



Procurement Services

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

2003 NASPO
Cronin Club
Gold Winner

Weekly Information Newsletter

07/23/04

Volume 157

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

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Noteworthy News

CT \$hops 2004 Booths are Selling Fast!

Over 50 Booths sold as of today!



Platinum Sponsors

A & A Office Systems, Inc.
Aztec Technologies, LLC
Suburban Stationers



Gold Sponsors

C & C Janitorial Supplies, Inc.



Silver Sponsors

Insalco Corporation



CT Shops 2004 Partners

Correctional Enterprises of Connecticut
Department of Administrative Services



All 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! Click on the CT \$hops logo on the above right or use the link below to find out more information. We encourage all potential participants to take this opportunity to become a sponsor or reserve a booth(s) while there still is a great selection of prime booth spaces!

<http://www.das.state.ct.us/CTShops/default.asp>

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!

Contractor Prequalification Application Now On-line



As of July 1, 2004, you may now access the Contractor Prequalification Application directly from the Contractor Prequalification website by clicking on the link below. In order to complete the application you must first create a login ID and password. Once you have created a login, you will then be able to complete the application. Check out our "Getting Started" link for a list of the information that you will need in order to complete your application.

<http://www.pdc.state.ct.us/prequal/Login/Welcome.cfm>

Need more information on the Contractor Prequalification Program. Use the following link to go to our home page and find out more about this program, FAQ's, forms and more!

http://www.das.state.ct.us/Business_Svs/PreQual/Prequal.asp

New functions and capabilities are being added to our website daily so be sure to check our website frequently for added updates and important notices regarding the Contractor Prequalification Program or sign up for our E-Alert Notification System.



Signing up for our E-Alert Notification System is quick and easy. E-Alert will notify you of any important developments or announcements that affect the Contractor Prequalification Program. Just follow the link below to access the system.

http://www.das.state.ct.us/Business_Svs/PreQual/Prequal_Notice_Form.asp

Prequalification Application Workshops Being Scheduled

The Contractor Prequalification Team invites contractors to attend a Prequalification Application Workshop. During the Workshop, Prequalification team members will provide one-on-one assistance to help you fill out the Prequalification Application as well as answer any questions that you may have about the Contractor Prequalification Program.

Workshops are currently being scheduled and will be held at the Department of Administrative Services, 165 Capitol Avenue, Hartford, CT 06106. The sessions will run approximately three hours and will include an overview of the Prequalification Program. Dates for the Workshops will be posted on the Prequalification section of the DAS website as they become available.



If you are interested in attending a Workshop, please register by either calling 860-713-5280 or by emailing: cynthia.shea@po.state.ct.us.

CT Environmentally Preferable Purchasing



Indoor Air Quality Contract is Now Available!

Are your employees, students or staff complaining of increased illnesses such as colds, flu, asthma, weakness, burning eyes, itching skin, rashes, sore throats, allergies, lethargy, or headaches, particularly if they feel

better after leaving the building? This indicates that there is a great possibility it may be caused by Poor Indoor Air Quality also called Building Related Disease or Sick Building Syndrome.

Mold is the single greatest problem that affects Indoor Air Quality. At the same time, many situations attributed to molds are actually due to bacteria. There are four different aspects of a mold that human beings can be allergic to:

- **Living Mold** – the live, growing plant
- **Mold Spores** - a “seed” that can be in a dormant state for a long time waiting for the right conditions for growth.
- **The residual portion (the “Carcass”)** - protein and other molecules that are present even when the mold is no longer alive and not capable of growing
- **A mycotoxin** – which is waste products generated by molds

The symptoms or reaction from these sources can be radically different. A living mold may induce a stuffy nose or an asthma attack whereas the mycotoxins from the same mold may leave another person feeling weak and lethargic for days.

Regardless of the source or the symptoms, the objective is to eliminate the problem. You will “breathe easier” knowing that a contract for Indoor **Air Quality Consulting Services, 03PSX0375** has been partially awarded. All CT Using State Agencies, Political Sub Divisions, Schools and Not For Profit Organizations can use this contract! We welcome you to click on the following link to view this contract and begin the healing process for “sick buildings.”

http://www.das.state.ct.us/Contracts/003_0375.pdf

Questions regarding this contract may be directed to Julie Bernosky at julie.bernosky@po.state.ct.us or call her at 860/713-5065.

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.



Boise /OfficeMax to Host Open House!

Attention: All Using Connecticut State Agencies, Political Subdivision, Schools, Municipalities and Not for Profit Organizations. If you are responsible for the purchasing for your agency or organization, make plans to come on down! No RSVP is required! Boise/OfficeMax is hosting an Open House just for you!



**Open House
Cromwell Marriott
Thursday August 12, 2004
9:00 am – 3:00 pm**



Questions? Please feel free to contact the Boise customer service representatives:

Sandy Rovin
800-889-9119 Ext.2421
sandyrovin@boiseoffice.com

John Hannan
800-889-9119 Ext.2808
johnhannan@boiseoffice.com



Sending out an S.O.S to all Municipalities, Schools & Not for Profits!

We need your help! If you think there's no way that you can help DAS Procurement Services, you're wrong. In fact, you can help us a great deal and here's how!

S.O.S is short for “**Stories Of Savings**” and that's what we need to get from you.

- Have you saved money by using a state contract?
- Have you saved time by using our bid posting system?
- Has your organization saved time & money by using our online Property Distribution Center (Surplus) web page to find items at bargain basement prices?
- Have we saved you aggravation because we administer state contracts on your behalf and take care of issues you would otherwise have to deal with?
- Do you have a **S.O.S** for us?



We want to make **S.O.S** a regular feature in WIN to profile municipalities, schools & not for profit organizations that have saved in some way by using the products/services DAS Procurement Services offers. We know that many of you use our **FREE** products and services like our Contracts, Bid Posting System, our many programs including P-Card (credit card), Supplier Diversity, Environmentally Preferable Purchasing (EPP) and Contractor Pre-Qualification. Then there's the Property Distribution Center (Surplus) & Housing Authority Insurance Programs that offer great prices on surplus items and insurance.

We have a great **S.O.S** for this week and it comes from **Barbara Gayle, Buyer for the City of Stamford**. Barbara wrote to tell us how the bid posting service helps her.

“This is such a wonderful service to have at our disposal. I certainly enjoy using this system because:

- I think it is the best free place to list our projects
- Saves on time and advertising costs
- Keeps present bidders well informed while attracting new bidders
- Some vendors have come to depend on this system as the resource for their procurement needs
- System is user friendly
- Provides on-line real-time information on our projects
- It is a fast and easy way of promoting DAS website and gives a tremendous boost to your website's popularity*
-

*Click on the link below, scroll down the page and see how Stamford links prospective bidders from their web page to the DAS bid postings. It's great!

<http://www.ci.stamford.ct.us/PurchasingDepartment/BidRFPnotices.htm>

Many thanks to Barbara for her **S.O.S!** Do you have an **S.O.S?** Email it to ePartners@po.state.ct.us and will feature it in **WIN**.

The ePartners program services Connecticut municipalities, schools and not-for-profit organizations by offering products and services to save time and money. For more information about ePartners email ePartners@po.state.ct.us or call Maureen Friedman 860/713-5069.



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 07/19/04

Contract #	Contract Name	For:	Contract Term
03PSX0375	Indoor Air Quality Consulting Services	Dept. of Public Works, All Using State Agencies, Political Sub Divisions, Schools and Not For Profits	July 16, 2004 Through September 30, 2008
04PSX0149	Purchase of Fabricated Extruded Aluminum Signs for the Department of Transportation	Department of Transportation All Using State Agencies and on Political Subdivisions and Not-For-Profit Organizations	July 20, 2004 Through March 31, 2006.
04PSX0175	Printing, Labeling and Mailing the 2004 - 1099-G Mailer	Dept. of Revenue Services	July 15, 2004 Through May 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!

Core-CT Information

Late Breaking News! Suburban Stationers' catalog for office supplies is now loaded & ready for use in Core-CT! Look for more information about Suburban in next weeks' issue of WIN!



Do Not Budget Check Any Transactions



The Core-CT team is actively working on getting all transactions through the Budget Checking Process. There are some transactions that should not be allowed to go through and those are being manually eliminated. Those that should be processed are being processed as quickly as humanly possible.

Please do not budget check any transaction either by clicking on the icon on the transaction or by submitting a batch job. The system is getting overloaded with users trying to send the same transactions through the Budget Checking process. This is hindering the team's ability to submit the documents that should be processed. Agencies can speed up the process by ensuring that the Accounting Date and Budget Date on AR Items, Direct Journals, Requisitions, Purchase Orders, and Vouchers is in the new fiscal year.

There are still some POs and vouchers in the system that haven't been closed that, if picked up by the budget checking process, would impact the prior year budgets. Until the prior year budgets are closed, please do not submit any transactions through the budget checking process.

Do Not Force Close POs at This Time



Some of you may have tried to force close a purchase order using the PO Reconciliation Workbench recently, and found that the status of the lines changes to Closed, but the PO Header status remains Dispatched.

This is a known problem, and we have a case pending with PeopleSoft. Please be patient as we await a fix to resolve this problem. We will keep you posted of our progress through the Daily Mail.

In the meantime, please do not Force Close Unqualified POs.

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.

Reminder of Adjustment Period Processing



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.

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



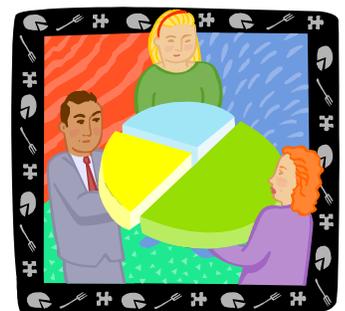
Click on the “Help” link below to access **ALL** the **Core-CT** help options that are available to you such as the Core-CT web site, current and past Daily Mail, help desk phone numbers, agency super users and more!

[Core-CT Help](#)

“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!

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...



"The smallest good deed is better than the grandest good intention."

-Duget

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



Ergonomic Tips for Computer Users

General Work Habits

Here are some suggested positive work habits when using your computer:

- Blink! Staring at your screen may cause your eyes to get dry if you blink less than the normal rate of once every five seconds. Try to blink more often to keep your eyes lubricated.
- Look away from the screen and focus on distant objects periodically.
- Don't sit in one position at the computer for extended periods. Take stand and stretch breaks every once in awhile.

Screen Position Tips

- Place your monitor directly in front of you.
- Position the top of the screen at or slightly below eye level.
- Place the screen approximately an arm's length away.
- To avoid glare and eyestrain:
 - Tilt screen slightly downward to avoid glare.
 - Reposition the monitor so the brightest sources of light are not directly in front or in back of you. Adjust the blinds if needed.
- Keep the screen clean - dirt and smudges reduce legibility.



A thanks goes to http://www.att.com/ehs/safety/ergo_tips.html for sharing this helpful information with us. Look for next week's Tech Talk as we provide information on ergonomically correct keyboarding and chair positioning.

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 <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>