



**Procurement Services**

**Weekly Information Newsletter**

**03/05/04**

**Volume 137**



**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

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### Procurement Services is Thinking Green!

Green? That's right. By thinking "green" (and acting upon it), DAS Procurement Services is taking steps to help save energy as well as conserve our natural resources. Here is a listing of some of the "green" things we are doing:

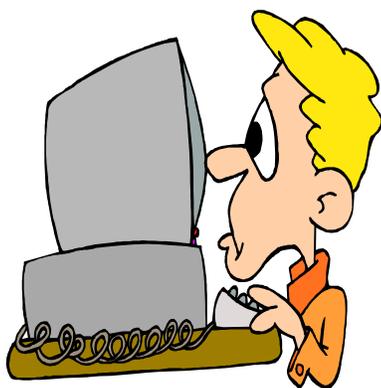
- We purchase and use 30% recycled post consumer waste paper.
- Only remanufactured toner cartridges are used in the department.
- Our staff makes every effort to print, double sided.
- Use it twice. Before recycling, use clean side of paper for scrap.
- Nightly checks are made to ensure all lights; fans, computers and AC units are off at the end of the day.
- Blinds are open during the winter months and closed during summer months to save on heat and cooling.



Are you "**green with envy?**" Don't be. We are sure you, too, are thinking green. Now you can "toot your own horn!" Let us know what your agency, city, town; or organization is doing to conserve energy as well as save money. Perhaps you have ideas that would be resourceful to others? Share them by sending them in to [ePartner@po.state.ct.us](mailto:ePartner@po.state.ct.us). Keep an eye open in future issues of WIN. We will gladly publish them to let others know how you, too, are thinking green!

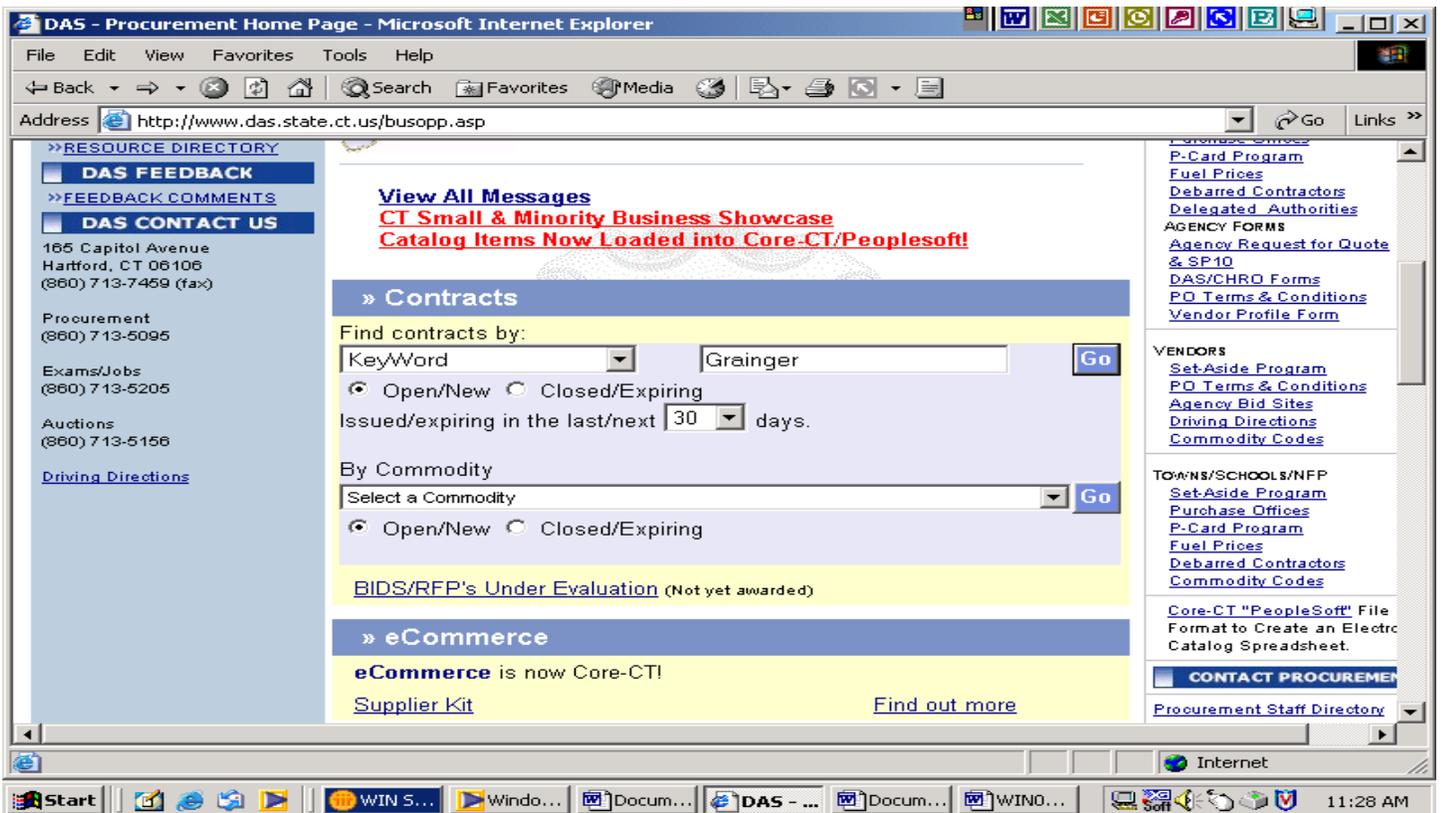
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### Searching for Contracts?

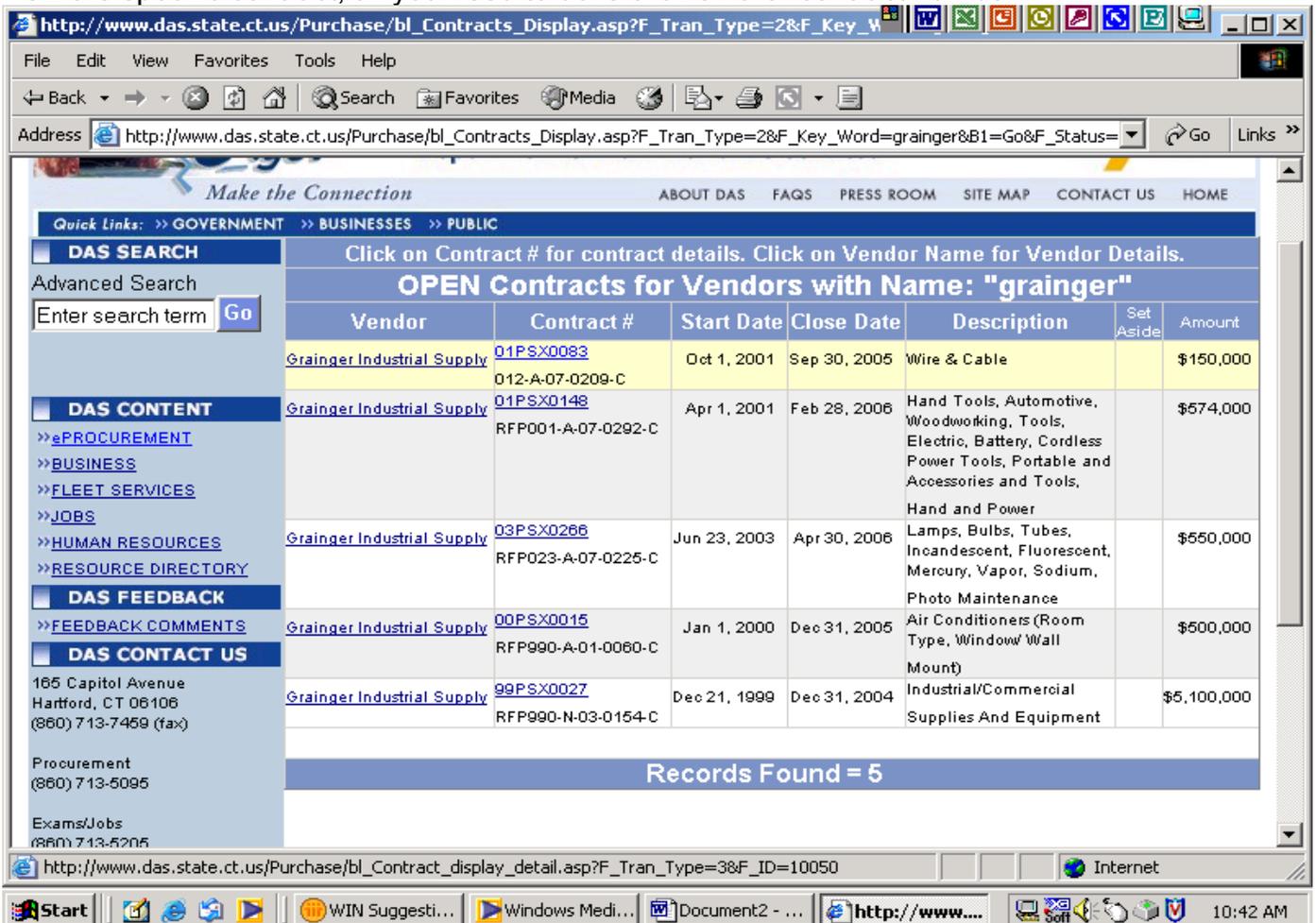


**Celeste Cashman**, a Contract Specialist here in Procurement Services, suggested that we show people how to review or "search" for contract documents from our webpage. She pointed out that more and more people are new to the DAS Procurement process as well as the DAS web page. Thanks for pointing this out Celeste. We have to agree it is a great idea. I can bet there will be many "**WIN**ners" who will appreciate this information. (If you know of someone who may benefit from this, please be sure to forward this issue to him or her and make sure they read the "Do you work with "Winners?" article in this issue as well!)

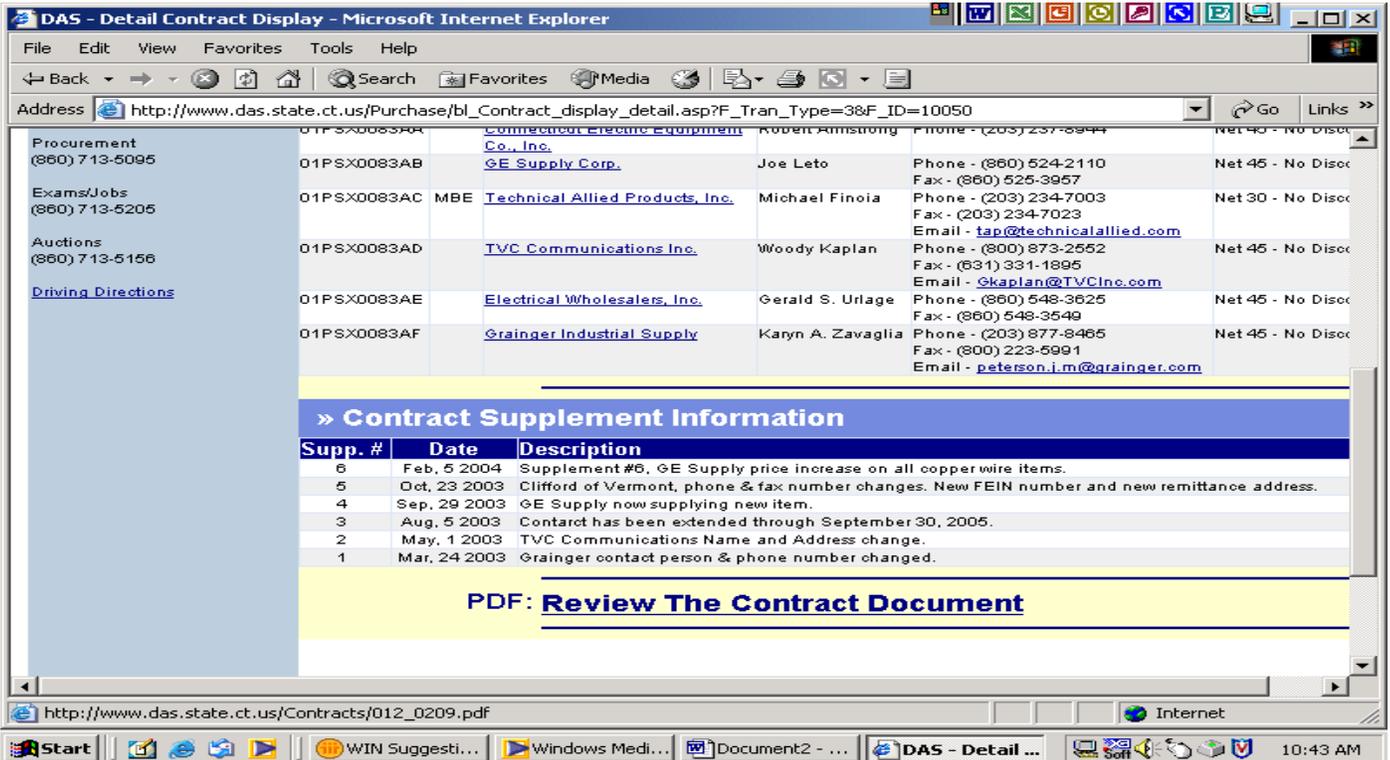
Okay, are you ready? To view a contract on our web page is very simple. First you need to access the Procurement web page <http://www.das.state.ct.us/busopp.asp>. (You may wish to save this address as a favorite.) Once there, scroll down to **>> Contracts**. You can search for a contract by keyword, vendor name, contract number, etc. You may also choose Open/New or Closed/ Expiring contracts. For our example, we chose to search for Open/New contracts by vendor name; typed in Grainger in the next field; then clicked the "Go" button as shown in the screen shot below.



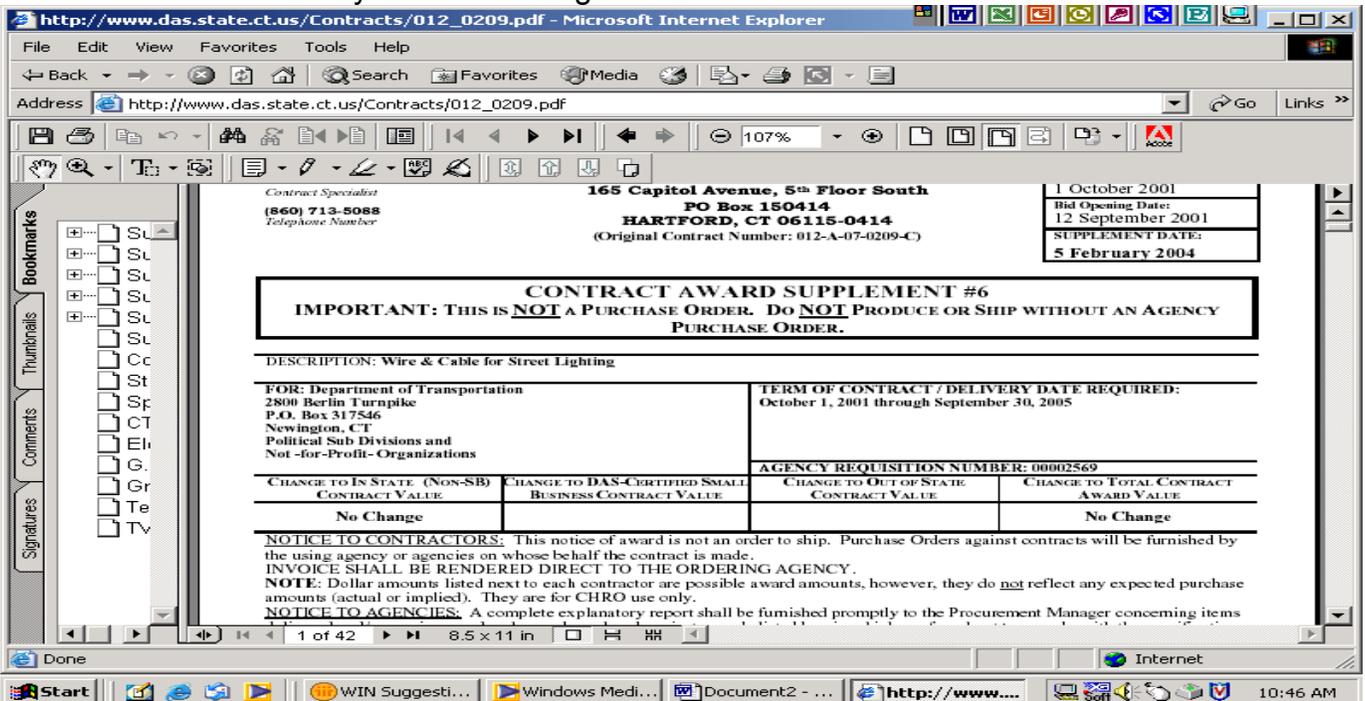
As you can see below, all the contracts that Grainger is currently on appeared in the list. To view the specific contract, all you need to do is click on the "contract number" link.



We clicked on contract #01PSX0083 for Wire & Cable and came to the following screen, which lists all of the vendors on the contract. Information about each company, as well as a link to their website is listed here. Below the contract vendor list is contract supplement information. At the very bottom of the page is the link to the actual contract. Simply click on the "Review The Contract Document" link and ...



There it is! The contract you were looking for.



We hope you find this information helpful. If you have any suggestions or if there is something you feel would be beneficial to other WINners, please send them in to [peppy.procurement@po.state.ct.us](mailto:peppy.procurement@po.state.ct.us). Thanks for your help!

## Do You Work with “Winners?”

Did you know that if you are a subscriber to the **WIN** Newsletter that you are a “**WIN**ner?” Well, guess what? You are! You are a “**WIN**ner” because you are getting up to date, accurate information regarding bids, contracts, forums, Core-CT updates, EPP info, technical tips and so much more sent directly to you via email each week! How about your co-workers? Do you forward **WIN** to other people in your office each week? How about the people you work with in the other state agencies, cities, towns, schools or not-for-profit agencies? If you think they could benefit by subscribing to **WIN**, let them know.



Forward this issue to them and/or tell them how informative, fun and easy reading each issue is, and most of all...FREE! Just think. Once they sign up, won't it be a good feeling to know that you are truly working with “**WIN**ners!”

To subscribe to **WIN**, all we need to is 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 “**WIN**ner” list! Questions? Call Teresa at 860-713-5073.

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## CT Environmentally Preferred Purchasing



**Finally! Spring is just around the corner!** Yea!!! If you are like the rest of us, it won't be here quick enough. Mmmm, I can almost smell the fragrant spring air. Time to think about being outside enjoying that fresh air, and possibly working in our yards and gardens. If you enjoy working in these great outdoors, read on for some suggestions on how to make your gardening more environmentally friendly.

1. Landscape to minimize mowing, watering and fertilizing needs:
  - Plant grass/flower mixtures that grow slowly.
  - Switch to alternative ground covers.
  - Grow less grass and more shrubs and trees.
  - Cultivate plants native to your area.
  - Practice companion planting for flowers and vegetables.
2. Enrich your soil by adding compost (self-made or bought). For extra nutrients, use organic fertilizers, such as bone meal and fish emulsion.

3. Control weeds, and improve soil even more, with organic mulches.
4. To reduce pests, cultivate plants that attract beneficial insects, such as ladybugs. 
5. Keep your mower in good repair:
  - Change oil regularly.
  - Clean or replace air filters regularly.
  - Get periodic tune-ups.
  - Maintain sharp blades.
6. Get rid of your gasoline-powered yard tools altogether. Either replace them with electric ones or -- even better -- go manual.

Thanks to Union of Concerned Scientists at [ucsusa.org](http://ucsusa.org) for these helpful tips.



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

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## US Foodservice Price List for Week of March 5, 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 5, 2004.



[Price List for Week of March 5, 2004](#)

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## 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](mailto:teresa.dupont@po.state.ct.us) with your requests and suggestions.



### Changes That May Be Required To Your Internet Explorer Environment

A recent security update released by Microsoft on February 2, 2004 has been causing faulty behavior with the Core-CT application. An additional patch available from Microsoft can correct this behavior.

If you have desktop personnel that maintain your workstation, please contact your local Help Desk if you experience a problem with Core-CT transactions when selecting a link, tabbing, or other action. DO NOT make any changes to your PC if you are not authorized to change your workstation settings.

If you maintain your own PC and you use Internet Explorer 6.0 you may be experiencing problems with Core-CT transactions. To determine if you are using Internet Explorer version 6.0 SP1, Open an Internet Explorer browser session, choose the HELP menu item, then the "About Internet Explorer" link. The first line of text will indicate the version number. The fourth line down "Update Version" will indicate the service level and patches applied. The first three characters should read SP1, if you have applied the SP1 version.

- Symptom: In the middle of a transaction, when selecting a link, tabbing, or performing any action, the user will be sent back to the search dialog.
- Cause: When the web server sends a TCP reset to the browser, the browser retransmits the request without all the required information. This causes the web server to put the user back to the search dialog.
- Fix: Download and follow the installation instructions for the patch from Microsoft linked from the Core-CT Web Site at [http://www.core-ct.state.ct.us/techupdate\\_ie.htm](http://www.core-ct.state.ct.us/techupdate_ie.htm) ONLY APPLY THIS PATCH IF YOU ARE USING INTERNET EXPLORER VERSION 6.0 SP1.



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

**Newly Certified!** – [02/23/04 through 02/27/04](#)

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## Peppy’s Points to Ponder

***“Tough times never last,  
tough people do.”***

-Robert Schuller



**Debby Hearl**, of DAS Business Connections submitted this week’s “Point to Ponder.” Thanks Deb. It really is a great “point.”

**Keep them coming! Thanks to all my loyal WINners for sharing and submitting these great quotes.** Don’t be shy! 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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## 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](mailto:peppy.procurement@po.state.ct.us).

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## Ask Peppy!

If you check finalize the PO on a voucher, does this close the PO? I am trying to determine whether finalizing the PO in this manner, does the same thing as running the PO close module? If not, what is the difference?

In addition, does finalize PO on a voucher return any unused encumbrance, or must a change order be done prior to paying the voucher?



**Cleve Wotton**  
**Office of Policy and Management**

Cleve,

Wow! Thank goodness I have connections with Joann Bellamo who is still assisting the Core-CT team. Once again, she came through and has an answer for you.

If you check finalize on the voucher it does not “close” the PO, however it will return any unexpended funding back to your budget once budget check is run. (This is a less complicated method of returning monies to your budget)

When you run PO Reconcile and Close, the status of the PO changes to Complete. This status “Complete” indicates to the system that the PO is no longer available to transact against and also when searching on POs this PO will not be included in the search criteria. When you reconcile and close POs, all PO activity must be cleaned up to make this eligible for reconcile and close (this means there can be no match exceptions hanging out there in an unresolved state). Once the reconcile and close runs, any unexpended funding is returned back to your budget.

As stated above, finalize on the voucher will return any unexpended funding back to your budget after budget check is run, and no PO change order is required.

Thanks Cleve, for the question and thank you, Joann, for answering it. 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](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.

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## Tech Talk with Ms. Bits n' Bytes



### How to Create an Emergency Startup Disk

With all the updating and upgrading we had to do for Y2K, it was important to have an emergency startup disk handy for your home computer just in case something did go wrong.

If you don't already have a Startup Disk waiting in the wings for an emergency, you SHOULD!



### Here's how to create one:

First, have an empty floppy disk ready. Then go to Start/Settings/Control Panel and double-click on Add/Remove Programs. A window like the one below will pop up.



Click on the Startup Disk tab, insert the floppy disk, and then click on the Create Disk button. You may be prompted for your Win 95/98/ME disk.

In Win XP:

1. Insert a floppy into your computer's floppy drive.
2. Open My Computer, and click the floppy drive.
3. Go to the File menu, point to the name of the floppy drive, and then click Format.
4. Under Format options, click Create an MS-DOS startup disk.
5. Click Start.

Get more information on creating a startup disk at: <http://support.microsoft.com>



**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.***

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

If your computer isn't performing like it used to or you have concerns about your online security, check out PC Pitstop. It offers a wide variety of diagnostic tests that not only detect problems

but can also repair them. The tests require a small download and can take anywhere from a couple of seconds to a couple of minutes. After they are done you are given a detailed report of what was detected with links to possible solutions. Tests include: Internet connection speed, disk health, ActiveX risks and a virus scanner. The best part is, it's ALL FREE!

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

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](mailto: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](#)

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## Contract Information:

### DAS Contracts

The following is a listing of contracts issued during the week of 03/01/04:

Contract #	Contract Name	For:	Contract Term
<a href="#">04PSX0017</a>	Printing Book: DOT's Standard Specifications for Road, Bridges and Incidental Construction - Form 816	Department of Transportation	March 3, 2004 through March 31, 2006
<a href="#">04PSX0057</a>	Custodial Services for the CT Board of Education Services for the Blind	CT BESB	March 1, 2004 through June 30, 2009

### 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.

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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 to [teresa.dupont@po.state.ct.us](mailto:teresa.dupont@po.state.ct.us) and they will be added to our mailing list. Likewise, if you do not wish to receive this email, send us a note and your name will be removed.