

DAS
Procurement Services
Weekly Information Newsletter
01/14/05 Issue 181



TABLE OF CONTENTS

NOTEWORTHY NEWS2
 Stop Paying Too Much For Your Mail!3
 “State Contracting Portal”4
 Tsunami Disaster Relief Fraud Alert! Don’t be scammed.4
 Procurement Forum.....2
SMALL BUSINESS IS BIG BUSINESS!6
 3 Questions with... Signature Marketing6
CT ENVIRONMENTALLY PREFERABLE PURCHASING7
 Connecticut Climate Change Action Plan 20057
EPARTNERS7
BID NOTICE POSTINGS8
CONTRACT INFORMATION:8
 DAS Contracts.....8
 Contracts Expiring.....8
“CERTIFICATION CENTRAL”8
PEPPY’S POINTS TO PONDER...9
PEPPY’S TOOLBOX.....10
CORE-CT INFORMATION10
 Recent Problem with PO Dispatch Fax10
 Core-CT to be Unavailable.....10
 PO/AP User Group Cancellation11
TECH TALK WITH MS. BITS N’ BYTES11
 Did you know...11
DEPARTMENT OF INFORMATION TECHNOLOGY12
 Contracts & Purchasing Division Information.....12
 DOIT Bid/ Proposals12
 DOIT Contract Awards.....12
CONTACT US12
 Miss a Previous Issue of WIN?12

Noteworthy News

Press Release: Fairness over Favoritism

FAIRNESS OVER FAVORITISM

Governor Rell Introduces Sweeping Reform Proposals for Campaign Finance, State Ethics, Contracting

“We have the incredible privilege of serving in the highest offices in the state. We must prove ourselves worthy of our fellow citizens' faith. We must be trusted to always place the public's good above our own and to always choose fairness over favoritism.”

– Governor M. Jodi Rell, State of the State, January 5, 2005

Cont'd

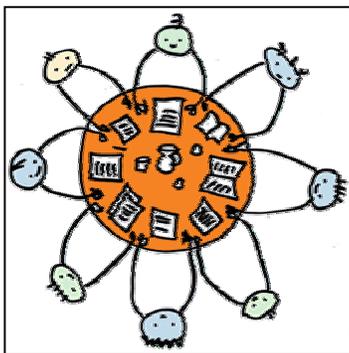
A Press Release by Governor M. Jodi Rell has announced a series of wide-ranging legislative proposals designed to reform Connecticut's campaign finance laws, ethics regulations and contracting and procurement standards.

To view the press release in its entirety, click on the following link:

<http://www.ct.gov/governorrell/cwp/view.asp?A=1761&Q=288454>

Procurement Forum

Register today! Seating is limited!



We will be holding a **Procurement Forum** on **Wednesday, February 16, 2005** from 8:30 a.m. to Noon at the State Office Building in Hartford. This forum is a round table discussion format where you can ask questions, share information and discuss procurement topics that affect you. Discussion topics include Core-CT, Set-Aside Goals, State Contracting Portal, the Contract Reform Task Force and other procurement topics introduced by attendees. You won't want to miss out on this one. Registration forms and directions are linked below.

To register, all you need to do is complete and return the following form (linked below) by **February 8, 2005**. (We need to get a count for the continental breakfast!)

Registration Form:

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

Directions:

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

Questions? Contact Laurie Melesko at laurie.melesko@po.state.ct.us or 860/713-5082. Hope to see you there!

Stop Paying Too Much For Your Mail!



Are you aware that we have a contract in place that can give your agency/organization a significant savings in time and postage costs? By utilizing Contract **Pre-Sort Mail Services For First and Standard Mail**, [99PSX0052](#), you can forget the task of applying appropriate postage to your outbound mail. That will enable you to more efficiently staff your mailroom. **PSI Group, Inc.**, the awarded contract vendor, has over 30 centers nationwide and processes over 50 million letters daily. PSI will pick up your mail at your location Monday – Saturday. They will then safely and securely transport it to their facility for processing and sorting and then deliver your mail to the United States Postal Service (USPS).

Here is how it works...The USPS grants substantial discounts to large-volume mailers who sort their mail to zip code destinations and meet other handling requirements. The discount qualifications are based on minimum mail volumes per zip code and the timing of the mail into the USPS mail stream. PSI produces very high qualification rates by combining your mail with mail from other higher-volume mailers, thereby maximizing the available discounts. This commingling factor allows all PSI clients to save money as the combined volume qualifies for a higher discount than an individual mail stream would on its own.

PSI's contract provides guaranteed postage savings! If you'd like to get in on the savings and find out if your mail qualifies, please contact Gretchen Line, Customer Service Representative at (860) 247-8490 ext. 104 or gretchen.line@psigroupinc.com for further details. More information about PSI can be found at their website www.psigroupinc.com.

Questions regarding the contract may be directed to DAS contract specialist Suzanne Hawkins, Susanne.Hawkins@po.state.ct.us or 860/713-5064.



“State Contracting Portal”



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:

Social Services, Dept of	Dorothy DiLernia
Social Services, Dept of	Deborah McMullen
Town of Wolcott	Shannon Hamilton
Transportation, Dept of	Gary W. Belina
Transportation, Dept of	Simone A. Cristofori
Transportation, Dept of	Harold J. Emond
Transportation, Dept of	Christine Everett
Transportation, Dept of	Kathleen M. Germain
Transportation, Dept of	Mary K. Matuszak
Transportation, Dept of	Philip J. Melchionne
Transportation, Dept of	Dave A. Perreira
Transportation, Dept of	Marsha H. Randazzo

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/CurrentBidPostingEntites.xls>

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

Tsunami Disaster Relief Fraud Alert! Don’t be scammed.

Our thanks goes out to **Securitas Security Services**, one of the vendors on the **Security Guard Services Contract 00PSX0001**, who sent this in to share with our WINners as well as their families and friends



Earlier this week, President Bush recommended using the USA Freedom Corps website at <http://www.usafreedomcorps.gov> to obtain information on how to make a donation. The website includes a list of reputable relief organizations, their addresses, phone numbers, and website addresses.



As the global community responds with generous contributions to assist the survivors of the tsunami disaster in southern Asia, please be aware that this disaster has also brought out those whose goal is to scam those who want to help. Please take a few minutes to read the alert from the FBI and to share this alert with family, friends, and colleagues.

Why should we be surprised? Criminals are using email and websites to siphon charitable contributions for tsunami victims into their own pockets.

What kind of schemes?

1. False websites have been established that pretend to be legitimate relief organizations asking for donations—one of which contains an imbedded Trojan exploit that can infect your computer with a virus if accessed.
2. Unsolicited incoming emails (SPAM) that offer, for a fee, to locate loved ones who may have been a disaster victim.
3. Unsolicited emails requesting that money be deposited in overseas banks to support the tsunami relief effort.
4. Unsolicited emails, which seek personal or financial information in an effort to retrieve large amounts of inheritance funds, tied up in relation to the tsunami disaster.

How do we know about these schemes?

They are being reported to the Internet Crime Complaint Center (IC3).

What are we doing about it?

With our partners in industry and in domestic and international law enforcement, we are aggressively pursuing those attempting to victimize philanthropic individuals.

What can YOU do about it?

The IC3 has good advice, consistent with previous advice on incidents of Phishing/Spoofing and Identity Theft. If you're considering on-line options for providing funding to this relief effort:

- Do not respond to any unsolicited (SPAM) incoming emails.
- Be skeptical of individuals claiming to be surviving victims or foreign government officials asking for help in placing large sums of money in overseas bank accounts
- To ensure that contributions to U.S. based non-profit organizations are used for intended purposes, go directly to recognized charities and aid organizations websites, as opposed to following a link to another site.
- Try to verify the legitimacy of non-profit organizations (e.g., use Internet-based resources to help confirm the existence of the organization and its non-profit status).
- Be leery of emails that claim to show pictures of the disaster areas in attached files, as the files may contain viruses. Only open attachments from known senders.

Several variations of this scam are currently in circulation. Anyone who has received an email referencing the above information or anyone who may have been a victim of this or a similar incident should notify the IC3 via the website, <http://www.ic3.gov/>

SMALL Business is BIG Business!

As part of our continuing effort to promote Connecticut small and minority businesses, we offer a new column called, **3 questions with...** This column, presented in a question and answer format, will feature Connecticut small and minority businesses that hold current state contracts. Through their answers, you will learn more about the local businesses that can provide you with products and services through their state contract(s).

3 Questions with... Signature Marketing



? Can you give us some background about your company? (products/services offered, company location, # years in business, company contact(s), certification type)

A. Signature Marketing, LLC, a certified woman-owned business, offers awards, promotion products and clothing—all imprinted with your logo or message. We also provide many recycled and environmental products from promotional items through compost bins! In business since 1990, our services, centrally located in Simsbury, include fulfillment, warehousing, embroidery, silk screening and more.

? What State of Connecticut contract(s) do you currently hold?

A. Our company is currently on the CT **Promotional Products** contract, [00PSX0060](#) . We are also SOWMBA certified in MA and hold government and national contracts as well.

? If there were one thing you would want people to know about your company, what would it be?

A. What we want people to know about us is that we offer exceptional service and reliability—voice mail only when the office is closed!

Contact Info: Evelyn Golden, 134 West St., Simsbury, CT 06070

Phone 860/658-7172 or Fax 860/651-8376

sigcycle@aol.com

www.signaturemarketing.com

If you are a Connecticut certified Small or Minority Business Enterprise (SBE/MBE) that holds a current state contract and would like to be featured in this column or if you know of one that you would like to see in **3 questions with...** contact teresa.dupont@po.state.ct.us .

CT Environmentally Preferable Purchasing



Connecticut Climate Change Action Plan 2005

The Connecticut Governor's Steering Committee on Climate Change has informed us that the *Connecticut Climate Change Action Plan 2005 (Draft)* has been submitted to the CT General Assembly. This draft plan contains 55 action items, which will enable the state to achieve its 2010 and 2020 greenhouse gas reduction goals.

To view the Climate Change Action Plan, as well as have access to updates, news and events, click on the following link <http://www.ctclimatechange.com/StateActionPlan.htm>



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

Can You Dig It?

New Hydraulic Excavator Contract Awarded

Yes, you can literally "dig it" with a Volvo Hydraulic Excavator that is available on a recently awarded contract. You may purchase a 2005 Volvo Hydraulic Excavator, Model EC160BLC with a one-year warranty included in the purchase price through contract number [04PSX0372](#). The awarded vendor is Tyler Equipment Corporation located in Prospect, CT. This contract also offers you the choice of purchasing either a 2 or 3 year extended warranty. It even includes an hourly rate for repairs past the warranty period!

If you're in the market for an excavator you'll want to check out all the specifications of the Volvo model. Who knows? After learning more about this contract you may find yourself saying, "I can dig it"!

For more information, contact Theresa Anderson at theresa.anderson@po.state.ct.us or 860/713-5063.

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 01/10/05

Contract #	Contract Name	For:	Contract Term
04PSX0393	Repair and/or Replacement of Springs on Trucks	Department of Transportation All Using State Agencies and Political Subdivisions	January 05, 2005 through December 31, 2006 with option to extend
04PSX0400	Bio-Diesel for the CT DOT	Connecticut Department of Transportation	February 1, 2005 through January 31, 2007
04PSX0372	Purchase Volvo Hydraulic Excavator	Dept. of Corrections Fiscal Services All Using State Agencies and Political Subdivisions	January 11, 2005 through December 31, 2005

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”

Meg Yetishefsky to attend Jobs Summit

Governor M. Jodi Rell has invited Meg Yetishefsky, Director of the Supplier Diversity Program, to attend the Connecticut Jobs Summit that will take place on January 31, 2005 at the University of Hartford. Connecticut policy leaders and economic professionals from around the state will participate in an important discussion about Connecticut’s economic and workforce competitiveness. As



Governor Rell states in her invitation, "***this important event responds to the priority in my administration - JOBS.***"

In her role as program director and advocate for Connecticut small and minority businesses, Meg intends to "***bring the needs and concerns of all the certified Small and Minority Business Enterprises (SBE/MBE's) to the summit.***"

Watch for a report about the important event in a future issue of WIN.

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.

Peppy's Points to Ponder...



"When I got cut from the varsity team as a sophomore in high school, I learned something. I knew I never wanted to feel that bad again. I never wanted to have that taste in my mouth, that hole in my stomach. So I set a goal of becoming a starter on the varsity."

Michael Jordan
NBA Superstar



Thanks goes out to **Samuel Burrier** from the **Judicial Branch, Office of Victim Services**, for sending in this week's "Point to Ponder!" **Sam will receive 5 CT \$shops commemorative retractable name badge holders** because he submitted a quote that was published in WIN! If you want to find out how you can get these badge holders, click on the following link:

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

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



Recent Problem with PO Dispatch Fax



From January 5, 2005 through January 10, 2005 Core-CT and the Department of Information Technology experienced an outage with the Right-Fax Server. Purchase Orders that were created, approved, and budget checked "valid" with a dispatch method of Fax for the referenced date range were not transmitted to the Vendors until the problem was corrected on the morning of January 11, 2005.

Additionally, there are some instances where PO's may have been faxed to a vendor multiple times, potentially as a result of agency staff re-faxing the orders after realizing that vendors had not received the original orders. Please review the faxed orders your agency may have dispatched over the affected time period with your vendors to ensure that they have received the correct information.

As a result of this outage, Core-CT and DOIT are developing formalized written procedures to ensure that outages are reported in a timely manner and corrective measures to resolve the outage are implemented with minimal interruption to service.

Core-CT to be Unavailable



All Core-CT systems (HRMS, Financials and EPM) will be unavailable from 5 p.m. Saturday, January 15 until 6 a.m. Tuesday, January 18. We are implementing an operating system upgrade and migration to a new disk storage system.

Please do not try to sign on to the system until Tuesday morning 6 a.m.

PO/AP User Group Cancellation



The PO/AP User Group Meeting scheduled for **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



Did you know...

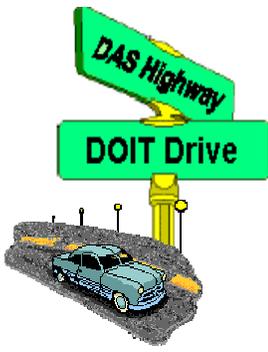
There is a quick way to change a file name aside from using the right click to rename a file? It's the left click! That's it. This works in most applications, but we'll use Word as our example.

1. Open Word and left click *once* on the file you wish to rename
2. Wait one second and then left click the file name again
3. The file name will then be highlighted so all you need to do is type over the original name to rename it.



Click outside of the file name when you are done. This will save the new name.

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>