



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!)

TABLE OF CONTENTS

NOTEWORTHY NEWS2
Business CONNECTIONS Team "Connects" With Agencies2
Request for Proposals (RFP) Released2
ePartners3
A Free Forum for CT Municipalities, Schools & Not for Profit Organizations!!!3
US Foodservice Price List for Week of January 23, 20044
CT Environmentally Preferred Purchasing5
Vendor Spotlight???5
Core-CT Information5
Looking for Catalog Items in Core-CT/PeopleSoft?6
Getting Help Quickly And Easily6
"CERTIFICATION CENTRAL"6
PEPPY'S POINTS TO PONDER7
PEPPY'S TOOLBOX7
WINNING WAYS!7
ASK PEPPY!8
TECH TALK WITH MS. BITS N' BYTES8
Create Web Shortcuts on the Desktop8
BID NOTICE POSTINGS9
CONTRACT INFORMATION:9
DAS Contracts9
Contracts Expiring10
DEPARTMENT OF INFORMATION TECHNOLOGY10
Contracts & Purchasing Division Information10
DOIT Bid/ Proposals10
DOIT Contract Awards10
CONTACT US10

Business CONNections Team “Connects” With Agencies

The Business CONNections Team has made tremendous achievements in their Contract Compliance Procedures to ensure that agencies set aside business to certified Connecticut small and minority business enterprises. Their mission is not only to get compliance with the state agencies but also to ensure that agencies have a knowledge and understanding of the Supplier Diversity (Set-Aside) Program. The Business CONNections Team offers a dedicated team member for each agency for the purpose of discussing and evaluating their procurement needs and to help them get those needs from suppliers that are certified in the Supplier Diversity Program. This process has been effective and has helped agencies set firm but realistic goals.



According to Meg Yetishefsky, Business Connections Manager, the Business CONNections Team has reported a 100% submittal rate for FY 2002 -2003 Annual Reports and Quarterly Reports! “This is a testament to the hard work and dedication of the Business CONNections team, specifically, Mark Carroza who has held the leadership role on this project”, says Yetishefsky. These efforts will allow the Commission on Human Rights and Opportunities (CHRO) the ability to review and analyze complete data for fiscal year 2002-2003. In addition, the data collection and the sharing of information with CHRO are now in electronic format!

As they move forward into fiscal year 2004, The Business CONNections Team will continue to monitor and assist agencies. If you wish to contact your Account Manager, use the link below to access the listing of all agencies and their assigned Business CONNections Account Managers.

[Business CONNectiOn Account Managers](#)



Request for Proposals (RFP) Released

Up to now the **Buy Smart...Buy Together** initiative has focused on data gathering/analysis and the preparation of Request for Proposal (RFP) documents through a process including agency purchasing people participating in end user group meetings. These people took time out of their busy schedule to work with the team to produce an RFP that addresses their needs and concerns. A big THANKS to everyone that has participated!

As a result of all this hard work, we are happy to announce the RFP for Solid Waste Removal Services, [04PSX0002](#) and Police Cruisers, [04PSX0007](#) & [04PSX0008](#) has been released. RFPs for other categories will be released in the coming weeks and we will announce their issuance in WIN.

Remember, the **Buy Smart...Buy Together** initiative is all about finding savings for all of us so your continued cooperation and participation is essential as every dollar saved through this initiative is likely one less dollar that might be cut from vital programs and services.

Late Breaking News!



A **Buy Smart...Buy Together** forum was held on January 22 with a great representation from the various state agency procurement offices. Many attendees requested a copy of the Spend Management Project Overview that was presented. Below is a link to that information.

[Spend Management Project Overview](#)

Thank you for your continued involvement and commitment to this initiative. Stay tuned for further communications on specific categories and overall opportunities in the upcoming weeks. Questions may be directed to the project team at 713-5288 or buysmart@po.state.ct.us.

ePartners

A **Free** Forum for CT Municipalities, Schools & Not for Profit Organizations!!!



HURRY, HURRY, HURRY!
RSVP is due by January 30, 2004!

ePartners Forum
February 3, 2004
8:00 – 12:00
West Hartford Meeting & Conference Center
50 South Main Street
West Hartford, CT

Don't miss out! If you haven't already registered for the ePartners Forum, you need to send in your registration now! Join Procurement Services and your colleagues from around the state at a **free** forum designed just for you! Learn about the new contracts, programs and initiatives that affect you! Join us in a round table discussion about the issues that are important to your organization! Peruse information tables for products and services that are available to you!

Just look at the preview of some the topics that will be included:

- **New Contractor PreQualification Program**
- **New Indoor Air Quality Consulting and Remediation Contracts**
- **New Bid Posting Service**
- **New Environmentally Preferable Cleaners Initiative**
- **Supplier Diversity Program**



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

To view the entire agenda of the forum, click on the following link:

[ePartners Forum Agenda](#)

Well? What are you waiting for? The forum is **free** with ample **free** parking! Come early and enjoy a **free** continental breakfast! Use the following link to access the registration form to register now!

[Registration Form](#)

Once you complete it, please return the completed registration form by **January 30, 2004** to Laurie Melesko via fax at 860-622-2922 or email her at laurie.melesko@po.state.ct.us Questions? Call Laurie at 860-713-5082 and she will be more than happy to answer them for you.



Please Note: *In the event of inclement weather*, call **860-713-5082** on the morning of February 3, 2004 to hear a recorded message with forum delay or cancellation information. Thank you!

US Foodservice Price List for Week of January 23, 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 January 23, 2004.

[Price List for Week of January 23, 2004](#)

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



Help Labs for EPM Ad Hoc Reporting



The Core-CT team has announced a series of EPM Help Labs for both financial and HRMS EPM Ad Hoc Reporting users. At these labs, a member of the EPM Ad Hoc Reporting team gives personalized instruction to EPM Ad-Hoc Reporting users.

The labs are available Thursday mornings in room 2060 at DOIT in East Hartford. Registration coordinators can sign up users using EPM 101 sessions 45 through 65 in the registration tool. A list of sessions can be found under General Documents at <http://www.core-ct.state.ct.us/epm/>

EPM Users: If you do not know who your registration coordinator is, consult the list available at the fourth link in the table on the page <http://www.core-ct.state.ct.us/training/identify/Default.htm> Users should sign up with registration contacts well before the sessions, and sign up for an additional session if they would like to stay beyond the time (one and a half hours) allocated for each session.

Registration contacts can call Kathleen Kabara at (860) 713-5290 with any questions.

New Financials Reporting Help



The Core-CT Financials Support team has assigned a full-time team member to help with reporting inquiries. Financials users with questions about reporting, either system reporting or EPM ad hoc reporting, should still contact the Helpdesk at (860) 622-2300 with reporting questions and these questions will be directed appropriately.

Check these Jobs Aids for Reporting



In addition to Core-CT online help (the Web-based Learning Assistant); assistance 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, equivalent legacy-system reports and roles to which 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

Reporting Emphasis for the Next Extra



Be on the lookout in your e-mail inbox next month for a Core-CT Extra with many specific questions about reporting, and their answers. Some of this material is being prepared for the Jan. 26 inaugural user group meeting for Accounts Receivable, General Ledger, and Financials System Reporting users from questions commonly asked of the Help Desk. Some HRMS reporting material will be included in the next Extra as well.

Questions and Answers from User Group Meeting are Online



A list of 43 questions, with researched answers, resulting from the first two meetings of the Accounts Payable/Purchasing User Group Meetings, is now available at http://www.core-ct.state.ct.us/financials/docs/200401_AP_PO_QA.doc Reading these questions and answers, conveniently sorted by category, could save some financials users a call to the help desk.



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! – [01/12/03 through 01/16/04](#)

Peppy's Points to Ponder



Thanks to **Fran Caron** of Department of Correction for sending in one of her favorite quotes to share with us.

“What we once enjoyed and deeply loved we can never lose; for all we love deeply becomes a part of us”.

-Helen Keller

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!



I want to offer my heartiest **congratulations** to the entire **Business CONN**ections staff; **Debbie Hearl, Reuben-Jonathan Lusack, Lynn Peccerillo, Meg Yetishefsky** and especially to **Mark Carozza** as the project leader! We have just begun our FY 05 planning process and what you have accomplished here is well ahead of the curve. Good business decisions depend on accessible and accurate data and our goal for our next planning cycle will be to move all of our data to electronic format available to users and customers. This is just terrific. **THANKS!**

Barbara Waters
DAS Commissioner

WOW! Way to go DAS Business CONNections staff! If you read the article in Noteworthy News, you will agree they deserve the “kudos” for their “winning ways” (or perhaps in this instance...their “connecting 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!



Hi Peppy,

*Will you still be sending out **WIN** via email even though it is now available on-line through the DAS webpage?*

Carol S. Wilson, C.P.M.
Department of Administrative Services

Carol,

Thanks for the great question! I am sure many of our **WIN** readers are wondering the same. Yes, we plan to continue to send it out every Friday via email to our current subscribers. In the past, we have heard many of our "**WIN**ners" state that they like the fact that it comes to them directly through email. It is convenient for them to just access the latest issue. Of course, if you prefer to go directly to the DAS webpage now that **WIN** is available on-line, just let us know and we will be more than happy to take your name off of the distribution list. Send your request to me at peppy.procurement@po.state.ct.us otherwise it will be speedy, (and peppy!) email delivery service as usual!

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



Create Web Shortcuts on the Desktop

If you want quick access to a certain Web page or site, the easiest way to start surfing is to create a shortcut on the desktop.

Here's how:

Navigate to the desired Web page and right-click on an empty part of the page. A menu will pop up. Select **'Create Shortcut.'** The shortcut will be created on the desktop. The next time you want to open the page, just double-click on the shortcut.
Note: This only works in Internet Explorer.

Another way to create the Web shortcut:

Right-click on an empty part of the desktop and select **New/Shortcut.** Enter in the url in the empty field and click **Next.** Type in a name for the shortcut and click **Finish.**
Note: The shortcut will be associated with Internet Explorer.

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.

www.switchboard.com

Anyone with a Web browser can look up names, phone numbers and street addresses of friends, colleagues and businesses, typically in less than a second. With patented technology, Switchboard was the first Internet directory to allow consumers to control their online identity and shield their email addresses from being spammed through a variety of listing customization features.

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 01/19/04:

Contract #	Contract Name	For:	Contract Term
03PSX0454	Purchase of Concrete Blocks and Bricks	The Department of Transportation All Using State Agencies and Political Subdivisions of the State	January 21, 2004 through December 31, 2006

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.