



2003 NASPO
Cronin Club
Gold Winner



Procurement Services

Weekly Information Newsletter

09/17/04

Volume 165

(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!

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Noteworthy News

Important Info on Fuel Surcharge for Armored Car Services

Agencies utilizing the **Armored Car Services Contract 03PSX0073** or 023-A-15-0572-C, may note that a Fuel Surcharge has been added in their invoices from Dunbar Armored. In accordance with the contract terms and conditions, this charge is not allowed.



If your agency has received an invoice with fuel surcharges, please deduct them from the invoice before submitting payment to Dunbar. Dunbar has been notified that they are not allowed to charge a fuel surcharge so subsequent invoices should reflect the correct pricing. If you have any questions or comments, please contact DAS Contract Specialist Linda LoSchiavo at 860-713-5078 or linda.loschiavo@po.state.ct.us.

Barbara Moser Receives 2004 GreenCircle Award!

We are pleased to announce that Procurement Service's own **Barbara Moser**, Environmentally Preferable Purchasing Advisor, has been awarded the **2004 GreenCircle Award** by the Connecticut Department of Environmental Protection. The GreenCircle Program recognizes positive contributions promoting natural resource conservation, energy conservation, pollution prevention and environmental awareness by businesses, institutions, schools, civic organization and individuals. It is an on-going award program and award categories are for both common and innovative activities in the environmental field.



Barbara was nominated for her environmental work and was selected for the award by the GreenCircle Advisory Committee. An awards ceremony will be held on September 21, 2004 where Barbara and the other 2004 GreenCircle Award recipients will be recognized publicly for their contributions. They will be presented with a certificate of commendation, and will receive other materials designed to promote environmental efforts in Connecticut.

Congratulations Barbara!

You and Your Family are Cordially Invited to:



A Special Family Dinner
When? September 27, 2004
Where? Home dinner table? Restaurant? Picnic?
Why? The National Center on Addiction and Substance Abuse at Columbia University is asking support for:

Family Day September 27, 2004 – A Day to Eat Dinner with Your Children

Hectic work schedules, after-school activities and time with school friends often interfere with dinnertime. Yet research by The National Center on Addiction and Substance Abuse (CASA) at

Columbia University consistently finds that *the more often children eat dinner with their families, the less likely they are to smoke, drink or use illegal drugs.*

According to CASA's 2000 teen survey:

- **Children who never eat dinner with their families are 61 percent more likely to smoke, drink, or use illegal drugs;**
- **Children who eat family dinners 7 nights a week are 20 percent less likely than the average teen to engage in these activities; and**
- **Eating with family members increases parental-child attachment, involvement, and social bonding.**

Due to these and other positive outcomes that simply eating with your children can create, Family Day is a national initiative to promote parental engagement as a natural, effective way to reduce teen substance abuse risk. In 2001, President Bush and the Governors of thirty-five states issued proclamations declaring the fourth Monday in September "Family Day." **In 2004, the Connecticut Department of Mental Health and Addiction Services (DMHAS) in conjunction with Governor Rell, is calling for all prevention providers to spread the word about Family Day 2004.**

Family Day is not just for families. It is a day for all to celebrate, including businesses, unions, religious organizations and community groups. The symbolic act of regular family meals should be promoted and celebrated inside and outside the home throughout the year.



To help advance the initiative, you are encouraged to participate as well as spread the word with the simple message that September 27th is the day set aside in Connecticut to celebrate the importance of family.

For more information on Family Day, check out the CASA webpage:

**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. www.casafamilyday.org.*

A special thank you goes to Scott C. MacDonald of DMHAS for sending us these startling statistics and helping to "spread the word" with our WIN readers.

ePartners



Contract Awarded for OEM (Original Equipment Manufacturer) Tektronix Printer Supplies

A new contract for **OEM (Original Equipment Manufacturer) Tektronix Printer Supplies** will be in effect from November 1, 2004 through October 31, 2007 and it has been extended to municipalities, schools and not for profit organizations!



The contract, [04PSX0242](#) has pricing for black, cyan, magenta & yellow cartridges. In addition, you will find pricing for fusers, waste toner cartridges, imaging kits, drums and other supplies for Tektronix Phaser printer model numbers 300/X, 340/50/60, 380, 550, 600, 740/L, 750, 780, 840, 850, 860, 1235, 2135, 3400, 4400, 5400, 6200, 7300, 7700 & 8200.

Transportation and delivery charges are fully prepaid by the contractor, F.O.B. destination. There is no minimum order requirement and prices for the Tektronix printer supplies will remain firm for the term of the contract.

Why not link to the contract to see if you can save money on your printer supplies?

Questions about this contract may be directed to Cindy Milardo at cindy.milardo@po.state.ct.us or 860/713-5084.

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.asp>

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

Sending out an S.O.S. to our ePartners!



S.O.S stands for **Stories Of Savings**. Since we can all benefit from others experiences, send us *your* S.O.S. so we can share it with others! 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.

CT \$hops 2004 Updates

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

CT \$hops 2004
November 9, 2004
8:30 a.m. to 3:30 p.m.
CT Expo Center in Hartford



Have *YOU* Registered to Attend CT \$hops???



10 Great Reasons to Attend CT \$hops 2004

1. Convenience - you will have access to hundreds of vendors under one roof!
2. Efficient use of time! Forget about playing telephone tag & typing emails! Use your time efficiently by meeting directly with as many vendors as you choose & get all the information you need!
3. Learn about product savings & cost saving strategies!
4. “Put a face with a name” - Meet company representatives face to face!
5. See new products!
6. Obtain product samples!
7. Obtain catalogs and product literature!
8. Learn how Energy Star certified products can help you save money while protecting the environment at the Climate Change Showcase.
9. Attend informational and inspirational sessions regarding State of Connecticut Ethics, Diversity, Core-CT, EPP and more. Watch for more details in future issues of WIN and the CT \$hops web page.
10. Meet with CEC, DAS, DEP and DOIT representatives along with other state agencies that will be there!

Want to know more? Use the following link to jump right to the CT \$hops 2004 web page and see more reasons why you don't want to miss this event!

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

Contact Erin O'Neil or Beth Pancavage at (860) 657-3331 or email to ct.shops@po.state.ct.us with any questions you may have.

CT Contract Vendors and Suppliers:

The Countdown has Begun!

**Only 10 Days Left!
Register for a Booth Now!**



Register **NOW** before all the booths are *gone!*

Use the link to access the CT \$hops 2004 registration:

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



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

CT Environmentally Preferable Purchasing

Energy \$avings Tip

Set water heater temperature at 120 degrees and install water-flow restrictors in showerheads and faucets. **Water-saving showerheads and faucet aerators can \$AVE up to 50% on your hot water use.** Simply unscrew the old one and screw on the new one.



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.



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 09/13/04

Contract #	Contract Name	For:	Contract Term
04PSX0188	Spicer and Eaton-Fuller Transmission & Related Parts (NEW and REBUILT)	Department of Transportation All Using State Agencies and Political Subdivisions of the State	September 2, 2004 through August 31, 2007
04PSX0195	Title Certificates with Security Features (Laser Printed)	Department of Motor Vehicles	September 8, 2004 through July 31, 2005
04PSX0206	Purchase of Trunk Mounted Radio Trays	Department of Public Safety Division of State Police	September 9, 2004 Through August 31, 2006
04PSX0218	Rubbish Removal Services for CT DMV Branch Offices.	CT Dept. of Motor Vehicles	October 1, 2004 through August 31, 2007
04PSX0225	Rubbish Removal Services for CT State Libraries located in Willimantic, Middletown and Rocky Hill, CT	Connecticut State Library	October 1, 2004 through September 31, 2007
04PSX0228	Rubbish Removal Services for the CT Dept. of Revenue Services located in Newington, CT.	CT Department of Revenue Services	October 1, 2004 through September 30 2007
04PSX0238	Court Reporting and Transcription Services for the Department of Labor	Department of Labor	September 20, 2004 through August 31, 2007
04PSX0242	OEM Tektronix Printer Supplies	All Using State Agencies, Political Subdivisions of the State, and Not-For-Profit Organizations of the State	November 1, 2004 through October 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”

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 right to help yourself to any of the helpful “tools” (electronic forms) that are available to you.



Peppy’s Points to Ponder...



"A journey of a thousand miles begins with a single step."

-Sun Tzu

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.

Core-CT Information

Core-CT

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

How To Turn The Remember Passwords Prompt On Or Off

When you go to a site on the Internet and enter your user ID and password, a little box will pop up asking you if you want to continue to remember passwords. If you answer no to this prompt you will not see this message again and Internet Explorer will not remember your password information.

If you answered no to this prompt before and decide you want Internet Explorer to start remembering your password information, you can turn this prompt on or off again.

- Click on Tools at the top of Internet explorer
- Click on Internet Options
- Click on the Content Tab



Under Personal Information,

- Click on the AutoComplete Tab.
- Click on the small box to the left of "Prompt me to save passwords" to enter or remove the check mark.
- Click on Ok.



Please remember many state agencies have policies for Internet usage, do not click on links at work. Hover over the link, this will show you the full web address. Jot the address down and enjoy it from home.

Federal Consumer Information Center

Find out what's been recalled directly from the internet. Don't take the risk of not knowing if something you own has been recalled. From the food you eat to the cars you drive, you'll find it here.

On the front page of this site you'll find the leading news articles with recalls and other information that made the news from this division. You can even post a complaint, read about frauds and scams, and find other helpful recall resources.

<http://www.pueblo.gsa.gov/recallsdesc.htm>

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>