



Procurement Services

Weekly Information Newsletter

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Volume 134



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

EPartners Forum Draws High Marks

On chilly February 3, 2004 morning approximately 75 people representing municipalities, schools and not for profit organizations met at the West Hartford Town Hall for an ePartners Forum. From Danbury to New London to Torrington to Coventry and locations in between, participants came to take part.



Those who braved the cold and threat of inclement weather were treated to great information about the products and services that DAS Procurement Services offers, free of charge!

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

*“Great Job! You guys have been doing
a great job keeping municipalities
informed.”*

Wilma Petro, City of Meriden

Topics included the P-Card (Credit Card) Program, the Contractor Pre-Qualification Program and our Bid Posting Service. There was information about the Indoor Air Quality in Schools legislation along with the announcement of some upcoming contracts designed to help schools meet their

legislative responsibilities. Up to date information about a new contract for rubbish removal was presented as well as helpful facts about the Supplier Diversity Program.

Barbara Moser, ePartner and Environmentally Preferable Purchasing (EPP) Program Administrator offered a presentation on Environmentally Preferable Cleaners. Barbara discussed the reasons why we should care about toxic cleaning products, including health complaints, injuries and lost productivity. She provided information about “green cleaners” and announced that in the near future, DAS will be issuing an RFP for environmentally preferable cleaners.

One of the things that attendees especially liked was the information tables representing Procurement Services Contracting, Supplier Diversity, P-Card Program, Property Distribution (State Surplus), Correctional Enterprises of CT (CEC), Connecticut Community Providers Association (CCPA), DAS Contractor Pre-Qualification Program and the DAS Website Bid Posting Service. This gave them an opportunity to talk to program representatives and obtain informational handouts.

*“Loved the tables and ability to network,
got some very good information!”*

**Ivan Pour
Housing Authority of Town of**

When we talked about DAS’ ePartner goal of “partnering with Connecticut’s Municipalities, Schools and Not for Profit Organizations”, we emphasized that partnership implies involvement from both parties for a common interest. To that end we asked people to consider participating in ePartner work groups to provide input on requirements, special needs, etc. The goal? A contract that will meet the needs of many at the best possible prices! Many attendees expressed an interest in being involved in ePartner work groups in the future. Thank you!

Below is a list of the programs and information available at the forum along with a representative that you may contact if you have an interest.

| Program | Contact | Phone |
|---------------------------------------|--------------------|--------------|
| P-Card (Credit Card) | Kerry DiMatteo | 860/713-5072 |
| Contractor PreQualification | Carlos Velez | 860/713-5092 |
| Municipal Bid Posting | John Pacholski | 860/713-5091 |
| Indoor Air Quality | Julie Bernosky | 860/713-5065 |
| Rubbish Removal | Paul Greco | 860/713-5189 |
| Supplier Diversity | Meg Yetishefsky | 860/713-5228 |
| EPP Cleaners | Barb Moser | 860/713-5081 |
| Correctional Enterprises of CT* | Dr. Matthew Conway | 860/692-7570 |
| CT Community Providers Assn (CCPA)** | Kirk Springsted | 860/257-7909 |
| Property Distribution (State Surplus) | Jim Potyra | 860/713-5157 |
| Use of State Contracts | Carol Wilson | 860/713-5093 |

*The following contract is awarded to Correctional Enterprises of Connecticut [01PSX0103](#)

**The following contracts are awarded to CCPA [02PSX0124](#), 02PSX0124, [02PSX0256](#)

For information about environmentally friendly products/services or products/services available to Connecticut Municipalities contact:

Barbara Moser, EPP/ePartner Program Administrator

Barbara.moser@po.state.ct.us

Phone: 860/713-5081

Fax: 860/622-2960

PPAC Announces NIGP Symposium



NIGP invites you to attend its third eProcurement symposium: Empowering the eProcurement Community, to be held in Atlanta, GA, March 24-26, 2004.

Back by popular demand, this year's event focuses on various aspects of implementing and managing an eProcurement system. Attendees will learn techniques for incorporating surplus auctioning, reverse auctioning, pCards, cooperative efforts and process improvement and measurement electronically from those who have made advances within their own agencies. Networking opportunities and a hands-on workshop session will allow participants to investigate and apply solutions relevant to their needs.

Act now to receive the information you need to move your agency forward using technology to your advantage. For more information and to register, visit

<http://www.nigp.org/educate/ExecSeries03.htm>

CT Environmentally Preferred Purchasing



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.

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



Petty Cash Replenishments



There have been a number of agencies receiving their Petty Cash replenishments through the GIRO method of payment instead of receiving a system-generated check that is manually deposited in the Petty Cash account, or receiving an ACH that is automatically deposited in the Petty Cash account.

There are also agencies that have received Payroll Cost Recoveries from OSCIP as GIRO payments, instead of receiving a system-generated check that is manually deposited in the Petty Cash account, or receiving an ACH that is automatically deposited in the Petty Cash account.

Methods to process these payments correctly and issue payment properly are listed below:

A. Entering Vouchers for Petty Cash Replenishment

1. Use MAIN AP BUSINESS UNIT ("M1") to process the non-PO voucher for Petty Cash Replenishment.
2. Select the MAIN customer value for your agency for Petty Cash Replenishments.
3. Ensure that you enter Vendor Location 2 on the Invoice Information Page (RPC).
4. Validate on the Payments Tab that the Payment Method is ACH or CHECK, NOT GIRO. If the Payment Method is CHECK, check on the Payments page to ensure that the Payment Handling method is RA, Return to Agency.
5. Process the voucher as you would any regular voucher. The replenishment will be wired to your agency's Petty Cash bank account if it's an ACH, or sent to your agency if it's a system-generated check.
6. Depending on the payment method configured for your Petty Cash account (ACH or System-generated check) the funds should be available within 48 hours after the voucher has successfully passed budget check.

B. Correcting GIRO Payments for Petty Cash Replenishment Payroll Recoveries Payments from OSCIP



1. Process these payments by direct journaling them to your main Business Unit, using the 20920 Account chartfield value "Funds Held for Others". (see Financial Bulletin 3 - Processing Transfer Invoices for directions on direct journaling GIRO payments).
http://www.core-ct.state.ct.us/docs/finbull3_xferinvc.doc.
2. Follow Step A (above) to issue the funds to your Petty Cash account, being sure to expend against the 20920 Account chartfield value "Funds Held for Others".
3. For future payroll cost recovery transactions, apply a "Z" code, instead of a "Y" code. Current recoveries with a "Y" code caused these payments to appear as GIRO in your main BU.
4. If users need to establish a "Z" code for their agency, send an email to Nancy.Ribes@po.state.ct.us including the bank name, account number and routing transit number for your agency's Petty Cash Account.



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](#)

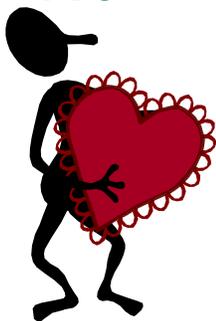
"Certification Central"



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! – [02/02/04 through 02/06/04](#)

Peppy's Points to Ponder



Happy Valentines Day!

Did you ever wonder how the story of Cupid began? Click on the link below to read:

[The History of Cupid](#)

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.



WINning Ways!



C'mon WINners. I know there are people who deserve to be recognized for a job well done. Is there a co-worker who always goes above and beyond to get the job done? Someone who is always willing to help out? Please take a few minutes to write and let me know about them. I know it would really brighten their day when they saw their name in our "WINning Ways" section of WIN and to see that their hard work and efforts were being recognized. Send your WINning Ways nominees to me at peppy.procurement@po.state.ct.us.



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

Excel Trick: Add a Calculator

Generally, folks perform a lot of math when using Excel. Therefore it makes sense to add a calculator to the Excel toolbar. Here's how:



1. Choose View, Toolbars, Customize.
2. Click on the Commands tab.
3. In the Categories list, choose Tools.
4. In the Commands list, choose Custom. (You'll see a little gray calculator icon next to it.)

Drag the calculator icon to the toolbar, letting it drop wherever you'd like it to reside

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 02/09/04:

| Contract # | Contract Name | For: | Contract Term |
|---------------------------|--|--|--|
| 03PSX0429 | Ground Transport, Air Express and International Express Services with Airborne Express | All Using State Agencies, Political and Not-for-Profit Organizations | February 16, 2004 through January 31, 2009 |
| 03PSX0430 | Ground Transport, Air Express and International Express Services with Federal Express | All Using State Agencies, Political and Not-for-Profit Organizations | February 16, 2004 through January 31, 2009 |
| 03PSX0431 | Ground Transport, Air Express and International Express Services with United Parcel Service | All Using State Agencies, Political and Not-for-Profit Organizations | February 16, 2004 through January 31, 2009 |

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 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.