



Procurement Services

Weekly Information Newsletter

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2003 NASPO
Cronin Club Gold
Winner

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

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Noteworthy News

Important Contract Information!



When issuing a purchase order against a DAS Procurement Services contract, **it is imperative that you indicate the proper contract number** for that purchase. *Why the big deal?* Here's the answer! Some of the contracts that DAS issues are agency specific and have specific awarded dollar amounts associated with them. In Core-CT, purchase order dollar amounts are deducted from the awarded dollar amounts. Indicating an incorrect contract number may result in removing awarded dollar amounts from an agency specific contract rendering it unusable for the agency for which it was created. We don't want that to happen to any of our customers so please remember to include the **correct contract number** when you issue your purchase orders.

If you are not sure of the contract number, use our webpage <http://www.das.state.ct.us/busopp.asp#Contracts> to find out the correct number before you go into the Core-CT system.



ePartners Web Page Coming SOON!

Procurement Services is happy to announce that very soon we will have a web page specifically for the ePartners program. The ePartners program is designed to assist municipalities, schools and not for profit organizations with their day to day responsibilities by offering a variety of **free** products and services!

Free products and services? You heard it right and here are a few examples. There are contracts for a wide variety of products and services that can save you time and money! You can post your bid notices on our website and get your bid into the hands of more potential bidders! Get information about our P-Card program that allows your organization to utilize the state's credit card program! Concerned about the environment? We are too and information about the state's Environmentally Preferable Products (EPP) program will be there as well! Find out which companies are certified as small and minority business enterprises in your area! Plus, there's much more!

We are working hard to make this web page a resource that you will use often. So, stay tuned for information about the unveiling of the ePartners web page. You'll hear it first in WIN!

Questions, comments, ideas? Contact Barbara Moser at Barbara.moser@po.state.ct.us or call at (860) 713-5081.



New E-mail Notification for Core-CT Help Desk Tickets

The CORE Help Desk has implemented a new e-mail notification process for its customers. The notification occurs when a ticket is opened and closed. (Please following example linked below.)

[Help Desk Ticket Sample](#)

The e-mail includes the following information:

- Service Desk Ticket # - use this number to reference your ticket
- Date/Time ticket was opened or closed
- Record Status - Open, Closed, OpenW (Open Waiting - the person assigned to the ticket is waiting for information, software fix, etc. before they can close the ticket)
- Key Item Affected - the module having the issue
- Record Description - a brief description of the problem (more detail is provided in the Notes section of the ticket which is not viewable by the customer)
- Current Action - what is the current status of the ticket
- Update and Browse links - this gives the customer the ability to browse the status of their ticket(s) and/or add additional notes to the current ticket.



You will not have the ability to use this function unless you request access. If you would like this capability please send your name and agency to mauro.carducci@po.state.ct.us. Once your account has been created, you will receive a notification and a document explaining how to view the status or update your tickets.

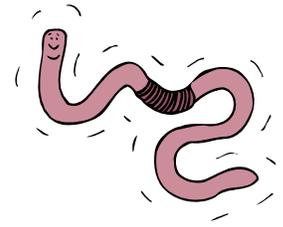
CT Environmentally Preferable Purchasing

Grass Clippings

Last week we began our *“Think Spring”* theme with some helpful gardening tips that are environmentally friendly. One of the tips we offered was how to keep your lawn mower in good repair, which in turn will make it more energy efficient. You rushed home and now you have your mower tuned up and are ready to go. You just can’t wait to get out there and start smelling that distinctive clean scent of fresh cut grass. But wait, you pause for a second and ask yourself: “Hmmm, I know I am supposed to do something with the grass clippings but I can’t remember what it is?” The answer is easy. Nothing!



The best thing you can do for your lawn is to let the grass clippings fall back onto your lawn. Grass clippings left on the lawn decompose and act as a natural organic fertilizer. This lets you reduce the amount of commercial fertilizer you need to apply. Your lawn will remain healthy and green because each time you mow, you will be returning valuable nutrients to the soil. Read on for more reasons why you should leave your clippings on your lawn.



Improves Lawn Quality

When grass clippings are allowed to decay naturally on the lawn, they release valuable nutrients, add water-saving mulch, and encourage natural soil aeration by earthworms.

Saves Time and Work

A study found that homeowners who quit bagging their clippings saved an average of 35 minutes per mowing. That's an average of seven hours per season...or a day at the beach.

Grass Clippings are a Free, High-Nitrogen Fertilizer

When clippings decompose, they release their nutrients back to the lawn. They contain nitrogen, potassium and phosphorus, as well as lesser amounts of other essential plant nutrients. When left on the lawn, clippings are rapidly broken down into these nutrients, which are returned to the lawn. There's no polluting run-off, no use of non-renewable resources, and no damage to soil organisms or wildlife.

Leaving your clippings on the lawn is a simple, easy opportunity for every homeowner to do something good for the environment. If you would like more information on grass recycling, check out "**Don't Trash Grass**" on the CT DEP website: <http://www.dep.state.ct.us/wst/compost/grass.htm>. Special Thanks to **Kathy Alexander** of the CT DEP Recycling Program for sharing this website with us.

Want more options on what to do with your lawn clippings? Watch next week's issue of WIN when we will have information on...composting!



CT DAS state contracts offer a number of environmentally preferable products and services, many of which can save you money by using less energy. For more information on how you can purchase or use environmentally preferable products and services where you live and work, contact CT EPP at Barbara.moser@po.state.ct.us or call at (860) 713-5081.

US Foodservice Price List for Week of March 12, 2004

To assist you with preparing for the orders you may place with US Foodservice next week, we are attaching an Excel file with the food and janitorial supplies prices that will be in effect for the week of March 12, 2004.



[Price List for Week of March 12, 2004](#)

Vendor Spotlight...



Who would you like to see in the “spotlight?” We want to give our vendors an opportunity to “shine” and “broadcast” the products and services they provide. Let us know what contracted vendors/businesses you would like to see featured in this new addition to our newsletter. Vendors, here is a great opportunity to be on center stage and let your products and services be known! Contact Teresa Dupont at teresa.dupont@po.state.ct.us with your requests and suggestions.

Core-CT Information



Standard Comment for Requisitions, Pos and Contracts

Core-CT has added a new Standard Comment for use on Requisitions, Pos and Contracts.

Comment Type: MUP

Comment ID: MUP1

Description: Percentage Markup for Parts

Comment:

Per state contract for Trade Contractor Services, a maximum percentage markup for materials is allowed for each contractor. Please provide a copy of your original invoice for materials when submitting your own invoice to obtain payment from the ordering state agency. No invoice will be paid until the original material prices are verified.



Delete PO Option

Starting on Monday, March 8, 2004, users will no longer have the option to delete POs. Users should cancel POs rather than deleting them. When a PO is associated with a contract that has a maximum amount, the PO amount is recorded on the contract as the released amount. If that PO is not fully expended and it is deleted, the unliquidated amount is not subtracted from the released amount. The issue here is when the contract amount represents the State's obligation, the maximum amount may be released, but if the POs are not fully expended, the State's obligations could be understated. The PO cancellation process reduces the released amount based on the remaining encumbrance for that PO.



Account Code Validation on Requisitions and POs

As of Thursday, March 3, 2004, a change was made to the validation of account codes used on Requisitions and POs. The only account codes that can be used on these transactions are the detail values of Expenditure accounts and the Future Obligations account. Valid accounts are those detail values in the 50,000 series and 71,000.



Posting Vouchers to the General Ledger

Since "go live", vouchers created with an Accounting Date in the future, did not get posted to the General Ledger until the accounting date was reached. On March 6, 2004, a configuration change will be made to enable all vouchers that have passed Budget Checking to be posted to the GL. The plan is to run all required jobs to get these vouchers posted on Saturday, if time permits. Due to scheduled maintenance on the hardware, the actual posting to GL may not occur until Monday night. If this happens, a daily mail will be sent.

Starting on Monday, March 8, 2004, vouchers will be posted after they pass budget checking. The posting process will continue to be a batch process that occurs in the nightly batch schedule. As a reminder, the voucher must pass budget checking before it is posted to the GL and before it is paid. The posting process and payment process are not dependent on each other. A voucher that passes budget checking in the morning, before the pay cycle is started, can be eligible for payment even if it isn't yet posted to the GL. If it is paid, the payment and the voucher will be posted that night. If the voucher passes the budget checking process after that day's pay cycle, the voucher will be posted that night but the payment won't be posted until it is processed.

Another item to be aware of is that the payment-scheduled date is defaulted from the accounting date entered on the voucher. When the accounting date is in the future, the scheduled date on the payments page must be overridden for the voucher to be paid sooner. Federal fund reimbursements are generally based on the actual payment date, not when the expenditure is recorded.

This change will have an impact on GL-based reporting, but not Commitment Control-based reporting.



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"



The link below lists the name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week. Contact Meg Yetishefsky with any comments or suggestions at meg.yetishefsky@po.state.ct.us or (860) 713-5228.

Newly Certified! – [03/01/04 through 03/05/04](#)

Peppy's Points to Ponder



An Irish Blessing

May your joys be as bright as the morning, and your sorrows merely be shadows that fade in the sunlight of love.

May you have enough happiness to keep you sweet, enough trials to keep you strong, enough sorrow to keep you human, enough hope to keep you happy, enough failure to keep you humble, enough success to keep you eager, enough friends to give you comfort, enough faith and courage in yourself to banish sadness, enough wealth to meet your needs. And one thing more.

May you have enough determination to make each day a wonderful day than the one before.



WINners! Send in your favorite quotes, thoughts and “points to ponder!” Don’t be shy! 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.



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!

WINners, 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.



Tech Talk with Ms. Bits n' Bytes



Share Documents with Obscure Fonts



While it's nice to be creative and use some of the more elaborate fonts you have on your computer, there's a good chance the person viewing the document will not be able to see them. In order to view a font it has to be installed on your computer, fortunately Microsoft Word has a way to make sure people see your work in the way it was intended.

1. In Microsoft Word click on **Tools**.
2. Click on **Options**.
3. Click on the **Save** tab.
4. Check the **Embed TrueType fonts** box.
5. Click **OK**.

Note: This will increase the size of the file.

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.

Thanks to our own **Dr. John HottenDocken**, aka **John Pacholski**, for the Website of The Week!

<http://www.merriam-webster.com/>

Provides a free online dictionary, thesaurus, audio pronunciations, Word of the Day, word games, and other English language resources. What a resourceful site! Thanks John.

Do any of our Loyal WIN readers have website they would like to share? Send them in!

Please 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



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 03/08/04:

| Contract # | Contract Name | For: | Contract Term |
|---------------------------|---|---|---|
| 04PSX0001 | Purchase of 37,000 lb GVWR Dump Trucks-Cab & Chassis Only | Department of Transportation AUSA and Political Subdivisions of the State | March 9, 2004 through September 30, 2005 or upon the manufacturers production built out date, whichever comes first.. |
| 04PSX0060 | Custodial Services for the CT Department of Mental Health | River Valley Services, Old Saybrook, CT | March 1, 2004 through July 31, 2004 |

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!



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:**

Send it to 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.