



DAS
Procurement Services
Weekly Information Newsletter

01/07/05

Issue 180



2003 NASPO
Cronin Club
Gold Winner

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Noteworthy News

One-a-Day Could Be Best Way

Try the “One-a-Day” Email Notice of Bid Opportunities!



If you're like most people you take a multi-vitamin each day. That one-a-day vitamin is your assurance that you are getting all your daily vitamin requirements. We can use this as an analogy for one of the available choices for receipt of bid notices through our Bid Notification System.

Like the one-a-day vitamin, the one-a-day bid notice email is your assurance that you are getting notices of all bid opportunities. Check out some of the advantages of using the one-a-day email option, which is also referred to as Option 2 on our website:

- **No need to wonder if you missed any bid opportunities** - with one-a-day, you'll get them all!
- **Take the guesswork out of which commodity(s) to choose for bid notices** – with one-a-day, no guessing is required!
- **Quit checking and rechecking for alert emails throughout the day** – with one-a-day, at approximately 4:00 p.m. you will get a compiled list of bids posted that day, complete with links to bid information and documents!

Still not convinced? Take a look at a typical one-a-day email notice by clicking on the link below. See for yourself how you can learn about all the bids posted by state agencies, municipalities, schools and not-for-profit organizations in one concise email. Maybe its time for you to take a cue from your one-a-day vitamins and switch to the one-a-day email option – it's all you'll need!

<http://www.das.state.ct.us/rfpdoc/PortalDailyNotice.doc>

To Maintain Your Bid Notification Registration (including switching the one-a-day option – Option 2) visit: <http://www.das.state.ct.us/Purchase/Register/>

New Organizations Join “State Contracting Portal”



You are probably already aware that Governor Rell's Executive Order No. 3 states, in part, that all state and higher education agencies and institutions shall post all bids and requests for proposal on the State Contracting Portal. Since the issuance of the order, we have been contacted by a number of agencies and organizations to get signed up to post their bid opportunities online. We'd like to welcome the following new State Contracting Portal (SCP) customers:

Teachers' Retirement Board	Leslie Cook
Hazardville Institute Conservancy Society Inc	Bill Lee
Social Services, Dept. of	Dorothy DiLernia
Office of Protection & Advocacy for Persons with Disabilities	Barbara Roy
Connecticut Center of Science & Exploration	Annette Pitman and Mercedes Hurd

They join the many state agencies, schools, universities, cities, towns and not for profit organizations that are already registered to use the portal.

For a complete list of the organizations that are currently signed up for the State Contracting Portal, click on the following link:

<http://www.das.state.ct.us/rfpdoc/010705CurrentBidPostingEntites.xls>

For more information about the State Contracting Portal, contact Jim Passier at jim.passier@po.state.ct.us or 860/713-5086.

Inquiring minds want to know...What can WE do for YOU?



WIN recently posted a survey for an upcoming **Procurement Forum**. It's important for us to hear from you so that we can host an event that covers topics that are important to you. So all you need to do now is tell us! We know you are busy, especially at this time of the year, but we really need to hear from you. **Please take a minute to complete the following survey** and return them to Laurie Melesko at laurie.Melesko@po.state.ct.us by **January 14, 2005**.

<http://www.das.state.ct.us/rfpdoc/ForumTopicsSurvey.doc>

Procurement Forum Information Update!

Our Procurement Forum will be held on Wednesday, February 16, 2005 from 8:30 a.m. to Noon in Room G-19 at the State Office Building in Hartford. Thank you to all of you who have responded to our survey and provided comments on what interests you. It's not too late to respond to the survey, so please take the time to share your thoughts with us. To register to attend click on the link below:

Registration Form:

<http://www.das.state.ct.us/rfpdoc/Forum021605.doc>

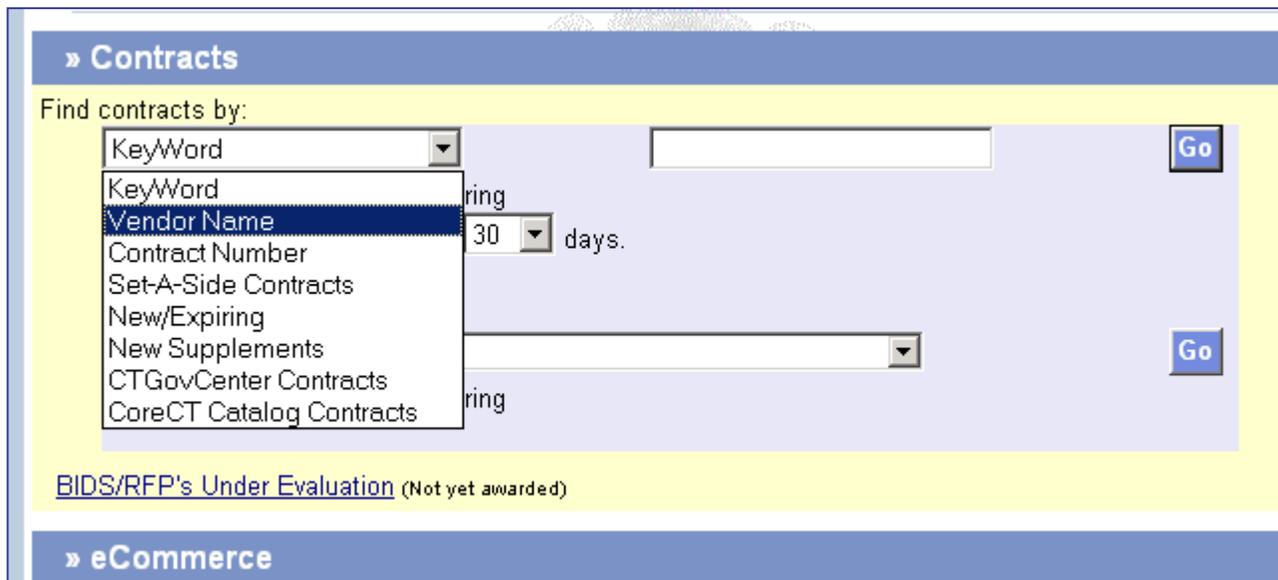
Directions:

<http://www.das.state.ct.us/rfpdoc/DirectionsSOB.doc>

Searching...Searching...Searching?



Do you find yourself getting frustrated when you put a search term into a search field and come up with no results? We agree that it can be a frustrating experience, especially when you *know* that the target of your search exists. Most “0 results” searches are due to mismatches between the search phrase and the actual information sought. For example, let’s say you have used a certain contract vendor in the past and would like to look up their contract awards. You would go to the DAS webpage and start looking for the contract using “Vendor Name” as shown in the screen shot below:



The screenshot shows a web application interface for searching contracts. At the top, there is a blue header with the text "» Contracts". Below this, the text "Find contracts by:" is followed by a search form. The form has a dropdown menu on the left with the following options: "Keyword", "Vendor Name", "Contract Number", "Set-A-Side Contracts", "New/Expiring", "New Supplements", "CTGovCenter Contracts", and "CoreCT Catalog Contracts". The "Vendor Name" option is currently selected and highlighted. To the right of the dropdown is a text input field. Below the input field is a "Go" button. Further down, there is another dropdown menu with the value "30" and the text "days." to its right, followed by another "Go" button. At the bottom of the search area, there is a link: "[BIDS/RFP's Under Evaluation](#) (Not yet awarded)". Below the search area is a blue footer with the text "» eCommerce".

Let’s use **Brescia`s Printing Services, Inc.** for our example:

If you keyed any of the following into the search field you would come up with “0 results”.

- Brescias Printing Services, Inc.
- Brescia`s Printing Services Inc.
- Brescia`s Printing Services, Incorporated

To avoid mismatches, here are a few basic guidelines to follow for any of your searches.

- **Use the portion of the search target that's most distinctive;**
- **Use whole words, not letters or abbreviations;**
- **Avoid plurals and possessives;**
- **Avoid punctuation.**

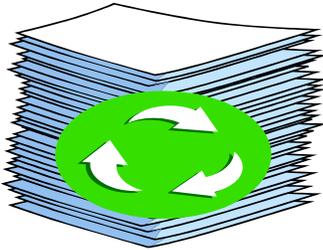
In other words, you would search for "**Brescia**". Avoid the abbreviated "Inc." and the possessive and punctuated "s". Also, using the most distinctive portion of the name ("Brescia") will return fewer results than the general terms "Printing" or "Services", getting you to your target quickly.

Reminder: Keep in mind that if you are having difficulty with searches using “keywords” let us know about them. Tell Peppy at peppy.procurement@po.state.ct.us what you were looking for and what search keywords you used. Those words can be entered into the list of keywords to help you and others when searching in the future.

CT Environmentally Preferable Purchasing

Why Do We Buy 30% Post-Consumer Content Paper?

First, it's required! CGS § 4a-67f, requires the Commissioner of DAS to revise specifications for printing and writing paper purchased by the state to incorporate the standards in Federal Executive Order No. 12873 which is currently at 30% post consumer waste recycled content.



Second, it's the wise thing to do! Recycling paper and closing the loop by buying post-consumer content paper keeps discarded paper from choking landfills. In Connecticut, where most of our trash is incinerated, discarded white paper adds to our air quality problems. Although there is no shortage of wastepaper, post-consumer waste makes up a very small percentage of the paper fiber used in the US.

Consider these consumption facts:

- In 1999, the highest level of paper consumption in the world was in the United States with 745 pounds *per person* – Japan was a distant second with 529 pounds per person.
- **Americans throw away enough office and writing paper annually to build a wall 12 feet high stretching from Los Angeles to New York City.**
- Incinerating 10,000 tons of waste creates 1 job, landfilling the same amount creates 6 jobs, recycling the same 10,000 tons creates 36 jobs. One ton of recycled paper saves 3,700 pounds of lumber and 24,000 gallons of water.
- **One ton of recycled paper uses: 64% less energy, 50% less water, 74% less air pollution, saves 17 trees and creates 5 times more jobs than one ton of paper products from virgin wood pulp.**

So, why do we buy 30% post-consumer content paper? That's an easy one - the purchase of post-consumer content paper, combined with a healthy commitment to recycling, is good for the local economy and enhances the quality of life in Connecticut!

Contracting Team Leader, Cindy Milardo, has a host of recycled content paper products, at great prices, included on the Office Supplies contract, No. [04PSX0016](#).

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.





ePartners

The ePartners program services Connecticut municipalities, schools and not-for-profit organizations by offering products and services to save time and money. For more information about ePartners check out the webpage that was made just for you...our ePartners!

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

Questions, comments, suggestions? Send them to ePartners@po.state.ct.us or call Maureen Friedman 860/713-5069.



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 01/03/05

Contract #	Contract Name	For:	Contract Term
04PSX0362	Walleye Fingerlings	Dept. of Environmental Protection	Notice of No Award
04PSX0364	Purchase Ford F-650, 24-Foot, 25,999 GVWR Non-CDL, BOX TRUCK	Dept. of Corrections Fiscal Services and All Using State Agencies and Political Subdivisions of the State	December 22, 2004 through November 30, 2005
04PSX0374	Removal and disposal of mixed debris from CT DOT facilities in Haddam and Preston.	The Department of Transportation	Date of Purchase Order to completion of required service.
04PSX0381	Portland Cement	The Department of Transportation and All Using State Agencies and Political Subdivisions of the State	February 1, 2005 through January 31, 2007
04PSX0415	Financial Management Services - Classic Lotto Game	Connecticut Lottery Corporation	January 7, 2005 through July 6, 2005
04PSX0383	Flexible Loop Sealant (used for sealing and protecting vehicle detector loop wires) for the Department of Transportation	The Department of Transportation and All Using State Agencies and Political Subdivisions of the State	February 1, 2005 through January 31, 2008

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!

“Certification Central”

New Set-Aside Vendors!



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

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.

Ask Peppy!



Dear Peppy,

I realize the state has many contracts from which agencies can purchase needed items; however, my experience is that I can often find the item I am looking for at less than contract prices. When our new Executive Director came aboard, we received quotes from small business for the same furniture advertised by state vendors. My lowest quote, for the same furniture, was \$800 less than it would have been if I were to purchase it from an "authorized" vendor. It might be a good idea to allow agencies, particular small agencies, to do some comparative pricing and allow them to buy the items for someone other than "authorized" dealers or make the "authorized" deals match the price. I manage our agency like I manage my house budget. The money we spend as an agency is our tax money. I think we should be allowed to do more comparative shopping or mandate the "authorized" vendors to match the lowest price.

Nancy Brayman
Psychiatric Security Review Board

Nancy,

As I'm sure most agencies are all aware, state contracts and the pricing included in those contracts are public information and subject to the requirements of the Freedom of Information Act. Once contract solicitations are competitively bid, evaluated, and contracts are established, the prices, terms and conditions are published through our contract documents which are available at any time for viewing on the DAS eProcurement website. It is very easy for a business (who is not a part of the contract) to meet or beat the published prices after the fact, in an effort to obtain the business by offering a lower price. A weekly flyer in your local office supply store may even offer a sale with exceptional prices on certain items that you purchase. Your gut is to go with it and save money for your agency.

In DAS, we also want to leverage the State's purchasing power, and reduce your purchasing costs on an ongoing basis. The bundled dollars spent through state contracts will give us the ability to capture greater volume discounts. Quite commonly though, we find that those companies who offer you a low price on an item(s), and appear to initially have better price scenarios, fail to meet all of the other services, terms and conditions built into our contracts. When asked to provide that price on an ongoing term, they cannot. These are called teaser prices in an effort to get you to start buying from their company. Some of the very important value-added contract services, terms and conditions may include things like desktop delivery, waiver of shipping charges, extended warranties, volume discounts, etc., and many times these are missing from their offers. The state contract offers protection to the state in the event the vendor breaches the contract terms, provides faulty products, fails to deliver products or perform services as specified, in addition to providing for price protection for specified terms within the contract. It may seem to be easier to go out and purchase a product from a non-contract vendor at a cheaper price, but in many instances, this is not really the case.

Connecticut General Statutes 4a-57(a) provides that "all purchases of, and contracts for, supplies, materials, equipment and contractual services...and purchases and contracts made pursuant to the provisions of subsection (c) of this section shall be based, when possible, on competitive bids." There are many legitimate businesses out there that can compete fairly and meet all of the terms and conditions the state requires. These are the companies we encourage (especially Connecticut small and minority businesses) to participate and compete in future bid/contract opportunities. If you know of any of these companies (possibly even those who are offering you those lower prices), we urge you to direct them to the appropriate Contract Specialist in DAS Procurement for an overview of how to do business with the State, and direct them to our on-line bidder notification system to receive future notices of upcoming bids (<http://www.das.state.ct.us/Purchase/Register/default.asp>). Together we can save more! Thanks for the terrific question. (Special thanks to Carol Wilson for providing some great information regarding this!)

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.



Reminder!

Nancy Brayman of the Psychiatric Security Review Board, will be receiving 5 CT \$shops commemorative retractable name badge holders just for submitting a question to Peppy! If you missed out on the article that was previously printed on how you, too, can be the proud owner of CT \$shops badge holder, click the link below to access it.

<http://www.das.state.ct.us/rfpdoc/WeHaveWays.doc>

Peppy's Points to Ponder...



***Integrity is doing the right thing,
even if nobody is watching.***

-Jim Stovall



Come on WINners! Send them in! Thanks to all my loyal WINners for submitting all these great quotes. Keep them coming! 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" on the left to help yourself to any of the helpful "tools" (electronic forms) that are available to you.

Core-CT Information



PO/AP User Group Cancellation



The PO/AP User Group Meeting scheduled for January 10, 2005 and January 18, 2005 has been CANCELLED. We plan to resume the User Group meetings in February after the Service Pack 2 (SP 2) go-live. A notice for these meetings will be sent out in early February.

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 below to access **ALL** the **Core-CT** help options that are available to you such as the Core-CT web site, current and past Daily Mail, help desk phone numbers, agency super users and more!

[Core-CT Help](#)

Tech Talk with Ms. Bits n' Bytes



“Tricky” Highlighting

I am sure you are aware of the **Shift + arrow** to **highlight** but there is another way to get the highlighting done that may be easier for you.

It's the **F8 key! That's it.** Once you hit the F8 key the highlighting function becomes active and you won't need to keep holding down any key. All you need to do is:

- **Place your cursor at the beginning of the section** to be highlighted
- **Hit F8 once** and let it go
- **Use the directional keys** (arrows, home, end, page up and page down) to highlight.

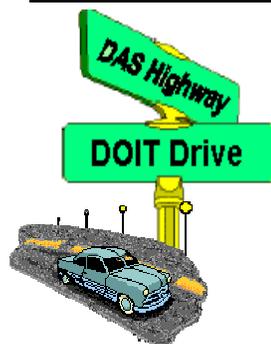


The highlight is "anchored" to the location of the cursor when you hit the F8 key and from there you can highlight in any direction.

When you no longer need the highlight, or need to move the "anchor" position, hit the **Esc key**. Instantly the highlight feature is turned off and you're back to work as usual.

We thought you might enjoy this neat and time saving trick!

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:

Email 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>