



2003 NASPO
Cronin Club
Gold Winner



Procurement Services

Weekly Information Newsletter

06/11/04

Volume 151

(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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The Town of Cheshire is Going Green!

Working with the Quinnipiac Watershed Partnership's Freedom Lawn Campaign and as part of the town wide "Crusade Against Cancer," Cheshire has agreed to be the pilot town for this campaign to keep lawns free of pesticides. Read the following article that was posted in the Record-Journal to find out more! Who knows? Maybe your town will be the next to go "green!"

Town To Go Organic On Lawn Care

By Sloan Brewster, Record-Journal staff

CHESHIRE — The town soon will begin to use organic lawn care products instead of those containing pesticides.

Town Manager Michael Milone said he is not sure just when maintenance crews will make the transition. That will depend how long it takes for them to finish a stockpile of the products the town now uses.

Officials agreed to the switch in conjunction with the Quinnipiac Watershed Partnership's Freedom Lawn Campaign, and as part of the town-wide Crusade Against Cancer.

The campaign is a plan by the watershed partnership to educate the public on water testing and the adverse health effects of pesticides, said Jerry Silbert, director of the Quinnipiac River Watershed Association. The association is a member of the partnership.

"What does it mean?" Silbert, a physician, said. "Basically, it means a lawn that's free from the use of pesticides."

The partnership launched the campaign Thursday at a meeting in Town Hall. It hopes to get 100 local households to agree to the switch and will catalog any changes in the lawns.

Cheshire will serve as the test community in the campaign, Milone said. If people successfully make the switch, the partnership will move the campaign to other towns.

The crusade is an effort to educate residents on healthy lifestyles and ways to prevent cancer. Since chemical products can be carcinogens and can get into drinking water supplies, Milone said he and others thought making the switch was a good idea and could be a way to encourage others to follow suit.

"If the town government is willing to use organics, it kind of sets a tone for the community," Milone said.

Health risks from pesticides include neurological disorders and cancer, specifically non-Hodgkin's lymphoma, Silbert said. Even ingredients listed on labels as inert can cause adverse effects. Children are susceptible to health risks through small amounts of the products, the physician said.

"Let me put my physician's cap on for a sec," Silbert said. "You know, it isn't like you walk on your lawn you get sick the next day. These things take years to manifest."

CT Environmentally Preferable Purchasing

Gasoline Hybrid Electric Vehicles – Try something new!

Rome wasn't built in a day. As we all know only too well, change or anything worth doing, takes time. One of the biggest challenges of environmentally preferable purchasing is figuring out how to affect change without turning off the very people whose habits you're trying to change. The answer is always the same: have a vision and move forward one step at a time.



Buying a car is one of those decisions where personal values of safety, value and status come heavily into play. Advertising has convinced us that what we drive defines who we are. It's not just transportation; it's a statement. Sometimes just trying something new can open up a whole new awareness.

The next time you're traveling on state business why not try something new by requesting one of the Toyota Prius' that are available on the DAS Vehicle Rental Contract? You'll be satisfying your curiosity while saving the state money!

The Prius is a little different than the car you're used to driving. Have no fear; the friendly staff at Enterprise Rent-a-Car will gladly walk you through these differences before you drive off. Here's a list of some of the differences you can expect:

- When starting the Prius, insert the key, depress the brake pedal and push the "POWER" button.
- Begin driving when you see the "READY" light. Be aware that you will not hear the electric engine.
- The shift lever always returns to its original position after shifting. To confirm your gear, you must check the indicator symbols on the instrument cluster.
- When you stop the Prius, you will not hear the engine. Don't panic, you haven't stalled, the Prius runs on electricity when moving slowly or stopped!
- The Prius also has a standard back up beeper to let pedestrians know that the car is moving in reverse.

Enterprise has asked that we provide you with some practical information about the Vehicle Rental Contract and Enterprise Rent-a-Car.

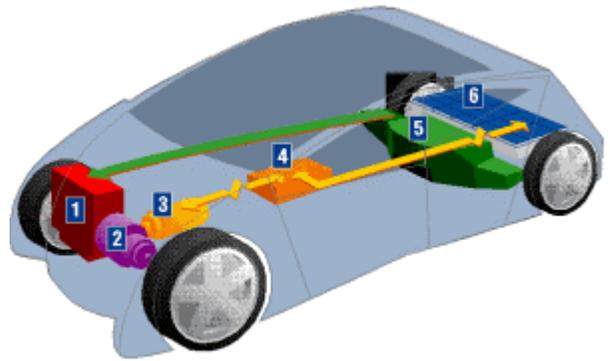
First, each state agency has a contact person that is responsible for coordinating a car through this contract. Use your contact person to arrange for a rental car.

Second, each state agency has a gas card or state fueling station key. It is important that you get the card or key and refill the car before returning it to Enterprise. Enterprise charges more for gasoline and this will save your agency money.

Third, check your bill from Enterprise. Enterprise commonly charges 6% sales tax in Connecticut. When using a car for state business under this contract, your agency should not pay state tax. If you bring the charge to the attention of the Enterprise, they will fix the error right away.

How GHEV technology works...

It's no accident that the two highest fuel economy vehicles for 2004 are hybrid vehicles. Hybrid electric vehicles combine the best features of internal combustion engines **(1)** and electric motors **(3)**. In the Honda Insight and Toyota Prius both the engine **(1)** and the electric motor **(3)** are connected to the wheels by the same transmission **(2)**.



With the assistance of the electric motor the engine can be smaller. Intelligent power electronics **(4)** decide when to use the motor and engine and when to store electricity in advanced batteries **(6)** for future use. The electric motor is used primarily for low speed cruising or to provide extra power for acceleration or hill climbing. When braking or coasting to a stop, the hybrid uses its electric motor **(3)** as a generator to produce electricity, which is then stored in its battery pack **(6)**.

Unlike all-electric vehicles, hybrid vehicles do not need to be plugged into an external source of electricity. Gasoline stored in a conventional fuel tank **(5)** provides all the energy the hybrid vehicle needs.

-Diagram and explanation taken from U.S DOE and U.S. EPA Fuel Economy Website: <http://www.fueleconomy.gov/feg/hybridtech.shtml>

To view the Vehicle Rental contract, use this link:
http://www.das.state.ct.us/Contracts/003_0308.pdf

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 or call at (860) 713-5081.

Core-CT Team to Host “Open House”

The Core-CT team will be providing several opportunities over the next couple of weeks for you to bring your Year End processing and reconciliation issues in for hands-on assistance. As sessions are made available, we will announce them through the Core-CT Financials Daily Mails. The first sessions are:

- 1) Thursday, June 10: 3 sessions: 8 a.m., 10:30 a.m. and 1:30 p.m.
 - Morning sessions will provide assistance in Purchasing and use of EPM for Year End reporting and reconciliation purposes.
 - Afternoon session will provide assistance in Purchasing only.
- 2) Monday, June 14: 3 sessions: 8 a.m., 10:30 a.m. and 1:30 p.m.
 - All sessions to provide assistance as needed



Please plan to bring relevant information to the working session, including Purchase Order numbers, Requisition numbers, etc. These are not presentation sessions but are rather opportunities for you to get assistance on your specific year-end related questions.

To register for these sessions, please contact Ron Vasquez at 860-622-2188 or ronald.vasquez@po.state.ct.us. You will need to provide details regarding the questions and issues that you plan to bring to the session. Ron will work with you to determine an open session. In the event that we do not have enough room in a given session, we will add sessions to accommodate your needs.



Save the Date! CT \$hops 2004 is Coming!



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.

ePartners



Coming Soon to a Municipality Near You!

Gasoline Hybrid Electric Vehicles (GHEVs) on DAS Contract

You asked and we heard you!

DAS is adding an addendum to the Invitation to Bid for the Purchase of 2004 Model Year Various Vehicles (Passenger Cars and Trucks) or Current Production Model Year, [04PSX0104](#), for the Honda Civic and Toyota Prius GHEVs.

Whether you're looking to lessen your contribution to the climate change problem or just looking to save a little money on gas, these GHEVs are the way to go. According to the U.S. Department of Energy and the U.S. Environmental Protection Agency's Fuel Economy Guide, www.fueleconomy.gov, the compact Honda Civic Hybrid boasts a MPG City/Highway of 48/47. The midsize Toyota Prius comes in at 60/51 MPG City/Highway. Both cars offer the best mileage in their class.

For more information from the manufacturers, click on the photos below.



Toyota Prius



Honda Civic Hybrid

For more information on this exciting development, stay tuned to the ePartners webpage, <http://www.das.state.ct.us/Purchase/ePartners/epartners.asp>

Contract Information:

DAS Contracts

The following is a listing of contracts issued during the week of 06/07/04

Contract #	Contract Name	For:	Contract Term
04PSX0089	Raincoats and Foul Weather Garments	Department of Transportation, AUSA, Political Sub Divisions	May 28, 2004 through May 31, 2008
04PSX0148	Custodial Services for the Western CT Mental Health Authority at 64 West St. Danbury CT.	Western CT Mental Health Authority	July 01, 2004 through June 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!



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](#)

Core-CT Information



Combining Items on the Same Requisition



A PeopleSoft fix was moved to Production. It fixes the problem experienced after the SP1 upgrade with combining stockless and non-stockless items on the same requisition. Users can now combine catalog items and special request items on the same requisition for the same vendor. This fix allows users to once again utilize templates that were created and contained stockless and non-stockless items.

New Year-End Job Aids



Three new job aids have been added to the 2004 Fiscal Year-End Instructions and Job Aids link on the Core-CT website...Budget Reference Overview: Processing FY2005 Transactions; FY 2005 Budget Spreadsheet Journal Entry; and Spreadsheet Journal Entry (includes 2004 year-end help). The latter two job aids were handouts at the June 7 AR/GL/Fiscal Year-End User Group meetings.

Users should select either of these links to view them:

<http://www.core-ct.state.ct.us/user/finjobaids/2004ye.htm>

<http://www.core-ct.state.ct.us/user/finjobaids/gl.htm>

If these links do not work, go to the Core-CT home page at <http://www.core-ct.state.ct.us/> Under Your Role, click on Financials User then click on 2004 Fiscal Year-End Instructions and Job Aids. Next page, click on 2004 Fiscal Year-End Job Aids.



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

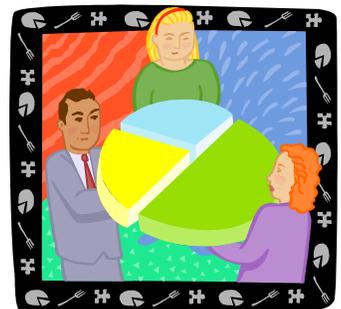
Click on the "help" link to access all the **Core-CT** help links and phone numbers that are available to you.

[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**.

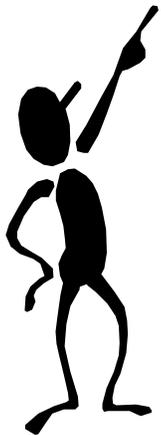
The link below lists the company name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week.



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 Points to Ponder...



Flag Day

Flag Day is Monday, June 14, 2004. Flag Day is the birthday of the United States flag. It became a holiday in New York State in 1897. But it was not until 1916 that President Woodrow Wilson established Flag Day by national proclamation. As you display your flag in honor of Flag Day or any other day, here are some tips to ensure your tribute is a respectful one.

- Display the flag only between sunrise and sunset on buildings and stationary flagstuffs. The flag may be displayed for twenty-four hours if illuminated in darkness.
- Do not display the flag in inclement weather.
- Whether displaying the flag vertically or horizontally, make sure the canton of stars is visible on the upper left-hand side.
- Do not let the flag touch the ground.
- An unusable flag that is damaged and worn and can no longer be displayed should be destroyed in a dignified way by burning.
- When not on display, the flag should be respectfully folded into a triangle, symbolizing the tricorne hats worn by colonial soldiers in the Revolutionary War.



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.

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.



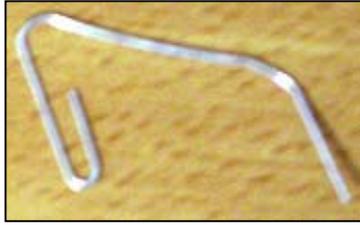
Tech Talk with Ms. Bits n' Bytes

Stick a paper clip where?

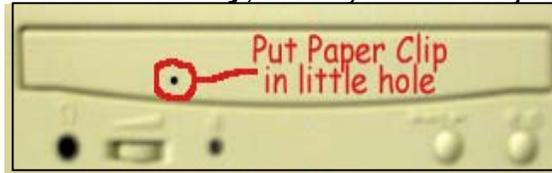
Did you ever get a disk stuck in your drive? Nothing seems to work-you've pressed the button a million times and even contemplated using a screwdriver to pry the thing open.

Before you take out the drive and try to surgically remove the disk, or worse, buy a new drive; try this simple little trick to manually open your disk drive tray.

1. **Unwind a paperclip.**



2. **Stick it in the little hole on the drive tray,** usually near the eject button.



You heard me right. There's a little hole you probably never even noticed. It's the manual release for the drive tray. Voila! You now have removed the disk that was stuck. Oh, and probably a good idea to make sure the drive isn't spinning when you do it (shut the computer off). By the way, you can also use this little trick to remove floppys.

Thanks To <http://www.ctips.com/> for this Information.

Website of the week



Please remember many state agencies have policies for Internet usage; do not click on links at work. Jot the address down and enjoy it from home.

With summer vacation around the corner, are you looking for ways to keep the kids happy but still having them do something educational (without them even noticing?) Check out the ConneCTkids webpage. There are lots of activities for them to do and they won't even realize they are learning as they do them! They will be able to find the state insect, state hero and all the other state symbols. How about some games or puzzles? They will even be able to find events or places of interest in CT that would make a fun family outing! Write down the web address for them and send them off on a cyber trip in ...Connecticut!



<http://www.kids.state.ct.us/>

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/NewsL>