[JDBGMR.EXE Hoax and how to recover file](#)

[Symantec Norton Anti Virus Hoax page](#)

[Trend Micro's Hoax Encyclopedia](#)



**REMEMBER...MANY STATE AGENCIES HAVE POLICIES FOR INTERNET USAGE. DO NOT CLICK ON LINKS AT WORK. HOVER OVER THE LINK, THIS WILL SHOW YOU THE FULL WEB ADDRESS. JOT THE ADDRESS DOWN AND ENJOY IT FROM HOME.**

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](mailto: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](#)

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### Contract Information:

#### DAS Contracts

The following is a listing of contracts issued during the week of 12/15/03:

Contract #	Contract Name	For:	Contract Term
03PSX0405	Custodial services for the CT Dept. of Public Works; 25 Sigourney St. Hartford, CT as facility managed by Tunxis Management.	CT Dept. of Public Works	February 1, 2004 through January 31, 2009
03PSX0456	Custodial Services for the CT Workers Compensation Commission located in Stamford, CT.	Workers' Compensation Commission	January 1, 2004 through December 31, 2004, State has the option to extend agreement

#### 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!

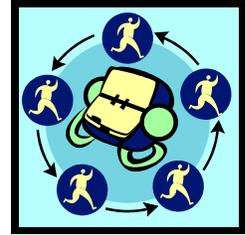


Keep up to speed with what’s happening in the

## 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.

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## 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](mailto: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.