



2003 NASPO
Cronin Club
Gold Winner



Procurement Services

Weekly Information Newsletter

07/02/04

Volume 154

(You can go directly to the DAS Procurement web page by clicking on the DAS logo above!)



Save the Date!
CT Shops 2004
November 9, 2004!

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Noteworthy News

A New Office Supply Contract!



Have you checked out the newest contract? It is the **General Office Supplies, Paper and Toner Contract [04PSX0016](#)**. Just in case you missed the “**Special Edition WIN**” that was emailed earlier this week, we have provided a link below so you see for yourself how beneficial this contract will be for your agency/organization. This special edition covered all the highlights of the contract, the new lower prices, new items and many other exciting features! Click on the link to read it!

<http://www.das.state.ct.us/Purchase/Newsletters/Win2004/SpecialWINOfficeSupplies.pdf>

The following is a memo that was sent in from Boise:

RE: Boise Price List - Contract #04PSX0016AB

Boise is pleased to distribute the new Pricer for the State of Connecticut contract award #RFP04PSX0016AB (General office supplies, Multipurpose and Specialty paper products, Toner and related products). This Pricer is available electronically. To obtain a copy, please contact: MadelineMcCourt@BoiseOffice.com with your request. (*Please discard any previous Pricers*).

- Pricers will be updated July 1st and January 1st. Please remember to update your Pricer going forward.
- State pricing is also available through CORE CT, if you are using this method currently to order. **Non Core CT users have the ability to place orders through Boise’s web site.** If interested, please contact Customer Service@ 888-823-4036

For those using Core CT, or phone or faxing in orders and wish to view images and/or pricing you can access our website

www.boiseoffice.com - “Browse Catalog” Link
username: stateuser
password: boise1
(all lower case)

To obtain the 2004 ST of CT Boise Maxi Catalog, please order: Product # J9STATECTCAT

- The General Index is located on Pages 1086-1129. Products are listed by manufacturer, product category and product description.

Boise has established a Dedicated Team of Customer Service Representatives for the State of Connecticut

- Telephone: **888 823 4036** Fax: **888 823 4057**

Customer Service may be contacted for any questions, information, or returns.

When an ATR (authorization to return) is issued, please place that number on the outside of the product carton and return to the delivery site within your facility for Boise pick up.

Please do not hesitate to contact us at Boise if we can assist in any way.

AUGUST 12, 2004! Save The Date!



Boise is planning an Open House on August 12, 2004. Mark your calendars. It will be held at the Marriott in Cromwell from 9:00 am – 3:00pm. Stay tuned to future issues of WIN for information and updates!

ePartners



Don't Buy More Than You Need - Rightsize

In the negative sense, the word rightsizing has replaced downsizing to make the practice of decreasing the size of a workforce look positive. But, for the purpose of this article, rightsizing means buying the product that best suits your needs. It's hard to find someone that hasn't been asked to do more with less.

Consider, for example, your fleet. An effective rightsizing campaign would look at fleet vehicle usage – miles traveled, times the vehicles are used, the number of people that use the vehicles, vehicle cost and fuel efficiency. Then, the hard questions need to be asked. Does a person that drives only 8,000 miles a year really need a car? Can they realistically share a car with another person that also drives only 8,000 miles a year? Does a person that needs a four-wheel drive vehicle once or twice a year need to drive that vehicle all year long? Can a group of people realistically share one four-wheel drive vehicle while driving something less expensive and more fuel-efficient in the meantime?

Other commodities like copiers, HVAC systems, computer networks, and even cleaners can be purchased with rightsizing principles in mind. Research and data collection on usage, scheduling, cost and life cycle are crucial to implementation of any rightsizing effort. Involving using staff from the beginning ensures accuracy and success from the start of data collection to implementation.

Don't buy more than you need. Effective rightsizing conserves the resources, like energy and fuel that cost you money, while saving you more money up front. It's all about buying smarter.

The ePartners program services Connecticut municipalities, schools and not-for-profit organizations by offering products and services to save time and money. To schedule a presentation with Barbara, or if you have any questions, comments or concerns, contact her at barbara.moser@po.state.ct.us or 860/713-5081.

CT Environmentally Preferable Purchasing



Computer Monitors Producing and Polluting with Greenhouse Gases!



According to the Environmental Protection Agency (EPA), computers and computer monitors in the United States are responsible for the unnecessary production of millions of tons of greenhouse gases every year. In U.S. companies alone, more than \$1 billion a year is wasted on electricity for computer monitors that are turned on when they shouldn't be.

EPA officials say emissions could be drastically reduced if companies and individual computer users would follow a few energy-saving guidelines.

Here's one simple step to take...Turn off your computer and monitor when not in use for more than hour! This easy task can make a big difference.

Second, did you know that screen savers do not save electricity and produce harmful greenhouse gases? Don't be alarmed because thanks to the EPA help is on the way. EPA can provide you with free software tools and services that automatically puts monitors to rest (or sleep) when not in use. It is called monitor power management. Power management allows your computer monitor to go into a low-power sleep mode during periods of computer inactivity. A simple touch of the mouse or keyboard "wakes" the monitor within seconds. Upon downloading this free software from EPA, you will be able to save money, energy and help to save the environment, too. Not only that, but best of all, it will not affect your computer or network performance! Check out these statistics:

Home office computers use more energy than all other office equipment combined. By enabling your monitor power management, you could save from 100-600 kWh per year depending on your computer-use habits. These energy savings are equivalent to

- **\$8.50-\$51.00 a year** saved at 8.5 cents per kWh.
- In terms of reducing CO₂, this is the equivalent of planting 1,000-6,000 square feet of trees or
- Preventing one to four weeks worth of car emissions.

Small organizations can save even more energy and money by enabling power management on their computer monitors. By doing so, small organizations save approximately 20,000 kWh per year for every 100 monitors. This amounts to:

- **\$1,700 per year** saved at 8.5 cents/kWh.
- Enough energy to power 23 households for one month.
- CO₂ reductions equivalent to preventing the emissions from three cars or planting 200,000 square feet of trees.

Enabling monitor power management could save **large organizations** approximately 200,000 kWh per year for every 1,000 monitors. This amounts to:

- **\$17,000 per year** saved at 8.5 cents/kWh.
- Enough energy to power 230 households for one month.
- CO₂ reductions equivalent to preventing the emissions from 28 cars or planting 2 million square feet of trees.

To participate in monitor power management and learn more about this easy opportunity to save energy and money, call the ENERGY STAR Hotline at 1-888-STAR-YES (1-888-782-7937) or contact Steve Ryan from ENERGY STAR. He can be reached at ryan.steven@epa.gov.



CT DAS state contracts offer a number of environmentally preferable products and services, including many that reduce greenhouse gas emissions. 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.

Celebrating 4th of July with a ‘BANG?’



The 4th of July holiday weekend is just ahead, and despite the inherent risk in the use of fireworks, many people choose to celebrate America's "birthday" with a bang or two. **Securitas Security Services**, one of the vendors on the **Security Guard Services Contract [00PSX0001](#)**, has sent in the following reminders that were provided by the American Red Cross to share with our WINners. If you choose to make fireworks part of your celebrations, please note that the National Council on Fireworks Safety has provided the following safety tips to help you and your family and friends celebrate a safe 4th of July:

Check with your local police department to determine what fireworks can be legally discharged in your area.

Always read and follow label directions. If the fireworks do not have instructions for proper use, do not purchase them.

- ✦ **Never give fireworks to small children.**
- ✦ **Do not allow older children to use fireworks without an adult present.**
- ✦ **Buy fireworks from reliable sellers. Stay away from illegal explosives such as M-80s, M-100s, and blockbusters.**
- ✦ **Never attempt to make your own devices and do not purchase or use any kits that are advertised for making fireworks.**
- ✦ **Use fireworks outdoors only.**
- ✦ **Always have water handy (a garden hose and a bucket).**
- ✦ **Light only one firework at a time.**
- ✦ **Never re-light a "dud" firework. Wait 15 to 20 minutes and then soak it in a bucket of water.**
- ✦ **Store fireworks in a cool, dry, secure place.**
- ✦ **Dispose of fireworks properly by soaking them in water and then placing them in a trashcan.**
- ✦ **Never throw or point fireworks at other people.**
- ✦ **Never carry fireworks in your pocket.**
- ✦ **Never shoot fireworks in metal or glass containers.**
- ✦ **The shooter should wear eye protection and never have any part of the body over the firework.**

Pets (especially dogs) have very sensitive ears and the noise from fireworks can be quite uncomfortable for them. Keep your pets inside, away from the fireworks.

Mark Your Calendars! CT \$hops 2004 is Coming!



Save the date! Mark your calendars! **CT \$hops 2004** will be held at the Connecticut Expo Center on **Tuesday, November 9, 2004!** Stay tuned to WIN for more **CT \$hops 2004** information as it becomes available.



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 **06/28/04**

Contract #	Contract Name	For:	Contract Term
04PSX0117	Drain Cleaning and Jetting Services for the Department of Transportation	Department of Transportation	August 1, 2004 through July 1, 2007 with option to extend up to two (2) one (1) year periods.
04PSX0152	Verbatim Recording and Transcription Services for the Office of Policy and Management	Office of Policy and Management	July 1, 2004 Through June 30, 2007
04PSX0134	Micro Surfacing of Roadways	Department of Transportation All Using State Agencies and Political Subdivisions of the State	July 29, 2004 Through April 30, 2005

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!

Core-CT Information



Processing Deposits for FY2005



Core-CT will delay adding the bank files for the new year until the old year processing has finished at 3 p.m. July 6, 2004. All AR journals will be generating entries dated June 30, 2004 until July 7, 2004.

The affected transactions include: Direct Journals, Pending items, Payment Worksheets, Maintenance Worksheets and Transfer Worksheets.

Agencies should continue depositing funds in the bank as usual. New year deposits can be processed in Core-CT beginning July 7, 2004.

If you have any questions, please call the Core-CT Helpdesk at (860) 622-2300, option 1.

Columns Added to PO Rollover Scorecard



Two columns have been added to the PO Rollover Scorecard - "Agency Budget Loaded" and "Budget Check Run".

DO NOT process any transactions through the approval or budget check process until your Appropriation, Allotment and Agency Budgets have been posted. You can continue to create new requisitions and new purchase orders, however do not process them through approval, until these two columns have been checked.

Note: Rollover 2 has been completed for all agencies except for DSS.

Invoice, Document and Accounting Date to Change



On July 1, 2004, the use of Invoice Date, Document Date, and Accounting Date on the Accounts Payable Voucher will change. Please see the Job Aid posted on the Core-CT Accounts Payable job aids page (<http://www.core-ct.state.ct.us/user/finjobaids/ap.htm>) for a full discussion.

1. Invoice Date: The Invoice Date will be used for the Document Date. The Document Date is the date the vendor invoice is received at any location within an agency. Additional information about the use of Document Date can be found in the State Accounting Manual. Additionally, the Invoice Date will be used as the payment terms basis date.

2. Document Date (Renamed Receipt Date): The Document Date field will be renamed as Receipt Date. The Receipt Date is the date goods or services were received by the agency.

Further information on the use of the Receipt Date field can be found in the State Accounting Manual. This will default to the current date and should be changed as appropriate.

3. Acctg Date (Accounting Date): The Accounting Date field will default to the current date and should not be changed.

4. Budget Date (Distribution Line): The Budget date will continue to default to the current date. This date should not be changed.

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



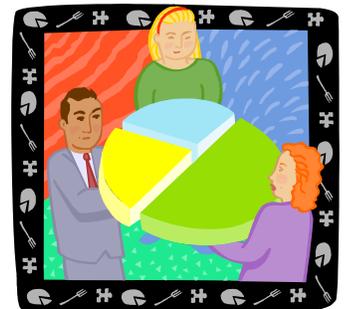
Click on the “help” link to access all the **Core-CT** help links and phone numbers that are available to you.

[Help](#)

“Certification Central”

Check this out! We have made it even easier for you to see which Connecticut vendors have recently become certified! Use the link we have provided to access the listing of **New Set-Aside Vendors Certified in last 7 Days**.

The link below lists the company name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week.



http://www.das.state.ct.us/Purchase/ePartners/ep_whats_new.asp#Vendors

Questions regarding the Supplier Diversity Program can be directed Meg Yetishefsky, Supplier Diversity Manager, at meg.yetishefsky@po.state.ct.us or 860/713-5228.

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!

In response to last week's "Ask Peppy" [Key Word Searches on Web Page](#) , Pete O'Neil sent in this great tip to share with all our "WINners!" Thanks Pete, it really is useful and helpful tip to remember when doing these searches.

Peppy

"Sometimes a record could come back with "0" results because of misspelling. I have found that only entering part of the word will give results with any of those letters included. For example, if you run a 'Vendor Name Search' for "boi", it returns these contracts results: Boise Cascade, Boisse Auto Body & Connecticut Boiler Repair."

**Pete O'Neil
Commission on Fire Prevention and Control**

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.

Peppy's Points to Ponder...

**Have a happy and safe
Independence Day Weekend!**



Come on WINners! Send them in! Thanks to all my loyal WINners for submitting all these great quotes. Keep them coming! 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.



Tech Talk with Ms. Bits n' Bytes

Restoring a Lost Desktop

If you ever lose your Desktop, you usually can bring it back. As long as Explorer is still running, just do the following steps:

1. Click Start
2. Click Run
3. Type a period " . "
4. Then press Enter



Don't forget to 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



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 with the following information:



Name:
Job Title:
Agency/Organization Name:
Mailing Address:
City/State/Zip:
Phone:
Fax:
Email:

Email Teresa Dupont at teresa.dupont@po.state.ct.us or fax it to her at 860-622-2940. Once she gets the information, they will be added to the “WINner” list! Likewise, if you do not wish to receive WIN, send us a note and your name will be removed. Questions? Call Teresa at 860-713-5073.

Miss a Previous Issue of WIN?

Use the following link to jump to the DAS Newsletters web page, scroll down to Weekly Information Newsletters (WIN) and click on the issue you missed!

<http://www.das.state.ct.us/News/NewsLetters.htm>