



2003 NASPO  
Cronin Club  
Gold Winner



# Procurement Services

## Weekly Information Newsletter

07/16/04

Volume 156

(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

### CT \$hops 2004 Website Goes Live!

#### Booth Registration Available Now!



We are excited to announce that the CT \$hops 2004 website is up and running for booth registration. Connecticut contract vendors, their suppliers, not for profit organizations and state agencies are invited to purchase booths at our overwhelmingly successful product show. CT \$hops 2004 will be held once again at the Connecticut Expo Center in Hartford on November 9, 2004!

Although attendee registration will not go live until August 1, we invite you to view our CT \$hops 2004 website by clicking the CT \$hops logo above or <http://www.das.state.ct.us/CTShops/default.asp>

Is there a particular contract vendor that you would like to see at CT \$hops 2004? If so, be sure to let them know that the best booth locations are still available and they should sign up right away!

Mark your calendar and watch for CT \$hops 2004 updates in WIN!



Governor M. Jodi Rell & DAS Commissioner Barbara Waters at the CT \$hops 2003 Ribbon Cutting Ceremony

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### Boise to host Open House on August 12, 2004!



**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!

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### Tips to find Fixed Price Boise Office Products in Core

The following are instructions designed to assist you when ordering fixed price office supply items from Boise Office Products. There are two different ways to search for what you wish to order. You may reference the fixed price item list included in the office supply contract or you may use Boise's catalog. The following are tips you can use to help you find items quickly in Core:

#### Using the Fixed Price Item List in the Contract

It is recommended that you use the list of fixed price items found in the contract document so you can easily identify the lowest price products. Use the following steps to search for a fixed price item in Core using the fixed price item list:

- Locate the item you wish to purchase in the fixed price item list. Our example is a Hewlett Packard inkjet cartridge.

Mfr.	Mfr. Code	Mfr. SKU #	Unit of Measure	Description	Price
Hew Packard	HEW	51645A	EA	Inkjet Cartridge, Black	\$21.59

- In Core, fill in a simple description, for example: cartridge
- Put Boise in the vendor name field
- In either the Manufacturer's Item ID **OR** Vendor Item ID field **enter the Mfr. SKU # only, preceded and followed by an asterisk**

**Important:** do not enter the Mfr. Code (HEW in our example)

**Search Catalog in All or Specific Categories**

Search contains  of the following search fields entered:

**Description:**

**Manufacturer:**

**Manufacturer's Item ID:**

**Vendor Name:**

**Vendor Item ID:**

**Item ID:**

**Model:**

**UPN ID:**

**Price Range:** From  To  \*In

Exact Word  Match Case

- Hit Search to find the item and enter quantity

[FIRST](#) 1 - 1 of 1 [LAST](#)

**Item Results**

[##INKJET CARTRIDGE-NO. 45 FOR HP DESKJET 700, 800, 900, 1000](#) **Price:** 21.59USD Each **Qty to Add:**

**Manufacturer:** HEWLETT PAC S151645A

**Vendor:** BOISE CASCADE HEW51645AEA1 **Location:** MAIN

**Item ID:** CM\_2157\_56348 **Compare**

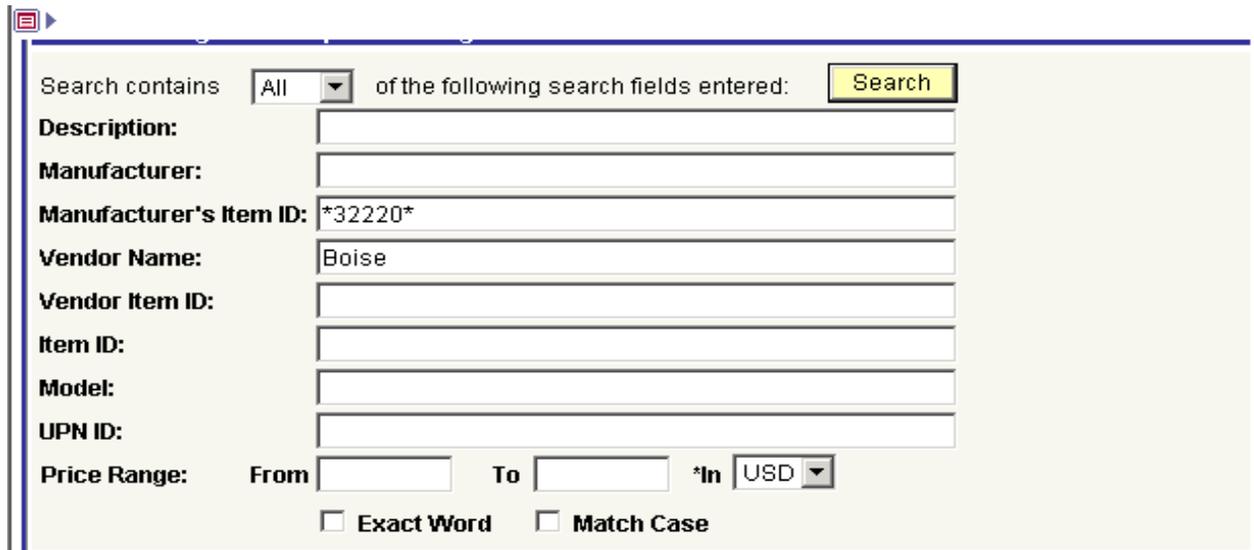
- You will know if the item is a fixed price item because the description will be preceded by a ##
- If you still experience difficulty finding the item, try leaving out the first 2 characters
  - For example: the Mfr. SKU # for letter size recycled paper is P1054901. If you enter this number preceded and followed by an asterisk and do not locate the paper, drop the P1 and enter only 054901 and you will locate the paper

## Using the Boise Catalog

If you use the Boise catalog to locate items, the following are the steps to use in Core:

- Put Boise in the vendor name field
- In either the Manufacturer's Item ID **OR** Vendor Item ID field enter Order # found in the Boise catalog as follows:

Order # in Catalog: N132220  
Remove first 2 characters & place an asterisk before & after the number: \*32220\*



Search contains  of the following search fields entered:

**Description:**

**Manufacturer:**

**Manufacturer's Item ID:**

**Vendor Name:**

**Vendor Item ID:**

**Item ID:**

**Model:**

**UPN ID:**

**Price Range:** From  To  \*In

Exact Word  Match Case

- Hit Search to find the item and enter quantity

## Boise Fixed Price Item Spreadsheet

To further assist you, we are providing links to the Fixed Price item spreadsheet sorted by Boise Part #, Manufacturer's Part # and by Fixed Price Indicator.

[Boise Fixed Price List Sorted by Boise Catalog #](#)

[Boise Fixed Price List Sorted by Manufacturer's Part #](#)

[Boise Fixed Price List Sorted by Fixed Price Indicator](#)

If you have any questions, please contact Cindy Milardo at: [Cindy.milardo@po.state.ct.us](mailto:Cindy.milardo@po.state.ct.us) or 860/713-5084.

## Bus Auction on July 20, 2004

We have a Surplus Vehicles Public Auction for 35 busses scheduled for July 20, 2004. The following is auction information:

### (35) MCI FULL SIZE CITY BUSES-1990'S

Tuesday, July 20, 2004 at 11:00 am  
Dattco Bus Facility  
170 Middletown Avenue  
New Haven, CT

(Directions-I-91, take Exit 8, follow blue & white auction signs)



An inspection will be held on the **MORNING OF THE AUCTION starting at 8:30 a.m.**

#### Terms of Sale:

10% Buyer's Premium, Payment by Cash or Bank or Certified Check (No Personal Checks) - No Credit Cards. A 20% CASH DEPOSIT of purchase price will be collected at time of knockdown-balance to be paid within two business days of auction. ALL SALES FINAL!

***THE STATE RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS***

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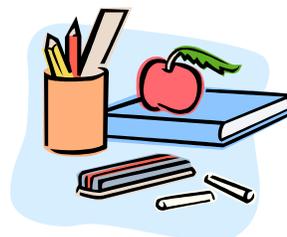
## ePartners



### Schools Reap Savings on Art & Instructional School Supplies!

#### Additional Savings Negotiated with School Specialty

Effective immediately, we are pleased to announce that additional savings have been negotiated with School Specialty on the current Art and Instructional School Supplies Award, 02PSX0006 (RFP012-A-14-0501-C):



- Approximately 150 additional Fixed Price items have been added to the existing contract. **Many prices have been reduced!** Click on the following link for a complete revised list of all Fixed Price items now under contract:

#### [New Fixed Price Item List](#)

- If your account placed an order with School Specialty on or after April 1, 2004, you will receive a credit for the difference between the original Fixed Price item prices and the new lower prices!
- Your account or group of accounts will receive a rebate, processed in the form of a credit, by mid-to-late July of 2004. An additional credit will be issued for the same amount in

July 2005. Please note: If the total credit owed to your account for the two-year period totals \$50.00 or less, it will be issued in one lump-sum credit in July 2004. No additional credit will be issued in the following year. Click on the link below to see the credit amount you can expect to receive!



### [Check Out Your School Specialty Rebate Amount](#)

If you have any questions, please contact Cindy Milardo at: [Cindy.milardo@po.state.ct.us](mailto:Cindy.milardo@po.state.ct.us) or 860/713-5084

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](mailto:barbara.moser@po.state.ct.us) or 860/713-5081.

## CT Environmentally Preferable Purchasing

### Local Municipal Recycling Coordinators

The Mandatory Recycling Act went into effect in CT on January 1, 1991. It applies to every business, every household, every institution and every government agency.



Did you know that every Connecticut municipality is required by state statute to designate a local recycling contact? Some towns have an employee whose primary responsibility is to manage the local recycling program, others designate a public official or town commission member to fulfill this role. You can access the list of contacts for all of Connecticut's 169 towns below. The questions that are best answered at the local level include, but are not limited to:

1. How do I get a new recycling bin?
2. What materials are collected in my local program?
3. Are there additional materials that are not collected curbside that I could recycle if I visited a town drop site or transfer station?
4. When are my recyclables collected?
5. When is leaf pick-up held?
6. When will my town be sponsoring a household hazardous waste collection day?
7. Why were some of the items that I set out for recycling not collected?

[List of local Coordinators and Contact Information](#) (PDF, 164K) *updated May 2004*

So, no matter what town or city you live or work in you always have a contact to find out about the local recycling program!

### EPP Tip

Check out the Reduced Prices on the new contract for Office Supplies, Paper & Toner Cartridges [04PSX0016 \(General Office Supplies, Paper and Toner\)](#) for Recycled Paper Containing 30% Post-Consumer Waste!

Description	Previous Contract Price	New Contract Price	SAVINGS\$
<b>Recycled Copy Paper</b>			
20#, 30% Post-Consumer Waste 8-1/2" x 11" (Carton)	\$24.70	\$19.59	<b>\$5.11</b>
20#, 30% Post-Consumer Waste 8-1/2" x 11" (Carton – Colors)	\$30.60	\$25.77	<b>\$4.83</b>
20#, 30% Post-Consumer Waste 8-1/2" x 14" (Carton)	\$32.70	\$24.85	<b>\$7.85</b>

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



## 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 07/12/04

Contract #	Contract Name	For:	Contract Term
<a href="#">04PSX0136</a>	Inertial Crash Cushions	Department of Transportation	August 1, 2004 through July 31, 2007
<a href="#">04PSX0153</a>	Pharmaceuticals and Pharmacy Consultant Services	Southbury Training School; The Department of Mental Retardation (Various Locations); and All Using State Agencies	August 1, 2004 through July 31, 2009 (with option for extension)
<a href="#">04PSX0164</a>	Transcription Services for Connecticut Mental Health Center	Connecticut Mental Health Center	August 1, 2004 through July 31, 2008
<a href="#">04PSX0146</a>	Concrete Saw Blades	The Department of Transportation; All Using State Agencies and Political Sub-Divisions	Date of Award through August 31, 2006
<a href="#">04PSX0045</a>	Liquid Petroleum Emulsion	The Department of Transportation; All Using State Agencies and Political Subdivisions of the State	Date of Award through March 31, 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!

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## Core-CT Information



### CCCM1 CCCM1-001 Bd of Trustees of Comm Colleges Vendor deactivated as of 07/02/04



Each Community College now appears as a Vendor in the system (see list below), and now users will be able to make payments directly to the CCC Board of Trustees or the individual community colleges. Additionally, each of these AR locations will have the ability to create pending items, apply payments, and process direct journal deposits, beginning July 7, 2004.

VENDOR ID	SHORT NAME	NAME 1
CCCMA	CCCMA-001	BOARD OF TRUSTEES OF COMMUNITY COLLEGES
CCCMB	CCCMB-001	MANCHESTER COMMUNITY COLLEGE
CCCNC	CCCNC-001	NORTHWESTERN COMMUNITY COLLEGE
CCCND	CCCND-001	NORWALK COMMUNITY COLLEGE
CCCNE	CCCNE-001	HOUSATONIC COMMUNITY COLLEGE
CCCNF	CCCNF-001	MIDDLESEX COMMUNITY COLLEGE
CCCMG	CCCMG-001	CAPITAL COMMUNITY COLLEGE
CCCMH	CCCMH-001	NAUGATUCK VALLEY COMMUNITY COLLEGE
CCCMJ	CCCMJ-001	GATEWAY COMMUNITY COLLEGE
CCCMK	CCCMK-001	TUNXIS COMMUNITY COLLEGE
CCCML	CCCML-001	THREE RIVERS COMMUNITY COLLEGE
CCCMN	CCCMN-001	QUINEBAUG VALLEY COMMUNITY COLLEGE
CCCMO	CCCMO-001	ASNUNTUCK COMMUNITY COLLEGE

### Spreadsheet Journal Corrections for Fiscal Year 2004:



An important reminder: All spreadsheet journal corrections for Fiscal Year 2004 must be submitted by close of business on July 30, 2004. After that date, no additional corrections will be accepted to Fiscal Year 2004 transactions.

In addition, all Fiscal Year 2004 adjustment GL spreadsheet journals submitted during the month of July must have the journal date of 6/30/04. Failure to use this date will cause these adjustments to be recognized in the FY05 budget year. Any FY04 adjustment journals submitted with a date after 6/30/04 will be deleted by OSC as they are unable to manually change the date

after it is uploaded in Core-CT. It will be the agencies' responsibility to resubmit these journals with the correct date. Please refer to the Spreadsheet Journal Entry job aid on the 2004 Year-End page for more information on how to correctly create FY04 adjustment journals. Please remember to include a meaningful description of the adjustments in the spreadsheet.

Detailed instructions concerning spreadsheet journal payroll corrections are available on the Core-CT web site under General Ledger Job Aids. Notwithstanding previous communications, both fringe benefit and non-fringe benefit payroll corrections may be processed via the spreadsheet journal process.

### AR Items Coded Incorrectly:



When entering AR open items for a federal customer, select a federal customer id as well as an entry reason of federal; The system will automatically default the offset to the general ledger account number 11460 - Federal Grants Receivable.

When entering AR open items for state customers, select a state customer id as well as an entry reason of state; The system will automatically default the offset to the general ledger account number 11620 - Due From Other State Agencies.

Do not change these account numbers. AR accounting entries for an open item should always be against an asset account, in this case, Accounts Receivable. Changing the defaulted AR account values has caused the Modified Accrual ledger to be out of balance with the budget ledgers. As part of the year-end cleanup, changes to these accounts have been identified and individual agencies are being contacted to correct the problems.

Additional instructions and guidelines for processing AR transactions will be issued within a week. Please be sure to follow these instructions and inform AR users in your agency.

### 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 below to access **ALL** the **Core-CT** help options that are available to you such as the Core-CT web site, current and past Daily Mail, help desk phone numbers, agency super users and more!

[Core-CT Help](#)

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## “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](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](mailto:meg.yetishefsky@po.state.ct.us) or 860/713-5228.

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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!

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.

## Peppy's Points to Ponder...

Tell me and I'll forget;  
Show me and I may remember;  
Involve me and I'll understand

Chinese Proverb



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

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## Tech Talk with Ms. Bits n' Bytes

### Text Messaging Abbreviations

With the popularity of text messaging & instant messaging came the emergence of a new language tailored to immediacy and compactness. Text abbreviations are becoming commonplace in emails as well. Here is a list of some abbreviations you can use to communicate more quickly and efficiently!

<b>AFAIK</b>	As far as I know	<b>HAND</b>	Have a nice day
<b>AKA</b>	Also known as	<b>HRU</b>	How are you?
<b>AOTA</b>	All of the above	<b>HTH</b>	Hope this helps
<b>ASAP</b>	As soon as possible	<b>IC</b>	I see
<b>AYEC</b>	At your earliest convenience	<b>IDK</b>	I don't know
<b>B4</b>	Before	<b>IOW</b>	In other words
<b>BC</b>	Because	<b>JK</b>	Just in case
<b>BTA</b>	But then again	<b>NLT</b>	No later than
<b>BTW</b>	By the way	<b>NP</b>	No problem
<b>COB</b>	Close of business	<b>NRN</b>	No response necessary
<b>CU</b>	See you	<b>NW</b>	No way
<b>D/L</b>	Download	<b>OTOH</b>	On the other hand
<b>DTS</b>	Don't think so	<b>PLMK</b>	Please let me know
<b>FBM</b>	Fine by me	<b>TAFN</b>	That's all for know
<b>FWIW</b>	For what it's worth	<b>TBD</b>	To be determined
<b>FYI</b>	For your information	<b>TYVM</b>	Thank you very much
<b>GB</b>	Goodbye	<b>WAM</b>	Wait a minute
<b>GR8</b>	Great	<b>WTG</b>	Way to go

Thanks to <http://www.webopedia.com/> for the information about text messaging abbreviations.

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](mailto:maureen.blackburn@po.state.ct.us)

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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 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](mailto: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>