

# BuyLines

DEPARTMENT OF ADMINISTRATIVE SERVICES

DECEMBER 2010

## Sysco and DAS Partner for Savings

Contracts

Teleclass

Paperless P-Card

DAS recently awarded the statewide food contract ([09PSX0330](#)) to Sysco, and communications were distributed to state agencies surrounding the prompt payment benefits and other discount benefits provided through this contract. It has come to our attention that several agencies, along with Sysco, are interested in keeping the prompt payment processes utilized in former contracts in place. These processes allowed for Sysco to calculate and issue the prompt payment credits and/or checks to agencies that paid their invoices on time and in accordance with the various negotiated tiered discount terms.

After discussion with the Core-CT team and the Office of State Comptroller, DAS requests that all agencies revert back to utilizing Sysco under the prompt payment terms by processing payment voucher pay terms as “DUE NOW” and Sysco will calculate the checks to those agencies. A Core-CT job aid was developed and is updated for your review as follows:

<http://www.core-ct.state.ct.us/user/finjobaids/pps/sysco.pps>

This will also be posted on the Core website under:

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

A link to the contract award can be found on the DAS website at:

[http://www.biznet.ct.gov/SCP\\_Search/ContractDetail.aspx?ID=8802](http://www.biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=8802)

As in the previous contract, it is up to the agency to verify prompt payment discounts/credits/checks that are obtained from Sysco and to remain vigilant in obtaining these negotiated discounts by processing payments as rapidly as possible.

Please distribute this to appropriate staff within your agency.

If questions arise, please contact Ann Simeone at (860) 713-5051.

▶ [Bid Notice Postings](#)

▶ [Contact Us](#)

## Contracts over the last 14 Days

Click on the category to see the contract  
Adobe Acrobat Required

**10PSX0184** Diversity Training

**10PSX0209** High speed/volume color printer

**10PSX0246** Printing of the Governor's 2011-2013  
Biennial Budget and Midterm Budget

**10PSX0265** Maintenance and cost per copy print  
charge for Xerox MICR Printer with accessories

**10PSX0272** Snow Removal Services DMV Bridge-  
port

**10PSX0278** Snow Removal Services for the DMV  
in Hamden, CT

## Teleclass: Doing Business with the State of Connecticut

This interactive workshop explains the benefits of becoming state-certified and walks you through the process. It's simple and can be done online; The Women's Business Development Center and Connecticut's Office of Supplier Diversity help you cut through the red tape and open new doors for your business.

Teleclass: Wednesday, January 26 12:00 PM – 1:30  
PM

Visit [www.ctwbdc.org](http://www.ctwbdc.org) for more information.

No charge or registration required.

## Paperless P-Card

The State of Connecticut P-Card Program is the latest to convert from a paper-based application to an on-line process. New card requests, changes to cardholder information and account closures will all flow through the P-Card online system.

Before requesting a card, however, it would be a good idea to review the Cardholder Workrules and the State of Connecticut Credit Card Use Policy since a short quiz is now part of the request process. Cardholders must first request access to the system via DAS' secure Biznet site, input a personal profile, and complete a simple card request.

All policies and procedures regarding card use remain unchanged. This system does not manage any requests for municipalities, schools, not-for-profit organizations or for the Voyager Fuel Card. This system will streamline the P-Card request process and make the data more accurate due to various system edits and verification steps. System reports will allow data to be summarized for member agencies quickly and easily. This system is ready for use and will be rolled out as agencies submit new requests or need changes to existing accounts.

The original request is forwarded to the agency coordinator who decides to approve or deny the application. The Program Administrator takes the information from the application and forwards it to the bank. At each major step, the system generates an e-mail in order to keep the P-Cardholder and Agency Coordinator informed of the request's status. At any time, the cardholder or coordinator may also enter the system to determine the status of a request. Coordinators may manage their agency's portfolio of cards looking into past card or cardholder changes or modifying cardholder or card data including name, address, card properties, card replacements, card suspensions, reinstatements or account closures.

DAS' Kerry DiMatteo is the DAS Administrator for the P-Card program and can be reached at [Kerry.DiMatteo@ct.gov](mailto:Kerry.DiMatteo@ct.gov). The P-Card program is co-sponsored by the Department of Administrative Services and the Office of the State Comptroller.