



Procurement Services

Weekly Information Newsletter

12/26/03

Volume 127



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

Contract Compliance has gone Electronic!!!

Online Forms for Contract Compliance Reporting Now Available

The DAS Supplier Diversity Program is proud to announce that Goal Calculation and Quarterly Reporting Forms are now available to you in excel format, right on our website! By using the electronic forms you will be able to record your information in a more convenient and expedient way. These online forms will allow you to **electronically** send these forms to your Account Manager at the Business CONNecTions Division. **(Please refer to the Account Manager listing to identify your Account representative)**



State Statue requires that each agency and political subdivision of the State, other than a municipality, prepare a report establishing an **annual** contracting/purchasing goal for Small/Minority Business Enterprises for each fiscal year. These goals must be completed on the appropriate forms and be submitted to the Department of Administrative Services and the Commission on Human Rights and Opportunities (CHRO). You may now submit this report to your Business CONNecTion's Account Manager **electronically!**

State Statue also requires that each agency and political subdivision of the State, other than a municipality, submit a **quarterly** report to the Department of Administrative Services and the Commission on Human Rights and Opportunities (CHRO). These reports are due November, February, May, and August. You may now submit these reports to your Business CONNecTion's Account Manager **electronically!**

For your convenience, DAS will continue to forward a copy of your reports to CHRO so you only need to submit them electronically to DAS.

Use this link to access the forms: [Goals Calculation and Quarterly Report Forms](#)

Should you have any questions, please contact Meg Yetishefsky, Program Director at meg.yetishefsky@po.state.ct.us or 860/713-5228.

Invitation to Buy Smart...Buy Together Agency Forum

Buy Smart
Buy Together Agency Forum

**January 22, 2003
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.

Don't miss out! 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](#)

e-Partners

“Partnering with Connecticut’s Municipalities, Schools and Not for Profit Organizations”



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

SAVE the date! On **February 3, 2004** at the **West Hartford Meeting and Conference Center** we will be hosting our second e-Partner 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**
- **Did we miss anything? Yes, your input!**

It's your forum; tell us what you'd like to see! Email us at epartners@po.state.ct.us and give us your suggestions or ideas on the topics you would like to discuss. Stay tuned and watch future issues of WIN to learn where the forum will be held along with the reservation form.

US Foodservice Price List for Week of December 26, 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 26, 2003](#)

CT Environmentally Preferred Purchasing



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 or call at (860) 713-5081.

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



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! – [12/15/03 through 12/26/03](#)

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.



Peppy’s Points to Ponder



*There are hundreds of
languages in the world, but a
smile speaks them all!*

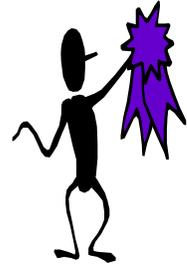
-Unknown



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.

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!



Since this is a popular time of year for people to take vacation, I'm running the "Ask Peppy" question for another week. Hope you can help me out!

Can YOU help Peppy?

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 I will give them to my friends at Procurement.

Wishing you a healthy and Happy New Year!

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

Learn the history of this HTTP status code

Impatient surfers landing on error web pages often get frustrated and never return to a site.

One common error, 404, is an HTTP (hypertext transfer protocol) status code. It occurs when you type in an URL that doesn't exist, or if you type part of the URL incorrectly. For example, try typing in <http://www.techtv.com/clamforhelp>. The error message you see is a 404-Not found error. Should be call for help!



The first four numbers in error messages indicate a client error. The server is letting you know that you did something incorrectly. The zero indicates a general syntax or spelling mistake. The second four indicates the specific error, not found.

When you type in a URL into your Web browser, the client is requesting data from the server using HTTP. The server sends back a header containing the status code, which in the case of 404 is not found. Most of the time, you can find the page you're looking for by typing the root of your address, <http://www.techtv.com/> for example, and clicking links likely to contain the information you want.

Other common errors	Here is a list of five common client errors.
1XX: 100s are informational status codes. 2xx: 200s are successful status codes. 3xx: 300s are redirectional status codes. 4xx: 400s are client errors. 5xx: 500s are server errors	400: Bad request 401: Unauthorized request 402: Payment required 403: Forbidden request 405: Method not allowed

Website of the week



PLEASE 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.

Children's Stories

Whootie Owl presides over a multicultural archive of children's folk and fairy tales. Stories are accompanied by illustrations from kids and have easy to print versions. You can search for a story by keyword, culture, country, topic, age range or theme. After you've read the story, you can post your comments.

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 12/22/03:

Contract #	Contract Name	For:	Contract Term
03PSX0458	Custodial Services for the CT DMV Branch located in Enfield, CT	CT Dept. of Motor Vehicle, Rowland Government Center-	January 1, 2004 through December 31, 2004

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!



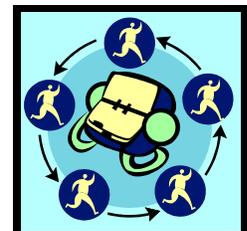
Keep up to speed with what’s happening in the

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.