



2003 NASPO
Cronin Club
Gold Winner



Procurement Services

Weekly Information Newsletter

05/07/04

Volume 146

(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!

TABLE OF CONTENTS

NOTEWORTHY NEWS	2
Purchasing Reminder: Think Supplier Diversity	2
Huge Success for Janis Nome Donor Education!	2
State to Hold Vehicle Auction on Saturday May 8th!	4
<i>Crown Victoria's, Taurus's, And Neon's Among Items Up For Bid</i>	<i>4</i>
Vaccine Reminder! Order Deadline Approaching!	5
EPartners	5
CT Environmentally Preferred Purchasing	6
<i>Avoid the Rush - Now's the Time to Shop For Energy Efficient Room Air Conditioners!</i>	<i>6</i>
CONTRACT INFORMATION:	7
<i>DAS Contracts</i>	<i>7</i>
<i>Contracts Expiring</i>	<i>8</i>
BID NOTICE POSTINGS	8
"CERTIFICATION CENTRAL"	8
CORE-CT INFORMATION	8
<i>e-Procurement Alert...US Foods</i>	<i>8</i>
<i>Receiving Daily Mails</i>	<i>9</i>
<i>Looking for Catalog Items in Core-CT/PeopleSoft?</i>	<i>9</i>
<i>Getting Help Quickly And Easily</i>	<i>9</i>
PEPPY'S POINTS TO PONDER	10
Peppy's Toolbox	10
TECH TALK WITH MS. BITS N' BYTES	10
<i>Protect Against Identity Theft</i>	<i>10</i>
DEPARTMENT OF INFORMATION TECHNOLOGY	11
Contracts & Purchasing Division Information	12
<i>DOIT Bid/ Proposals</i>	<i>12</i>
<i>DOIT Contract Awards</i>	<i>12</i>
CONTACT US	12
Miss a Previous Issue of WIN?	12

Noteworthy News

Purchasing Reminder: Think Supplier Diversity

Whenever making a purchase (P-Card included), please remember to consider doing it through a certified small business or certified minority/women owned firm. This will help to contribute to the economic development of our State's small and minority business enterprises.

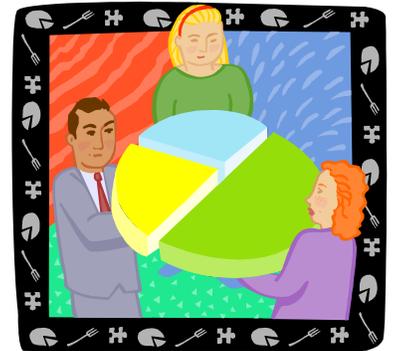
What is the Supplier Diversity Program?

The State of Connecticut Minority & Small Contractors' Supplier Diversity Program was established for the purpose of assuring that Connecticut small and minority-owned businesses have an opportunity to bid on a portion of the State's purchases.

Under this program, 25% of State-funded purchases are set-aside for small businesses. In addition, 25% of that amount is reserved for small businesses that are minority/women owned.

To participate in this program, a small business must register with the Department of Administrative Services, which is charged with the responsibility of certifying that the business meets the qualifications set by law for the program.

There is a directory on the DAS website that lists the companies certified through the Supplier Diversity Program. Look for it at:



www.das.state.ct.us/Purchase/SetAside/SAPVendor.asp

Check out “Certification Central” later in this issue to see how you can narrow your search to those that have been certified within the last 7days!

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.



Huge Success for Janis Nome Donor Education!

The Janis Nome Donor Education Day was held on April 29, 2004 and what a turnout of people we had! Janis S. Nome, former Chief Counsel for DAS, passed away on January 19 after a long illness. The purpose of the day was to educate people about the organ donation program and to honor Janis, who was waiting for a liver transplant when she died.

What an educational and successful event it was and so much information was distributed!

Did you know that people of all ages could register to donate?

Did you know organs and tissue that can be donated include:

- Heart, pancreas, corneas, bone, kidneys, liver, skin, heart valves, lungs, intestines and even tendons?

Did you know how many people that one donor can help? Read on to find out!

- Save or enhance the lives of more than 50 people
- Donate kidneys to free two people from dialysis treatments needed to sustain life
- Give sight to two people by donating corneas
- Donate bone to help repair injured joints and bones

Representatives from the National Kidney Foundation, LifeChoice and the American Red Cross were on hand to educate attendees, answer any questions, dispel myths and provide handouts.

In the hope of helping others, **over 50 fifty people registered that day to become organ and tissue donors** by signing an organ donation card! **Donors were also reminded how vital it is to inform their families about their wishes to donate organs.** They explained that even if you are carrying the donor card, or have it on your license, by law the doctors must ask the next of kin for approval before they can even call the organ donation registry.

In addition to organ donation, **an overwhelming amount of people signed up to donate blood** at a Red Cross blood drive that will be held here at the State Office Building on July 21, 2004.

Those in attendance were treated to a number of speakers that provided moving, personal stories about their experience with organ donation. [Barbara Buckalew](#) spoke about her son's untimely death and how he helped others live with his donated organs in...“A Mother's Story.” “Liver: One who Lives – An Organ Donation And Transplant Story” was shared by [Dr. Tom Dempsey](#). DAS's own employee [Jeanne Gray](#) shared her experience as a kidney donor for another DAS employee, [Ray Bailey](#). Jeanne and Ray even received media coverage from the Connecticut Post newspaper. To read this touching story, written by reporter Ken Dixon, click on the following link:

[Organ Donor; Recipient Help Launch State Campaign](#)



Lt. Governor Jodi Rell came to the luncheon reception to show her support. Rell spoke with Ray and Jeanne, as well as with Janis' brother and sister, Greg Nome and Diane Roach. She thanked everyone at DAS for their work. "This is a such an important cause and I'm so glad it was such a success in its first year," Rell said. Commissioner Waters and Deputy Commissioner Mazzola thanked Rell for taking the time to attend the event, during the busiest time of the legislative session.

Pictured (L) left to (R) right DAS Deputy Commissioner Al Mazzola, DAS Commissioner Barbara Waters, Kidney Recipient Ray Bailey, Kidney Donor Jeanne Gray, Lt. Governor Jodi Rell, Janis Nome's brother and sister, Gregg Nome and Diane Roach.

To find out more information about organ donation and registration, or to schedule an appointment to donate blood, contact one of the following organizations:



Coalition on Donation
700 North 4th Street
Richmond, VA 23219
Phone: 804-782-4920
Fax: 804-782-4643
E-mail: coalition@donatelife.net
www.shareyourlife.org



National Kidney Foundation
30 East 33rd St., Suite 1100
New York, NY 10016
Phone: (800) 622-9010
<http://www.kidney.org/>

To schedule an appointment to donate:

Call **1-800-GIVE-LIFE** (1-800-448-3543) or e-mail us at CTAppointment@usa.redcross.org



**American
Red Cross**
Connecticut
Blood Services Region

209 Farmington Avenue
Farmington, CT 06032
860-678-2700
Fax: 860-676-1515
<http://www.bloodct.org/blood.htm>

State to Hold Vehicle Auction on Saturday May 8th!

Crown Victoria's, Taurus's, And Neon's Among Items Up For Bid

Looking for a "new" car? How about a "new" truck? If you are in the market for a "new" used vehicle, we have good news for you! A state vehicle auction will be held on Saturday, May 8 at the rear of the Department of Motor Vehicles on 60 State Street in Wethersfield.



Among the items up for bid are 60 Ford Crown Victorias that are from model years 1998 through 2000. In addition, Dodge Intrepid, Plymouth Neon, Ford Taurus, Ford Escort, Chevy Blazer, Jeep Cherokee vehicles and mini vans will be available for bid.

Proceeds from the auction will be deposited into the State of Connecticut's General Fund. The public may inspect auction items beginning at 8:30 A.M on Saturday. The auction starts at 10:00 AM.

Photos of items up for bid can be viewed at:
www.das.state.ct.us/Surplus/display_auction.asp

Directions to the auction: Exit 26 off of I-91, then follow auction signs.

Vaccine Reminder! Order Deadline Approaching!



Pneumonia Vaccine - Order Early and Save Money!

Pneumonia vaccine orders **must** be placed directly with the contractor, **Merck & Co., Inc. - Merck Vaccine Division**, with expectation to **take immediate delivery** in order to avoid a cost increase. By *placing and receiving orders* no later than **May 31, 2004** the cost for a five (5)-dose vial of Pneumovax(R) 23 (NDC 0006-4739-00) is \$65.32/Per Vial.

After May 31, 2004, cost will increase to \$97.98/Per Vial.

Flu vaccine orders must be placed directly with the contractor, **General Injectables & Vaccines, Inc.**, absolutely **no later than June 15, 2004** for guaranteed product delivery for fall 2004. Contract extension includes Fluvirin(R) in ten (10) dose vials and prefilled syringes (Non-Tubex Type) in packages of ten (10). Keep in mind that flu vaccine is **NON-RETURNABLE!**

CT Using State Agencies, Political Sub-Divisions and Qualified Not For Profit Organizations (with committed requirements) should immediately start to order their anticipated requirements for the fall 2004 flu/pneumonia clinics. The **Influenza Virus Vaccine and Pneumococcal Vaccine Polyvalent (Flu and Pneumonia Vaccines - 2004/2005 Season)** contract **03PSX0016** has been extended through May 31, 2005 for flu, pneumonia and other miscellaneous vaccines. Refer to Contract Award Supplement #4 for details.

Questions and/or concerns may be directed to susan.thomas@po.state.ct.us or call (860) 713-5091.

EPartners



Going to the CCM Expo E-Government on Wednesday, May 12, 2004 at the Omni – New Haven Hotel at Yale? Stop by **Booth 25** to say “Hello!” to Barbara Moser and Maureen Friedman of DAS Procurement Services. They will be there to offer information, answer questions and solicit your feedback about the ePartners program. Their goal is to help you in any way they can to keep the “partnership” between DAS and all of the Connecticut municipalities, schools and not for profit organizations strong.



Pssst! Hey you! Yes...YOU! C'mere! You want to hear some really big news? I am talking some really, really big news for you and all the municipalities, schools and not for profits in CT. There is something really awesome that is about to happen that will take the ePartners program to the next level. It's sensational! It's thrilling! It's uncanny! I suppose you want me to tell you about it, right? I bet you do! Well, because I'm in a good mood, I will tell you that you will see it here in the ePartners section of WIN in next week's issue. That's right. Next week! Right here. So watch for it! Pssst...You never heard it from me, right?

Avoid the Rush - Now's the Time to Shop For Energy Efficient Room Air Conditioners!



It might not seem like it, but Summer is right around the corner. Along with those gloriously sunny days come a few of those hazy, hot, and humid days that compel us to turn on the air conditioner. Buying an oversized room air conditioner will provide better cooling, right? Well, according to EnergyStar and EPA, an **oversized air conditioning unit is actually less effective**. Air conditioners work by removing both heat and humidity from the air. A unit that is too big will cool the room so quickly that it doesn't have time to remove the humidity. As a result, the unit will keep switching on and off while your room still feels wet and clammy. Properly sized units remove humidity while cooling the air.

How do you choose the correct size air conditioner?

- 1) Determine the square footage of the area you are trying to cool.
- 2) Determine the correct cooling capacity (measured in British Thermal Units (BTUs) per hour).

Area (sq. ft)	Capacity (BTUs/hr)
100 to 150	5,000
150 to 250	6,000
250 to 300	7,000
300 to 350	8,000
350 to 400	9,000
400 to 450	10,000
450 to 550	12,000
500 to 700	14,000
700 to 1,000	18,000

- 3) Make adjustments for the following circumstances:
 - a. If the room is heavily shaded, reduce capacity by 10 percent.
 - b. If the room is very sunny, increase capacity by 10 percent.
 - c. If more than two people are going to be in the room, add 600 BTUs for each person.
 - d. If the room is a kitchen, increase capacity by 4,000 BTUs.

Now, you get to the store and you see the yellow label that displays the "energy efficiency ratio." What does it mean? The energy efficiency ratio (EER) is defined as the cooling output (in BTUs per hour) divided by its energy input (in Watts) at specified indoor and outdoor temperatures. Because different AC models use different amounts of energy to provide the same level of

cooling, the EER provides consumers with a method to compare models. A unit with a High EER uses less energy to deliver the same amount of cooling. The Department of Energy regulates AC efficiency and the minimum EER allowed by law is between 8 and 9. At this time the best AC EER available is about 13. Although a high efficiency air conditioner will cost you more, you will recoup your investment by saving money on your utility bills.

*You can get more information on EnergyStar compliant air conditioners and proper sizing at http://www.energystar.gov/index.cfm?c=roomac.pr_room_ac



***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.**

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.



Contract Information:

DAS Contracts

The following is a listing of contracts issued during the week of 05/03/04

Contract #	Contract Name	For:	Contract Term
<u>03PSX0408</u>	Laboratory Analysis Services (Saline Water, Fresh Water, Biological Tissue, Soil and Sediment Samples)	DEP, All Using State Agencies and CT Political Sub-Divisions/Not-For-Profits	May 3, 2004 Through December 31, 2006
<u>04PSX0012</u>	Liquid Bituminous Material	All Using State Agencies and Subdivisions of the State	April 1, 2004 Through March 31, 2005
<u>04PSX0076</u>	Purchase of Forklift for CJTS, Middletown, CT	Connecticut Juvenile Training School	May 3, 2004 Through August 1, 2004.
<u>04PSX0079</u>	Custodial Services for the Westbrook Tourist Information Center	CT Department of Transportation	May 1, 2004 Through April 30, 2006
<u>04PSX0087</u>	Department of Transportations requirements for Locks, Lock Parts and Keys	DOT and All Using State Agencies and Political Subdivisions	May 1, 2004 Through April 30, 2007
<u>04PSX0091</u>	Steel, Aluminum and Other Related Materials	DOT, Political Subdivisions and Not-For-Profit Organizations	April 27, 2004 Through March 31, 2005
<u>04PSX0092</u>	Landscaping services for various sites for Public Works	The Department of Public Works	May 1, 2004 Through April 30, 2005
<u>04PSX0094</u>	Landscaping Services for various locations for the Department of Public Works	The Department of Public Works	May 1, 2004 Through November 30, 2007
<u>04PSX0096</u>	Spraying for Ticks and Poison Ivy	Military Department	May 4, 2004 Through September 30, 2007

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!



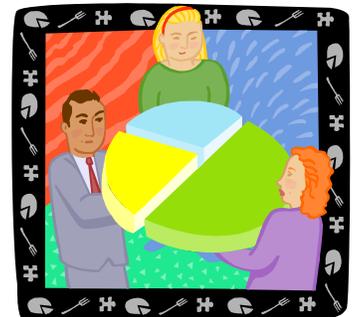
Bid Notice Postings

To view the entire DAS bid notice listing, click on the following hyperlink to go to our web page. [DAS Bid Notices](#)

“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**. You will see the company name, contact person, phone number, the products and/or services they provide, email address and other information that will be helpful to you.



http://www.das.state.ct.us/Purchase/ePartners/ep_whats_new.asp#Vendors

Look for it right here in the “Certification Central” section of WIN every week.

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.

Core-CT Information



e-Procurement Alert...US Foods

This Monday’s US Foods Catalog update was not loaded to Core-CT until this morning due to the server problems experienced on Monday and Tuesday.

Some of the items on orders placed on Monday and Tuesday may have price discrepancies as a result of the delay.

Receiving Daily Mails



Like everyone in state government, e-mail worms and viruses have hit Core-CT in recent days. These worms enter individual computers or networks to find e-mail addresses and then send false messages as if the messages are from the copied senders. (We have scanned our desktops and servers and found that they are not infected, and have not been infected.) Because we do a lot of mailing, you have probably received many such false messages from senders that look like us.

There are two ways you can now distinguish our messages from others:

- First, every legitimate mass mailed message will be from Core-CT Communications rather than Robert King.
- Second, the title of the Daily Mail we are sending will always be specific. Anything else with a generic subject (such as Incoming Msg, Hello, Msg reply, Yahoo!, Notification, Hidden message, Protected message, Text message, Encrypted document, and so forth), or with an attachment, from a sender that looks like Robert King, can be deleted. It is not from Core-CT. We are instituting other measures for better e-mail security as well.

Please note that despite e-mail problems, these Daily Mail issues are being published in their usual place on the Core-CT web site: <http://www.core-ct.state.ct.us/fin-golive/daily/>

Finally, the Project urges you to work with your agency's technical staff to ensure that scanning for viruses, applying required security patches, and updating virus definitions do not infect your computer. It only takes a few instances of infection to spread these annoying worms.



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](#)

Peppy's Points to Ponder



Mother's Day

In honor of all Mother's, Grandmothers, Step Moms, Guardians, Aunts and special women in our lives, click on the link to open a Mother Day Tribute. It really is worth the minute it to read it.

[A Mothers Day Tribute](#)

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 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

Protect Against Identity Theft

Despite complex passwords, multiple user names and 16-digit account numbers supposedly standing guard over our financial records, high-tech identity theft continues to soar as sophisticated thieves find ways to dip into our bank and security accounts.



Here are some safety advisories to follow:

- **Use only your initials and your last name on preprinted checks.** So if someone steals your checkbook, they will not know how you sign your checks—with your initials or your first name and last name. But your bank knows.

- **When writing checks to pay credit card accounts, include only the last four numbers of the account number** on the “For” line. The credit card company knows the rest of the code, but a thief won’t.
- **Leave your home address and phone number off your checks.** If you have post office box it’s better to use that; if not, and you feel a need to add an address, use your work address and phone number.
- **If you must include your social security number on checks, write – never preprint.** Be wary about giving the number to anyone but authorized people. Your banker or accountant, for example.
- **Photocopy the front and back of all the ID cards** (driver’s license and credit cards, for example) in your wallet. Jot down the credit card issuers’ phone numbers to call if you lose your wallet, and keep the photocopy in a safe place.
- **Immediately after you discover a loss, cancel your credit card;** that’s why you want those phone numbers handy.
- **File a police report as soon as possible** in the jurisdiction where the wallet disappeared. That proves to credit card providers you were diligent – an issue that may arise if the thief runs up huge charges.
- **Immediately call the three national credit-reporting organizations** to place a fraud alert on your name and Social Security number. Once alerted, any company that checks your credit immediately will be told your information was stolen. You should call the following Equifax (888-766-0008), Experian (888-397-4742) and Trans Union (800-680-7289). You also should report the loss to the Social Security Administration’s fraud line at 800-269-0271.

Information by Stanley Zarowin

Thanks to **Scott MacDonald** from **DMHAS**, for sharing this helpful information with 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:

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.

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>