



2003 NASPO  
Cronin Club  
Gold Winner



## Procurement Services

# Weekly Information Newsletter

06/04/04

Volume 150

(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

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### Totally New Digital Copier Contract is Coming Your Way!



A brand new digital copier contract will soon be released! Now get ready for this. **You will no longer lease your office copiers!** That's right. The State has radically changed the way digital copiers will be acquired and that means savings for you!

With the new contract you will be purchasing copies and prints, **not** the equipment. The concept is called demand management and you will only pay for what you actually print or copy, on a cost-per-copy basis. By switching to this new program we anticipate savings of over 13% per year!

So keep your eyes open and look for more exciting details about the new Digital Copier Contract in the near future here in WIN!

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### CT \$hops 2004 to be held November 9th.



Mark your calendars! Save the date! **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.

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## ePartners

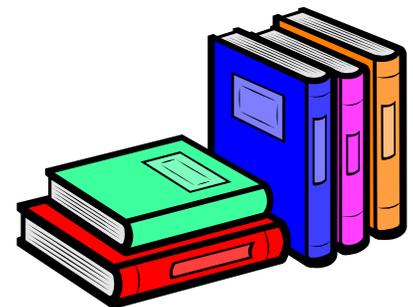


### State Issues Bid for Books

Sure, all of us can access the Internet to get information about a multitude of subjects, but most of us will agree that nothing can replace a good book.

Books of all kind including trade, text & technical, medical, paper bound, library bound and academic are incorporated in bid number [04PSX0151](#)

The bid opens on June 16, 2004 and the resulting term contract will be in effect from the date of award through May 31, 2006. The book contract will be available for use by all state agencies, municipalities, schools and not for profit organizations.



“A book is like a garden carried in the pocket”  
Chinese Proverb

Cookbooks, classics, fiction, non-fiction, educational books for all levels from elementary to college and books that cover all fields of medicine including surgery, dentistry, nursing and even veterinary will be available on this contract. Plus there is so much more!

Stay tuned to WIN where we will let you know when the contract has been awarded and is available for your use!

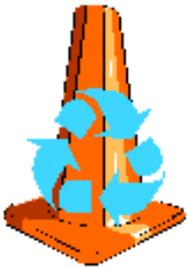


**“Books are the treasured wealth of the world and the fit inheritance of generations and nations.”**

Henry David Thoreau

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## CT Environmentally Preferred Purchasing



### **New Contract for Traffic Cones with Recycled Content!**

Effective June 1, a new contract is available for the purchase of traffic cones that contain a **minimum content (by weight) of 8% post-consumer materials.**

**Post consumer material** is defined as only those products, packages of materials generated by a business or consumer which have served their intended use as consumer items, and which have been separated or diverted from a waste stream for the purposes of collection, and recycling as a secondary material feedstock, but shall not include waste material generated during or after the completion of a manufacturing or converting process.

The available sizes of the cones are 18”, 28” and 36” high and they may be custom lettered at no extra charge! Depending on the size and quantity purchased you can pay as little as \$2.70 per traffic cone! There are two vendors on contract and one is a certified Connecticut Small Business Enterprise.

The traffic cone contract is available for use by all state agencies, municipalities, schools and not for profit organizations. Complete details about the contract are available by linking to the contract document below. Help the environment by purchasing traffic cones containing post-consumer recycled material! The price is right, too!

[Traffic Cones with Recycled Content 04PSX0118](#)

Questions about this contract may be directed to [celeste.cashman@po.state.ct.us](mailto:celeste.cashman@po.state.ct.us) or call (860) 713-5067.

CT DAS state contracts offer a number of environmentally preferable products and services. 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.

## Contract Information:

### DAS Contracts

The following is a listing of contracts issued during the week of 05/31/04

Contract #	Contract Name	For:	Contract Term
<a href="#">04PSX0103</a>	Roadway Luminaries	Department of Transportation All Using State Agencies and Political Subdivisions	June 1, 2004 Through May 31, 2006
<a href="#">04PSX0077</a>	Installation of Guide Rail (Installation of Metal Beam Railing including transitional treatment of fixed objects and/or bridge parapets and three cable railing at various locations in DOT Districts I, II, III, and IV within objects and/or bridge parapets and three cable railing at various locations in DOT Districts I, II, III, and IV within the State of Connecticut)	Department of Transportation All Using State Agencies and Political Subdivisions of the State of Connecticut	May 24, 2004 Through January 31, 2006
<a href="#">04PSX0121</a>	Rental of Portable Toilets for the Department of Transportation	Department of Transportation	June 1, 2004 Through May 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!



## 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](#)

## New Year-End Deadlines Announced



At the May 24 Accounts Payable/Purchasing User Group Meeting, the following **revised due dates** for various year-end processes were announced. A full discussion may be found in the 2004 Fiscal Year-end Instructions, the second link on the page <http://www.core-ct.state.ct.us/financials/2004fye/Default.htm>

- **Purchase Orders:** (includes requisitions, change orders, purchase orders encumbering personal service agreements, purchase of service contracts, and rent/lease agreements) must be entered into Core-CT and budget checked by **Sunday, June 20, 2004.**
- **Expenditure Vouchers:** **PO vouchers** must be approved and budget checked by 3 p.m. **Monday June 21, 2004.** **Non-PO vouchers** must be approved and budget checked by 3 p.m. **Tuesday June 29, 2004.**
- **Voucher Pay Cycle:** The Comptroller's last pay cycle for fiscal year 2003-2004 will be run following the 3 p.m. budget check on **Tuesday June 29, 2004.** Agencies that have **payments to towns and municipalities** must process vouchers no later than **June 28, 2004.**
- **Vendor Check Cancellation:** Vendor check cancellation documentation must be received in the Accounts Payable Division by 5 p.m. **Monday June 28, 2004.**

## PO Balance Report



The PO Balance Report CTPO313 has been migrated to Production. It has been modified for users to request the report by Business Unit, Open or Closed status or Both, Fund, and SID; including or excluding 71000 Future Obligations. Navigation: Purchasing > Purchase Orders > Reports > PO Balance Report.

## PO 1 Bank One



Authorization has been granted officially by OSC for agencies to close and reconcile PO 1, and then to re-issue new PO's for payment of monthly P-Card bills. Users can begin this process immediately, if they wish; or they can wait until next fiscal year if they are not experiencing problems currently with their monthly P-Card payment processing.

For complete details, see Financial Bulletin 4, dated June 4, 2004, and available at the Accounts Payable job aids page, <http://www.core-ct.state.ct.us/user/finjobaids/ap.htm> as well as in the document library at [http://www.core-ct.state.ct.us/doc\\_library.htm](http://www.core-ct.state.ct.us/doc_library.htm)



## 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.

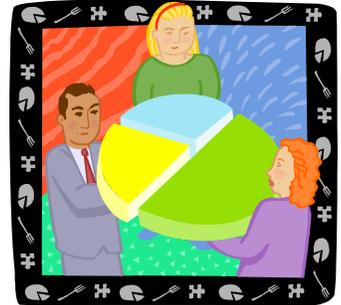
[Help](#)

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## “Certification Central”

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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## WINning Ways!

### NYC Firefighters To Buy Off Connecticut Contract!



**Jim Gotta** in Procurement Services recently received the following message from Barry Greenspan who is the Deputy Chief Contracting Officer for the New York City Fire Department:

Hi Jim,

As we discussed today, the New York City Fire Department is interested in piggybacking off of Contract award No. PRF023-A-10-0302-C for the procurement of Decon Vehicles from Advanced Containment Systems, Inc. Under the New York State Finance Law Section 163, agencies may apply to use a Federal or other State contract for procurement if none exists within the State of New York, or in the local jurisdiction. We have also received a letter from ACSI stating that they are willing to sell to NYC under the terms of the Connecticut contract. The NYC Fire Department is requesting your authorization to utilize the contract for this purpose. Thank you.

Regards,  
Barry Greenspan  
Deputy Chief Contracting Officer  
NYC Fire Department

It is an honor for DAS/Procurement to know the NYC Fire Department is utilizing Connecticut's contract for Emergency Response Equipment and Supplies. This is a big win and a compliment to Connecticut!

As always, nice job Jim G!

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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## 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.



## Peppy's Points to Ponder...



*We have two ears, but only one mouth,  
so that we may listen more and talk less.*

*ZENO (c. 334-262B.C.)  
Philosopher*

**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

### Keyboard Shortcut...**CONVERTING CAPS**

Have you ever left the CAPS LOCK KEY ON AND TYPED AHEAD and wished there was a way of converting CAPS to lower case quickly?

There is - this is what you do:

1. Highlight the text in CAPS.
2. Press: Shift & F3

The 'Shift & F3' shortcut cycles through three different states: all lowercase, First letter cap & ALL CAPS.



### 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.***

**Need to find CT Guides and Directories? How about Chambers of Commerce, Historic information, Education, CT Attractions and more? Write down the following link and mark it as a favorite on your home PC. It has links to more than 18,253 Connecticut Websites!**

**<http://www.ctclix.com/>**

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:**

Send it to 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>