



Procurement Services

Save the Date!
CT Shops 2004
November 9, 2004!

2003 NASPO
Cronin Club
Gold Winner

Weekly Information Newsletter

08/06/04

Volume 159

(You can go directly to the DAS Procurement web page by clicking on the DAS logo above!)

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Noteworthy News

CCPA & DAS Procurement Team Up on New Dry Cleaning Services Contract!



The Department of Administrative Services (DAS) & the CT Community Providers Association (CCPA) have teamed up to create a new contract for **Dry Cleaning Services, [03PSX0379](#)**. This contract is available to **All Using State Agencies and Political Sub Divisions** in Connecticut and will be in effect until October 31, 2008.

CCPA is a trade association representing nonprofit organizations that provide services for people with disabilities. A part of CCPA's overall operation is the administration of Connecticut's State Use statute (Public Act 77-405, 17b-656 C.G.S)

The purpose of the program is to create employment opportunities for people with disabilities. In FY04 the program created over \$2 million in wages and \$258,651 hours of work for Connecticut citizens with disabilities by developing contracts between State Agencies and Community Rehabilitation and Behavioral Health Providers under the state use law to provide a variety of services.

In addition to the dry cleaning contract, CCPA provides janitorial services, landscaping services, mats and mops, uniforms, food service, mailing services, temporary services and car washing. The dry cleaning contract uses a format similar to the car wash contract for which Connecticut recently won a prestigious national award for innovative contracting.

Under this contract the CCPA will work directly with sub-contracted dry cleaning service vendors throughout the State. In order for a vendor to participate in this program, the subcontractor needs to maintain a working relationship with CCPA and there must be a mutual agreement between CCPA and the subcontractor to provide job opportunities for CCPA clients at the vendor's job site. The CCPA worker may do a variety of jobs such as hanging clothes, pressing clothes, removing clothes from the dry cleaning machines or operating the cash register. The dry cleaner does not directly pay the worker. They pay the rehab organization that supports the worker, i.e. training, transportation, the organization will pay the CCPA worker.

In order to utilize this contract, your agency/organization will need to submit a purchase order to CCPA. Upon receipt, you will be given a coupon book to be used at the dry cleaner of your choice. Doug Mailik, your contact person at CCPA, will be happy to discuss further details, answer any questions or concerns that you may have. Is there a specific dry cleaning vendor you would like to have added to this contract? Tell Doug. He will be visiting various dry cleaners to see if they would like to participate in this program.



To view the contract, click on the following link:
http://www.das.state.ct.us/Contracts/003_0379.pdf.

For more information about this program or the dry cleaning contract please call CCPA at 860 257-7909, or DAS, Julie Bernosky at 860/713-5065 or julie.bernosky@po.state.ct.us.

Agencies Work Together to Assist CT Small Businesses!

Here is more great news about teaming up and working together! **The Department of Administrative Services (DAS)** and the **Secretary of the State (SOS)** have come together to facilitate the processing of a company's Annual Business Filing. Small Businesses that are seeking CT certification or recertification will be elated over this new process.



Working together, Ms. Meg Yetishefsky, of the Supplier Diversity/Set Aside Program and Ms. Diane Steir of the SOS/Commercial Recording Division, have created an electronic process by which the two agencies will expedite the processing of the annual reports. This will help streamline the certification process so companies will receive their certificates in a more timely and efficient manner.

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.

CT Environmentally Preferable Purchasing

Hybrid Buses Join Fleet In Stamford

As posted in NBC30.com June 28, 2004

STAMFORD, Conn. -- Transportation officials have added two hybrid buses to the fleet in Stamford in hopes of reducing pollution.

The buses were tested in Hartford during the past year. They were assigned to Stamford because the city has one of the highest pollution rates of metropolitan areas in the state, said Stephen Warren, CT Transit assistant general manager for maintenance.

"Anything to reduce emissions anywhere is good, but it's especially important in (Fairfield County) where the air quality is not as good as the rest of the state," he told *The Advocate of Stamford*.

The buses are 40-foot long, 11-foot high diesel-electric hybrids, carry a 2,000-pound battery pack on the roof and emit less soot, carbon monoxide, hydrocarbon and nitrogen oxide according to the manufacturer, Winnipeg, Manitoba-based New Flyer.

They are scheduled to travel on a rotating schedule along Stamford's intra-city routes and the Old Greenwich and Darien routes.

Transportation officials said the hybrid buses were found to be 10 to 15 percent more fuel efficient than diesel buses in Hartford trials. They are also between 30 and 35 percent more effective than the CT Transit fleet average, officials said.

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.



CT \$hops 2004 Sponsorship Update!

A special **Thank You** goes out to the following Sponsors and Partners for supporting us with our CT \$hops 2004 product show!



CT \$hops 2004 Sponsor List

PLATINUM

A & A Office Systems, Inc.
Aztec Technologies, LLC
Suburban Stationers



GOLD

C&C Janitorial Supplies, Inc.

SILVER

ADT Security Services, Inc.
BBI Technologies
Insalco Corporation
Pitney Bowes
SpaceFitters
W. W. Grainger, Inc.



Partnerships

Administrative Services, Dept. of
Correctional Enterprises of Connecticut

**CT Vendors and Suppliers: CT Shops Booths are selling fast!
84 booths sold to date! Don't miss out this year!**

Take advantage of the great opportunity to be a part of CT \$hops 2004! **All Connecticut contract vendors, their suppliers, not for profit organizations and state agencies are invited to purchase booths at our overwhelmingly successful product show.** We encourage all CT contract vendors and suppliers to take this opportunity to become a sponsor or reserve a booth(s) while there still is a great selection of prime booth spaces. Register today because booths are going fast!

- Use the following link to go directly to the CT \$hops web page to register your company and/or to find out more information about CT \$hops!

http://www.das.state.ct.us/CTShops/ctshops_exhibitors.asp

- Want to know just how successful our first CT \$hops show was last year? Read the reviews and find out!

http://www.das.state.ct.us/CTShops/ctshops_testimonials.htm

- We know that you probably have some questions about participating in CT \$hops 2004, so we put together some FAQs that will provide more information for you.

http://www.das.state.ct.us/FAQ_Index.asp?F_Group=PRShop

If you don't find the information you need in our FAQs, Erin O'Neil or Beth Pancavage at (860) 657-3331 or email to ct.shops@po.state.ct.us

Calling all State of Connecticut Agencies, Cities, Towns, Schools, Not-for-Profit Organizations and Private Institutions of Higher Education!



You are invited to attend:



CT \$hops 2004
November 9, 2004
8:30am – 3:30pm
Connecticut Expo Center
265 Reverend Moody Overpass
Hartford, CT



Are you responsible for the purchasing function in your organization? Do you make the purchasing decisions? Are you in the market for a product or service? If you answered yes to any of these questions, **CT \$hops** is for you! We already have a wide variety of exhibitors that represent a diverse area of products and services and new vendors are registering every day!

For those of you who did not attend CT \$hops 2003, you will not want to miss CT \$hops 2004. CT \$hops is Connecticut's product show for all State of Connecticut contract vendors and suppliers. This is your chance to personally meet vendors and see the products and services they can offer to you at the great prices the state has negotiated.

The show is **free**, parking is **free** and did we mention that lunch is **free**? Wow! Anyone that pre-registers on our website will be get lunch at no charge! Unfortunately, we cannot offer the same for those that register on the day of the show. So, come on! What are you waiting for? It only takes a minute! **Register now!**



ATTENDEES!!
Register Today!
[CT \\$hops Online Registration!](#)



Use the link above to register or go to

http://www.das.state.ct.us/CTShops/ctshops_attendee_info.asp to link to the CT \$hops 2004 webpage for more information and to register to attend CT \$hops 2004!



Is there a particular contract vendor that you would like to see at CT \$hops 2004? If so, be sure to let them know that the best booth locations are still available and they should sign up right away.

If you have any questions, contact:

Event Planner Beth Pancavage/ Erin O'Neil (860) 657-3331 ct.shops@po.state.ct.us	DAS Event Coordinator Maureen Friedman (860) 713-5069 maureen.friedman@po.state.ct.us
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Reminder: Boise /OfficeMax Open House

Attention: All Using Connecticut State Agencies, Political Subdivision, Schools, Municipalities and Not for Profit Organizations.

BOISE **OfficeMax** Invites you to their Open House:

Cromwell Marriott
Thursday August 12, 2004
9:00 am – 3:00 pm



Click on the following link for more information!

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

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/epartner.asp>

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



Sending out an S.O.S!

I'm sending out an **S.O.S!** Now whenever you hear this song (or get it stuck in your head like I did ☺), you will remember that we want to hear **YOUR S.O.S.** **S.O.S** stands for **Stories Of Savings** and because we can all learn from each other we want to get your S.O.S. Email them to the ePartners email address below and we will print them in WIN to share with everyone!

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 email 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 08/02/04

Contract #	Contract Name	For:	Contract Term
04PSX0158	Basic Feed	1st Co. Governors Horse Guard, 2nd Company Governors Horse Guard and All Using State Agencies, Political Sub Divisions	July 23, 2004 Through June 30, 2008
04PSX0177	Preventative Maintenance, Inspection, and Repair of Cranes and Hoists	Department of Transportation	August 1, 2004 Through July 31, 2007
04PSX0180	Contaminated Soil Recycling Services	Department of Public Works	August 1, 2004 Through July 31, 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!

“Certification Central”

CT Small & Minority Business Showcase!

FIND A WAY – TO GROW YOUR BUSINESS

The Office of the Secretary of the State is hosting the



Thursday, August 12, 2004
9 a.m. – 4 p.m.
U.S. Postal Facility
50 Brewery Street, New Haven, CT 06511



The Showcase is
FREE and
OPEN TO THE PUBLIC!

What is the Small & Minority Business Showcase?

The Small & Minority Business Showcase is a one-stop opportunity for small and micro businesses to display their products and services and to network with other companies!

What are the Goals of the Small & Minority Business Showcase?

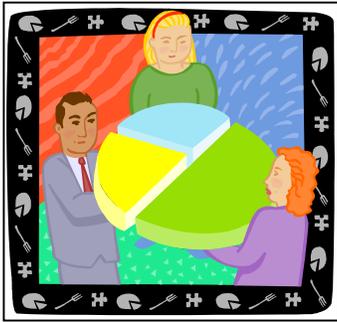
- To increase the benefits of existing small and micro businesses!
- To provide entrepreneurs with a networking forum!
- To create an environment where entrepreneurs have access to government business building programs!
- To provide resources so all entrepreneurs have an equal opportunity to succeed!
- To provide an opportunity for small and micro enterprises to display their products and services!

The Connecticut Small & Minority Business Showcase, the Connecticut Secretary of the State's Office and a number of federal and state agencies have come together to provide you with Small & Minority Business Showcases, Procurement Seminars, International Trade Seminars, Sales Seminars and other business building workshops!

Click here to register, get directions and MUCH MORE information about the Connecticut Small & Minority Business Showcase!

<http://www.ctshowcase.biz/>

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 Toolbox

Click on the "toolbox" on the left to help yourself to any of the helpful "tools" (electronic forms) that are available to you.

Peppy's Points to Ponder...



"The only limits to our realization of tomorrow will be our doubts of today."

-Franklin D. Roosevelt



Thanks to [Melissa Chan](#) for sending in this week's quote!

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.

Ask Peppy!



Peppy!

I have been reading a lot about CT \$hops and it sounds like a really good show to go to but my workplace may not think it makes sense for me to attend. Who is the intended audience for CT \$hops?

Attendee Wannabee

Hi Attendee Wannabee,

I'm so glad you asked! CT \$hops is a product show that gives all of the vendors/suppliers who are on a current State of Connecticut contract a chance to present their products and/or services. This is an excellent opportunity for everyone that can utilize state contracts to see the products and services they can purchase at the great prices that state has negotiated. It gives everyone involved an opportunity to personally meet and put a face to a voice of someone you may have spoken to numerous times.

Did you know that state contracts are open to Connecticut State Agencies, Cities & Towns, Schools, Not-for-Profit Organizations and Private Institutions of Higher Education? Attendance at CT \$hops makes sense for a variety of people. Certainly those that are involved in the purchasing process & those responsible for purchasing decisions in your organization should be there. Others may benefit as well, especially if an end-user is in the market for specific equipment or products, such as a copier or a video camera, for instance. This would be the perfect opportunity to learn about wide variety of products & services all under one roof in one day!

Peppy

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.

Core-CT Information



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



Protect Your Children On The Internet

If you use Internet explorer you can control the content that anyone sees on your computer on the Internet when they are using Internet explorer.

Setting this up on your computer will let you control what your children see on the Internet. You will have to use a password to enable it and you have to be very careful in setting it up.

Important Note

It is very important you do not forget your Content Advisor Password, because if you make a mistake and do not remember your password you will not be able to change the settings.



Step One

- Bring up your Internet explorer and click on Tools at the top of your display then click on Internet Options.

Step Two

- Click on the Content tab then click on Enable under Content Advisor. The Content Advisor display will then appear and you can change the settings for each of the four subjects by clicking on the slider and moving it from left to right.

Step Three

- Once you have each of your settings the way you want, you will have to turn it on. Click on the General tab; put a check mark in the box to the left of "Supervisor password." Click on "Change Password" to enter a password and turn this feature on. Now this is where you enter a password. **Write this down and put it in a safe place.**

When someone tries to bring up a web site that contain content you have disallowed with your settings they will see a window pop up and will have to enter the password you chose.

Thanks to <http://www.thepcyoubuy.com/> for this information.

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>