



2003 NASPO  
Cronin Club  
Gold Winner



## Procurement Services

# Weekly Information Newsletter

05/14/04

Volume 147

(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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### CT Environmentally Preferred Purchasing

**CT Electronic Recycling Events to be held on Saturday, May 15, 2004.**



#### Department of Administrative Services News Release

For immediate release/May 12, 2004

Contact: Adam Liegeot Phone: 860-713-5199 or Adam.Liegeot@po.state.ct.us

#### **Electronics Recycling Event to be held in New Haven on Saturday, May 15\***

Lt. Governor Jodi Rell and Department of Administrative Services Commissioner Barbara Waters announced today that an electronics-recycling event will be held on Saturday from 8 AM to noon at the New Haven Department of Public Works on 34 Middletown Avenue.

Residents of New Haven may bring computers, televisions, monitors, printers, cell phones, faxes, and stereo equipment for recycling. Refrigerators and microwave ovens will be refused.

More than 4.3 million tons of consumer electronics were discarded in 1999 alone, according to the U.S. Environmental Protection Agency. Much of it contains potentially hazardous toxic materials and needs to be recycled or disposed of safely.

The state's goal is to prevent this equipment from being dumped in landfills, where chemicals such as lead and cadmium can seep out of the devices and pollute the surrounding air and land. Some older computer monitors contain as much as eight to ten pounds of lead.

In addition to New Haven, electronics collection events have been scheduled for Manchester on May 15 and for Bristol on June 19.

"These events are a great way to tackle the "e-waste" problem in Connecticut," Rell said. "By holding these events in cities and towns across the state, we hope our approach will be looked to as a model throughout the country. Residents can dispose of their old electronics equipment and help the environment at the same time."

Spacefitters Inc., a Windsor company that runs a complete electronics de-manufacturing and material separation center, will coordinate the recycling effort.

\*An electronics-recycling event will also be held on Saturday May 15, from 8 AM to 1 PM at the **Manchester Landfill on 321 Olcott Street**. Residents of **Glastonbury, Hebron, Manchester, Marlborough, Somers, Stafford and Vernon** are encouraged to take advantage of this event.

Directions to the Manchester site: Take Exit 1 off of Route 384, follow Spencer St. for 0.9 miles, turn left on Olcott St. Follow signs.

**Spacefitters, Inc. is currently awarded the contract number [02PSX0674](#) for Sale, Retrieval and Licensed Data Removal of Desktop Computers and Electronic Office Equipment.**



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.

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## EPartners



**Pssst! Remember me? I'm the guy who told you last week that I had some really big news for you and all the municipalities, schools and not for profits in CT!**

I know, I know, I made you wait a whole week but when you see what I've got for you, you'll agree it was worth it. You see, the folks at Procurement Services want to help you. They know you've got a lot on your plate, so they put together all kinds of stuff to save you time and to make your job easier. Hey, you can even save money! All right, all right, enough blabbing already! Check out this great new website – **just for you!**

### **New Website Just for Municipalities, Schools and Not for Profits!!!**

DAS Procurement Services is proud to announce a new ePartners website that is dedicated to promoting the products, services and resources available to all of our municipal, school and not for profit organization customers. It debuted Wednesday, May 12 at the CCM eGovernment show in New Haven.

The ePartners Home Page features a welcome from Commissioner Barbara Waters along with "headlines" announcing new contracts, reduced prices, savings realized by customers, etc. with links to the contract documents.

There are three major categories, "**Latest and Greatest**", "**Free Stuff**" & "**Toolbox**". Within the first category, you will find a list of contracts that you can use that have been awarded in the last 30 days. Bids issued in the last thirty days are listed as well and you can also see the vendors that have been certified in the last 7 days as a small or minority business enterprise through the Supplier Diversity Program.

"**Free Stuff**" is loaded with resources you can use. There is a link to all of the contracts available for your use and to the current bids posted by municipalities, schools and not for profits. Get information about how you can use our **free**, easy to use bid posting service, which helps you secure more competitive pricing because you reach a larger pool of potential bidders. See how you can implement our P-Card (credit card) program in your organization. Also included in this category is information about the Supplier Diversity Program, the Contractor Pre-Qualification Program, and Environmentally Preferable Purchasing (EPP). The Procurement staff directory and commodity assignments are here, as well as the listing of debarred contractors issued by the Department of Labor.

"**Toolbox**" contains helpful tools such as our resource directory, vendor performance reporting forms and the state telephone/email directory. Information about the Property Distribution Center (Surplus), the Food Distribution and Housing Authority Insurance Program can be found

here, too. Every page has a "Need Help?" form for you to complete online if you can't find what you are looking for or if you need assistance.

Much of the information located on this site is available elsewhere on the Procurement Services site but we wanted to put it all together in one place to make it easier to find the products and services we offer to you.

We are still "tweaking" the site so you can expect to see some changes as we move forward. Please take the time to explore this website and offer your comments. We want this to be a valuable resource for you. Don't be shy, let us know what you like or don't like. All comments are welcome! Send them to [epartners@po.state.ct.us](mailto:epartners@po.state.ct.us)

**Click on the Link below to Access the ePartners Website!**

<http://www.das.state.ct.us/Purchase/ePartners/epartners.asp>

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## Contract Information:

### DAS Contracts

The following is a listing of contracts issued during the week of 05/10/04

Contract #	Contract Name	For:	Contract Term
<a href="#">03PSX0378</a>	Footwear for Department of Correction	Department of Correction	April 26, 2004 Through January 31, 2008
<a href="#">04PSX0042</a>	Rental of Stump Treatment and Landscape Unit Equipment	DOT, All Using State Agencies and Political Subdivisions of the State	May 1, 2004 Through April 30, 2006
<a href="#">04PSX0096</a>	Spraying for Ticks and Poison Ivy	Military Department	May 4, 2004 Through September 30, 2007
<a href="#">04PSX0101</a>	Lawn Care Services for DMR West Region Locations	Department of Mental Retardation West Region	May 11, 2004 Through March 31, 2006
<a href="#">04PSX0049</a>	12,000 lb GVWR 4-Wheel Drive Truck with Telescopic Aerial Lift	DOC, Fiscal Services, AUSA, and Political Subdivisions of the State	May 12, 2004 through manufacturer production cut-off date

### 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](#)

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## Core-CT Information



### Manual Dispatch/PO Print Navigation



Please be advised that manual PO Dispatch, Change Order dispatch and reprints of existing PO's must now be performed using the left-hand panel navigation of Purchasing, Purchase Orders, and Purchase Order Dispatch at this time. Please do not attempt to use the drop-down hyperlink from within the PO Forms page for these actions until further notice. We are experiencing problems with the printing and other related issues when this is done.

For further instruction on manual dispatch please review the Financials Bulletin dated August 13, 2003, available at [http://www.core-ct.state.ct.us/docs/dispatch\\_print\\_po\\_bulletin.doc](http://www.core-ct.state.ct.us/docs/dispatch_print_po_bulletin.doc)



### 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](#)

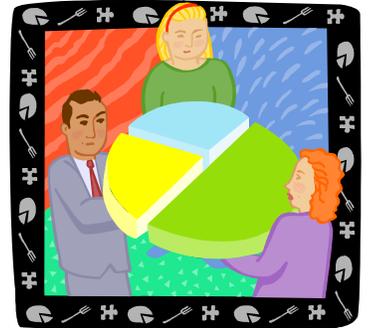
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## “Certification Central”

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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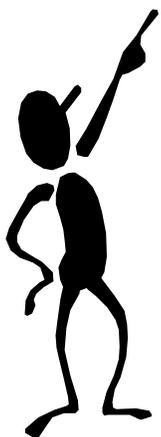
## Vendor Spotlight???



**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.

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## Peppy’s Points to Ponder



***“Learn from the mistakes of others. You cannot live long enough to make them all yourself.”***



***Submitted by Janice Beckner  
Better Homes & Gardens Magazine***

***Thanks to all my loyal WINners for submitting all these great quotes. Keep them coming!*** 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.

## Ask Peppy!



Hi Peppy,

Core-CT

*An incorrect email address is printing out on a PO for one of the Core-CT vendors. Where do I go to verify it in the Core system? Also, can you tell me how to correct it should this happen again in the future? Thanks for your help.*

Evelyn at GBCMH

Evelyn,

*Good question. To get you with the most up to date, correct information, I went straight to our DAS Core-CT “expert”, Joann Bellamo. Not only did Joann give you an answer but she also was kind enough to put a document together with step-by-step instructions. (Thanks, Joann!) Just click on the link to access the document:*

<http://www.das.state.ct.us/rfpdoc/CheckCoreEmail.pdf>

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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## 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.



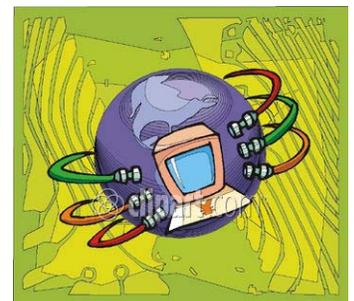
## Tech Talk with Ms. Bits n' Bytes

### Choosing an ISP

Not all **ISPs** are created equal. Before choosing an ISP or switching to a new provider, it is important to consider how the different ISPs available to you can meet your needs. The following tips will help you make an educated decision instead of just jumping into a service agreement with an ISP that has glittering bells and whistles.

Before choosing among your options, take the time to do the research. We have provided a link to some simple questions you should ask yourself, and then use as a guide to making an informed choice of an ISP:

<http://www.das.state.ct.us/rfpdoc/ChooseAnISP.pdf>



## Website of the week



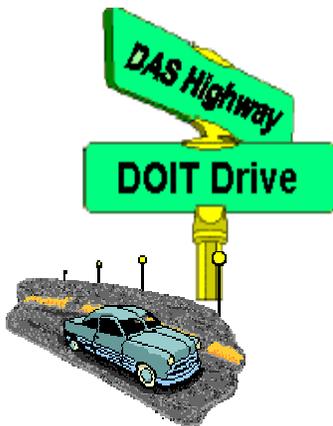
*Please remember many state agencies have policies for Internet usage, do not click on links at work. Hover over the link, this will show you the full web address. Jot the address down and enjoy it from home.*

**What's That Stuff?** - What exactly is in your toothpaste? What about that paper you're writing on or the bug spray you use in summer? This site puts science into everyday life, with informative descriptions of the chemistry behind the products we use on a regular basis.

<http://pubs.acs.org/cen/whatstuff/stuff.html>

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



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## 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.

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## 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>