



# Procurement Services

## Weekly Information Newsletter

02/20/04

Volume 135



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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### End of Fiscal Year Purchases – 2004

#### Attention: All State Agency Business Offices and Purchasing Units



Every year the Department of Administrative Services (DAS) strives to get all new agency contract requests in place in a timely manner to ensure your agency receives your end of the fiscal year purchases within the desired timeframes. This year, DAS Procurement Services is requesting that all purchases/contracts that need to be bid, awarded, received, and invoiced prior to the end of the fiscal year be submitted to DAS/Procurement Services ***no later than March 12, 2004.***

If you have a bid/contract request that needs to be completed this fiscal year, please clearly note on your SP-10 the funding source, such as “002” Lapsing Funds, ***and that delivery and invoicing required prior to May 30, 2004,*** or “005” Equipment Funds, ***commitment required prior to May 30, 2004.*** If these notations are not included on your SP-10, it will not be prioritized with the fiscal year end requests.

If you have any questions or concerns about this, please contact Carol S. Wilson, C.P.M., Assistant Procurement Manager at 860-713-5093 or at [carol.wilson@po.state.ct.us](mailto:carol.wilson@po.state.ct.us).

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### Important...Copier Contract Update



In light of the State’s ongoing initiative to structure and implement a new copier contract (as part of the Buy Smart initiative), we request that all Agencies, and other users of existing DAS copier contracts, refrain from utilizing the existing contracts to procure new copier equipment if possible. If your current equipment lease term ends prior to implementation of the new contract (approximately May 2004), please request from your supplier an extension that will carry you through the month of May. If you have any questions pertaining to this please contact Joe Giliberto (860-713-5096).



We appreciate your support and are excited about the prospect of offering all of our contract users a new, money savings, high-quality contract. If you have any additional questions, please call the Buy Smart hotline at 860-713-5288.

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# OSC Issues Memorandum Regarding Audit of PO's

As a service to the Office of State Comptroller, we are providing you with a copy of Memorandum 2004-6 from Nancy Wyman, State Comptroller. If you have any questions, please refer to the number at the end of this memorandum.

## MEMORANDUM 2004-06

February 13, 2004

### TO THE HEADS OF STATE AGENCIES

**Attention:** Executive Branch Chief Administrative and Fiscal Officers, and Business Managers

**Subject:** **Comptroller Audit of Purchase Orders of \$1 Million or More**

**I. PURPOSE**

Effective February 17, 2004, The Office of the State Comptroller, Accounts Payable Division, will perform a pre-audit of all purchase orders of \$1 Million or more.

**II. AUTHORITY**

Connecticut General Statute 4-98

**III. PROCEDURE**

Each State agency issuing any purchase order of \$1 million or more must forward the purchase order and all supporting documentation to the Office of the State Comptroller's Accounts Payable Division. Supporting documentation includes, but is not limited to purchase orders that have been entered and approved in Core-CT, Personal Service Agreements and amendments (CO-802a), Lease and Rent Account Control (CO-507), Lease and Rent Account Control-Transmittal (CO-507-1), assignment of accounts receivable documentation, and any other supplemental documentation used by agencies to substantiate the proposed expenditure.

All documentation received by the Comptroller's Office will be returned to the agency upon completion of the audit. Payments will not be processed until the completion of such audit and the approval of the purchase order is granted.

**IV. QUESTIONS:**

Questions concerning this memorandum may be directed to the Accounts Payable Division by contacting Connie Castro at 860-702-3395, or [connie.castro@po.state.ct.us](mailto:connie.castro@po.state.ct.us)

**NANCY WYMAN  
STATE COMPTROLLER**

**NW:MKA**

<http://www.osc.state.ct.us>

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## ASPA to host Breakfast Roundtable

American Society for Public Administration Connecticut Chapter will be hosting a Breakfast Roundtable on Wednesday, March 17, 2004 at Union Station Training and Conference Center, Hartford, CT. The topic of the session will be "Ethics in Government" with speakers Senator Donald J. DeFronzo and Professor Carol Lewis. For more information and registration, access the following link:



### [ASPA Information and Registration Form](#)

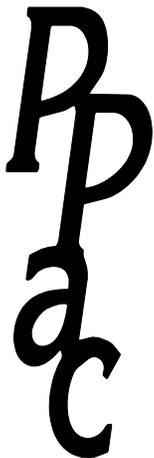


Questions regarding the Breakfast Roundtable may be directed to Art Handman at 860-247-5329 x 3007 or email Art at [ghtd@compuserve.com](mailto:ghtd@compuserve.com).

For information on CT ASPA, click here: <http://www.ctaspa.homestead.com>.

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## 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>

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## US Foodservice Price List for Week of February 20, 2004

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 February 20, 2004.



[Price List for Week of February 20, 2004](#)

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## CT Environmentally Preferred Purchasing

### Water Conservation Tips

Is your water bill “running” rather high lately? Are you and your family members concerned about water conservation? Read on for some tips on how you can help to conserve our water and save yourself some money, as well.



- Don't let faucet taps leak or drip water. A running faucet uses 3-5 gallons a minute.
- Brushing teeth: wet and rinse your brush, this will use 1/2 gallon, saving 9 gallons wasted if you let the tap run.
- Shaving: fill basin, will use 1 gallon instead of 14.
- Washing dishes: fill basin, will use 5 gallons, saving 25.
- Install low-flow aerators and showerheads to save 2-3 gallons on average per minute.

To really get an idea how much water is wasted - fill up a 5 gallon jug with a pump and use all of your water from there to see just how far it goes. You can really make that 5 gallons of water last if you are not simply running it down the drain. Better yet, carry that 5-gallon jug from a spring and you will really learn to appreciate the value of every drop of water! Hope these tips helped to “whet” your brain on how conserving water helps the environment – and your wallet!

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](mailto:Barbara.moser@po.state.ct.us) or call at (860) 713-5081.



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## Vendor Spotlight...



### Vertex Marketing Communications

**Vertex Marketing** has been in business for 21 years in Stamford and is certified as a Set-Aside, Hispanic Woman-Owned Small Business Enterprise (SBE) and Minority Business Enterprise (MBE). Vertex is currently on state contract for **Consulting (non computer related) - Media & Public Relations [RFP023-A-08-0269-C](#)**. This contract is available to All Using State Agencies, Political Sub-Divisions and Not-for-Profits for consulting, marketing, advertising, media buying, public relations, public awareness campaigns, direct mail & lists, promotional campaigns & telemarketing) or Spanish Translations (1144995047 for forms, booklets and additional Election Materials for the Office of the Secretary of the State.) This includes all facets of campaign development and execution; access to varied media avenues and the ability to reach diverse targeted audiences.

To view their Vertex portfolio and learn more about the services they offer, visit <http://www.vertexmarketing.com> call Barbara Occhino at 203-322-7770 x302 or write Vertex Marketing Communications, 992 High Ridge Road, Stamford, CT 06905.



**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.

## Core-CT Information



### New Contract Numbers for Verizon and Computer Intelligence

Please use the new contract numbers when processing requisitions or purchase orders to Verizon or Computer Intelligence. The old contracts should not be used, as they have a zero dollar line, which creates problems in the POs. For quick reference, the replacement contract numbers and the old contract are listed below.

#### Computer Intelligence

**New Contract Number: 03ITZ0400AB**

Old Contract Number: 03ITZ0400AA

#### Verizon

**New Contract Number: 03ITZ0182AD**

Old Contract Number: 03ITZ0182



### User Report Saving and Purging

To reduce overall operating costs for the state, we are implementing the purge of user-requested reports after 30 calendar days. This will greatly reduce the total amount of storage required for the system. A job aid titled "Saving Core-CT User Reports" is located on the Core-CT web site at [http://www.core-ct.state.ct.us/user/docs/svg\\_rpts.doc](http://www.core-ct.state.ct.us/user/docs/svg_rpts.doc)

This policy will go into effect on Monday, February 23. At that time, all user-requested reports older than 30 days will be deleted from the system. Please note this does not impact System run reports. These reports will be kept in accordance with State of Connecticut record retention policies.



### 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!** – [02/09/04 through 02/13/04](#)

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## Peppy’s Points to Ponder

Special thanks to **Arleen Ciccone** from **Norwich RVTS** for sending in the following quote:

*“Once the mind has been stretched by a new idea, it will never again return to its original size.”*

*–Oliver Wendell Holmes*



**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](mailto:peppy.procurement@po.state.ct.us) and watch for them to appear in future issues of WIN.

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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.



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

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# Ask Peppy!

Hi Peppy,

*Will a search feature be added at some point for the WIN Newsletters? Thanks*

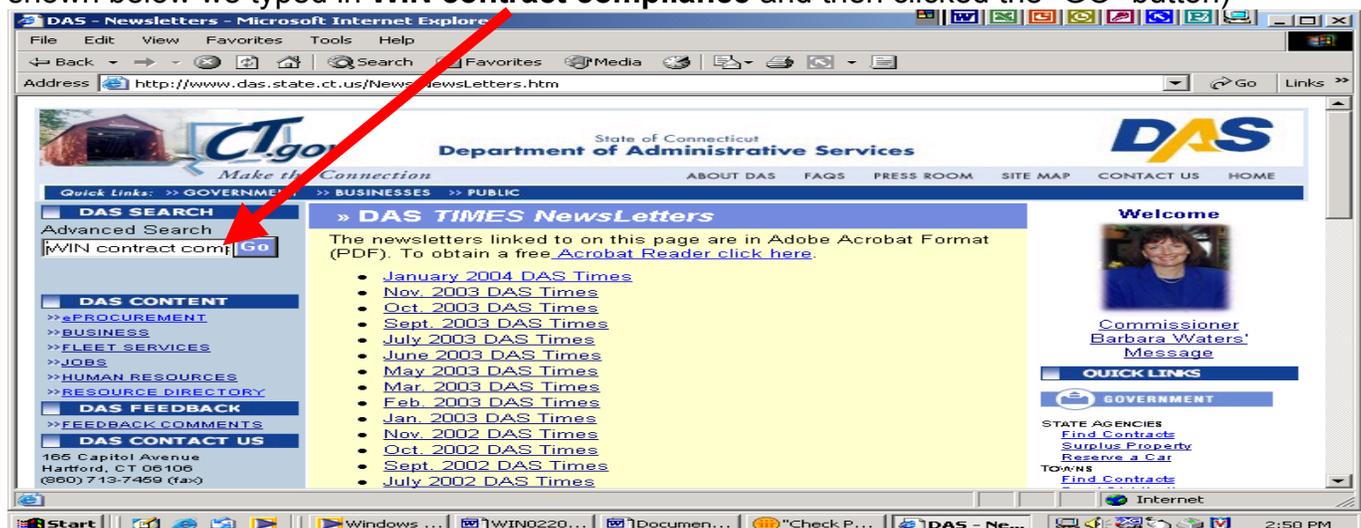
Ada Rivera  
Core-CT Change Management Team, Asset Management



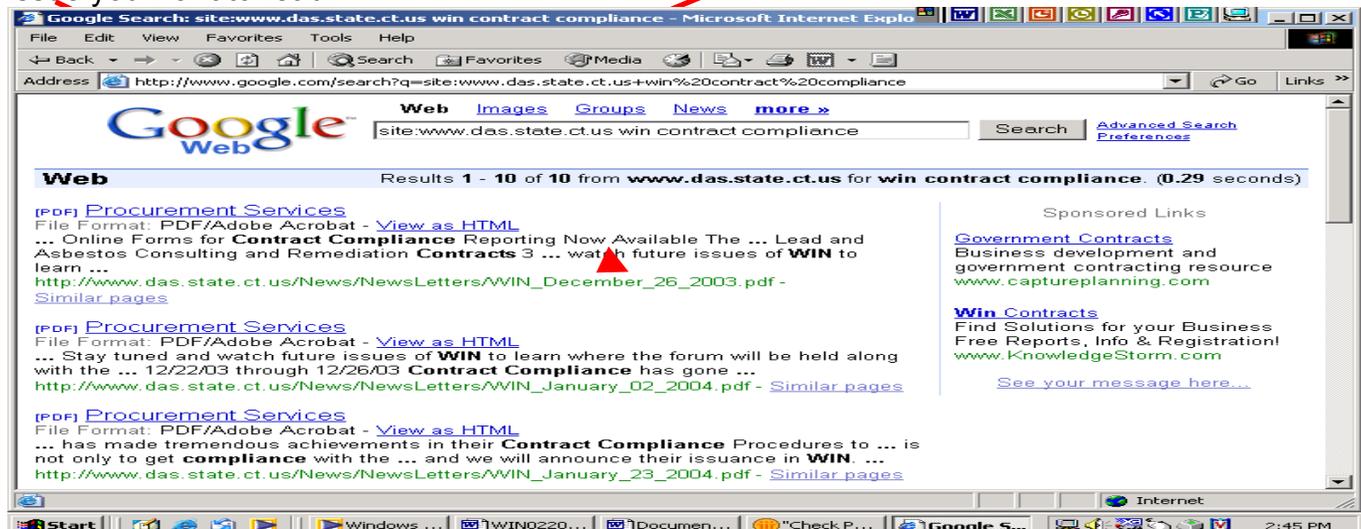
Ada,

Hmmm, that's a very good question. The answer is yes...and well, no. Now that we have the WIN newsletter available on our webpage, you will be able to do a search but only for the issues that were posted on our webpage beginning December 2003. We are, however, currently working with our MIS team to come up with a "user friendly" search for *all* the archived WIN issues. So for now:

To do a search for a recent WIN article, simply open the DAS web page and enter the search criteria in the "advanced search" box on the left hand side of the page. (For the example shown below we typed in **WIN contract compliance** and then clicked the "GO" button)



The page below is what came up next. If you notice, all "contract compliance" WIN issues appear. All you need to do at this point is click on the "Procurement Services" link of the issue you want to read.



Keep watching for future issues of WIN to see when you will be able to do a better, quicker search for **all** past issues of WIN. In the meantime, if you can't find the WIN article you are looking for, please send me a note. I will be more than happy to help you find it and get it to you.

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.



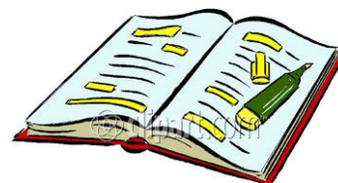
## Tech Talk with Ms. Bits n' Bytes

### Ask Word to create abridged versions of all your documents.

When someone sends you a Word document more than two pages long, you may want to ask for a synopsis. But don't ask the document's author, ask Word. "Word," I say, "show me a summary." Word needs a little more nudging. I'll walk you through the steps.

#### Click Tools and choose AutoSummarize.

Select how Word should parse the document: Highlight key points, insert an executive summary, hide everything but the summary, or create a new document with only the summary.



Tweak the percentage before running it through the wringer. I wouldn't recommend anything over 25 percent. Press OK. Granted, Word won't rewrite the document for you, but it'll at least provide (what it believes to be) the key points from the original structure.

Use the AutoSummarize feature to reverse-engineer just about anything you ever wrote. Forget to read that book chapter for today's Classic American Literature quiz? If it's available in an electronic format somewhere, all hope may not be lost!



#### 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.**

Special thanks goes to **Lynn Peccerillo of the DAS Supplier Diversity Unit**. She sent in the following "Website of the Week!" Check it out when you get a chance. It has some really great information on it.

Secretary of the State's Office has a new website for Connecticut's Small & Micro Business Community. This website is designed to provide companies with easy access to business programs and events as well as the resources to make your business successful. Through the Connecticut Small & Minority Business Showcase, the Connecticut Secretary of the State's office together with a number of federal and state agencies have been able to provide you with Small & Minority Business Showcases, Procurement Seminars, International Trade Seminars, Sales Seminars and other business building workshops

Visit the website at <http://www.ctshowcase.biz/index.asp>.

P.S. Do you see anyone familiar????? (Meg Yetishefsky, the director of DAS Supplier Diversity Program, is pictured on the home page from one of the Showcases.)

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)

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## 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 02/16/04:

Contract #	Contract Name	For:	Contract Term
<a href="#">03PSX0427</a>	Covers, Polyethylene Plastic Covers for DOT, AUSA and Political Sub Divisions	Dept. of Transportation, All Using State Agencies and Political Sub Divisions	February 17, 2004 through September 30, 2008

### 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!

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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.