



2003 NASPO  
Cronin Club  
Gold Winner



# Procurement Services

## Weekly Information Newsletter

10/01/04

Volume 167

(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

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### Carol Wilson Receives CT Distinguished Managerial Award!



**Connecticut Distinguished Managerial Award** sponsored by the Connecticut Management Advisory Council and is an excellent opportunity to recognize the accomplishments of state managers.

Congratulations to **Carol Wilson, DAS Assistant Procurement Manager**, for winning the Connecticut Distinguished Managerial Award.

Part of her nomination read:

*"Carol has transformed Procurement Services into an intensely customer-oriented organization while simultaneously instilling a strong team spirit among employees. Carol has been instrumental in moving DAS from "bureaucracy" to "business". The new focus of the procurement group is on strategic planning for "best buys". Carol led and managed the Strategic Sourcing Initiative Buy Smart...Buy Together resulting in savings to Connecticut taxpayers of over \$3.75 million per year, a sustained savings of almost \$14 million over the life of the contracts! This was a grueling effort that analyzed spend data over ten major buying categories for ALL state agencies. The resulting business changes (above and beyond the cost reductions) included many strategic shifts that have been incorporated into our daily business routine."*

Way to go, Carol! Keep up the great work!

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### New Employees...New Commodity Assignments!

DAS Procurement Services would like to welcome our newest employees: **Pat DeConti, Tony Deluca, Susanne Hawkins** and **Wayne F. Stocking**. We are very happy to have them join our Procurement Family.

Pat will be joining the Core-CT Catalog Management Team and working, as a "CatMan Specialist" and Wayne will be assisting with the Food Distribution Program. Our newest Contract Specialists, Tony and Susanne, have received their new commodity assignments. Below is an updated list of Contract Specialists along with their current commodity assignments. Please take a moment to review these changes. You can access the list by clicking on the following link:



<http://www.das.state.ct.us/Purchase/Commodity.asp>



Quick Tip!

**Did you know** that you always are just a click away from viewing the Commodity Code List? Just look on the right hand column on the [eProcurement home page](#). Under the Quick Links section, scroll down to Commodity Code and "click"! There you will find who is handling what commodity as well as a link to that contract specialist's email. Scroll down further down the column and click on "Procurement Staff Directory, and you will find the name, phone, fax and email for the entire Procurement staff.

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## Contractor Prequalification Application Workshops Scheduled for October

**Contractor Prequalification Application Workshops** have been scheduled for the month of October. Workshops will be conducted on the following dates:

- **October 6th, October 13th, October 20<sup>th</sup> and October 27<sup>th</sup>.**
- **All workshops will begin at 9:30 AM and run until approximately 12:00 PM.**
- **They will be held at the State Office Building at 165 Capitol Avenue in Hartford.**



During the workshops, contractors are provided with an overview of the Contractor Prequalification Program and are guided through the entire e-application where they actually input their company specific information into the system.

For more information on the Contractor Prequalification Program or Prequalification Application Workshops, please call the Contractor Prequalification Unit at 860-713-5280.

### Requests for Contractor Performance Evaluations – Initial Application

You may have noticed that, as project owners, you are receiving requests from Contractors to fill out a Contractor Performance Evaluation Form for past projects that a Contractor has completed for you.

As part of the initial prequalification application, Contractors must provide DAS with these evaluations on their three (3) most recently completed projects for each prequalification classification that they are seeking. This evaluation is what substantiates the Contractor's listed experience in a prequalification classification and assists DAS in making the decision as to whether or not a Contractor should be prequalified in a requested classification.

When a Contractor requests that you fill out the Evaluation Form you can follow the steps below in order to expedite this process:

1. On the cover page of the Evaluation Form please fill in the Evaluator Name, Evaluator Signature and the Evaluator E-mail Address
2. Please fill out the entire form by filling in or placing a check mark next to the applicable response for each question asked.
3. Submit the Evaluation Form to the DAS, Attention Contractor Prequalification Unit, 165 Capitol Avenue, 5<sup>th</sup> Floor East, Hartford, CT 06106. As a courtesy, you may want to send a copy to the requesting Contractor as well.

If you have any questions or concerns on this process, please contact the Prequalification Unit at 860-713-5280.



**Remember PPAC? You've had a whole week to ponder this acronym. So, what is it? And, how can PPAC help you? We've got the answers for you, so read on...**

PPAC is the acronym for the Public Purchasing Association of Connecticut. This association is made up of members from Connecticut cities and towns that are involved in the procurement function. PPAC provides information, links and insight into governmental procurement.

Members of PPAC share similar issues and problems. As a member, you will find colleagues from other municipalities eager to share methodologies, advice and solutions to mutual problems. Some examples of recent topics include: Prequalification of Contractors, How to Handle Bid Protests, Developing RFP's, Bonding Requirements, Legal Issues, Prevailing Wages and more. In addition, PPAC can provide educational opportunities as well as professional certifications such as Certified Professional Public Buyer (CPPB), and Certified Professional Public Officer (CPPO).

- Membership to PPAC is open to persons employed by governmental, quasi-governmental, non-profit agencies or subdivisions thereof, and whose duties consist of purchasing supplies, materials, or services.
- An individual membership fee is \$25.00 annually or \$75.00 for an agency membership, which includes three individuals.
- PPAC is a member association of the National Institute of Governmental Purchasing, NIGP, and is listed as Chapter 71.

The following is the mission statement for PPAC:

*"The mission of PPAC is to promote the public interest of our citizens by providing goods and services in an ethical and cost-effective manner. Moreover, PPAC supports the exchange of ideas and experiences among members, fosters ongoing education and certification of members, and encourages participation and support at all levels of government throughout the State."*

For more information about PPAC, including membership enrollment, go the PPAC website at <http://ppac.us/> or contact Phyllis Prokop, President, 860/344-3465 or [Phyllis.Prokop@cityofmiddletown.com](mailto:Phyllis.Prokop@cityofmiddletown.com)

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](mailto: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! Have you saved time or money by using our contracts? Have you found success by posting your bids on our web site? **Let us hear about it! Send *your* S.O.S 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](mailto:ePartners@po.state.ct.us) or call Maureen Friedman 860/713-5069.

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## CT \$hops 2004 Updates



*“In case you didn’t hear me last week, I said...*

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

**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**

**Use this link to register today!!!**

**[http://www.das.state.ct.us/CTShops/ctshops\\_attendee\\_info.asp](http://www.das.state.ct.us/CTShops/ctshops_attendee_info.asp)**

For more CT \$shops  
info "click here"



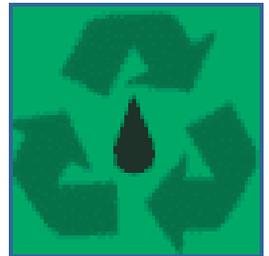
Contact Erin O'Neil or Beth Pancavage at (860) 657-3331 or email to [ct.shops@po.state.ct.us](mailto:ct.shops@po.state.ct.us) with any questions you may have.



Remember the great informational and inspirational speakers we have had at past years at CT \$shops these past years? Stay tuned to next week's issue of WIN, as well as the CT \$shops web page for exciting details! We are "**Positively**" sure you will enjoy this year's guest speaker as well as the informational sessions we have planned!

## CT Environmentally Preferable Purchasing

Last week we ran an EPP article on the [Myths and Facts about Re-refined Lubricating Oil and Buying Recycled Oil?](#) (Click on the link above if you missed it.) To supplement our story on recycled oil, take a look at what we found for you! Earth911. It is the mission of Earth911 to make "Earth Day Everyday!" Earth911's objective is to empower the public with community-specific resources to improve their quality of life. They even give you the ability to find a local recycling center to bring your **Used Motor Oil!** The email address is



\* <http://connecticut.earth911.org/master.asp?s=lib&a=oil/default.aspA>

You will also find some great information on Aluminum Can Recycling, Household Hazardous Waste as well as Recycling Services for other products. Check them out at

\* <http://connecticut.earth911.org/>



\* **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.**

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](mailto: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 09/27/04

Contract #	Contract Name	For:	Contract Term
<a href="#">04PSX0010</a>	Total Forms Management Services	All Using State Agencies, Political Subdivisions and Not-for-Profit Organizations	September 1, 2004 through August 31, 2009
<a href="#">04PSX0033</a>	Food Distribution - U.S.D.A. Warehousing Program	All Using State Agencies, Political Subdivisions and Not for Profit Organizations	October 4, 2004 thru October 3, 2008. The State may extend this Contract for two (2) one-year terms or parts thereof
<a href="#">04PSX0194</a>	Snow Removal Services for DMR West Region	Department of Mental Retardation, West Region	October 1, 2004 through June 30, 2006
<a href="#">04PSX0215</a>	Rubbish Removal Services for the CT Military Department at various locations throughout the State	CT Military Department	10/01/04 through 09/30/07. The State reserves the right to extend this contract for up to the full initial term.
<a href="#">04PSX0216</a>	Grounds Maintenance Services for the Department of Transportation various locations	The Department of Transportation	October 1, 2004 through September 30, 2007
<a href="#">04PSX0236</a>	Garaging, Maintenance, and Cleaning of Winnebago RV for the Department of Labor	Department of Labor	September 20, 2004 through August 31, 2006
<a href="#">04PSX0243</a>	Snow Removal Services for CT Mental Health Center	CT Mental Health Center	November 1, 2004 through October 31, 2006
<a href="#">04PSX0248</a>	Print, Personalize, Insert, and Mail the 2004 - 1099-G Mailer	Dept. of Revenue Services	September 15, 2004 through May 31, 2005
<a href="#">04PSX0260</a>	Printing: Limited Printing: Flat Forms and Booklets	All Using State Agencies, Political Subdivisions and Not for Profit Organizations	September 15, 2004 through September 30, 2008
<a href="#">04PSX0279</a>	MDI CPR Microholster & Refills	All Using State Agencies, Political Subdivisions and Not for Profit Organizations	October 1, 2004 through September 30, 2009

## 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!

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## “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](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](mailto: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.

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## Peppy’s Points to Ponder...

*“Coming together is a beginning.  
Keeping together is progress.  
Working together is success.”*

*-Henry Ford*



**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](mailto:peppy.procurement@po.state.ct.us) and watch for them to appear in future issues of WIN.

### New Food Vendor Contract; Items Loaded, New Procedures



Ordering with the new food vendor Sysco Corporation:  
DAS Contract Award: 04PSX0033AA  
Contract Effective Date: October 4, 2004  
PeopleSoft Vendor ID: 0000050749

The Core-CT Production Support and DAS Procurement staff members are trying to make the transition from US Food Service to Sysco Corporation a seamless experience.

The Sysco item file has been loaded and is now available for users to begin building templates for food orders. **Under no circumstances should orders to Sysco Corporation be dispatched prior to the contract effective “start” date of October 4, 2004.**

**Users should not order food products from US Foods after October 3, 2004.** The US Food catalog items will remain on the system for approximately 30 days, which should allow for the users to issue change orders against POs that were issued by the October 3, 2004, the contract end date. We will monitor this to determine if the items can be inactivated earlier or if they need to stay active longer based on agency needs.

**Users will have to use the Core-CT e-Procurement Requisition Module or the On-line PO functionality, and search the item catalog selecting the appropriate food items, in order to create their food purchases.** The recommended Core-CT procedure is to use the e-Procurement requisition functionality, search the item catalog, and select the items for purchase. The search functionality in e-Procurement Requisitions is more robust than in the Purchasing Module when creating an on-line PO.

Pricing for this contract was based on the order delivery method of EDI (electronic data interchange). This means an electronic file is delivered from the Core-CT system and is imported into Sysco’s order entry system (orders are not keyed by Sysco employees). The EDI transmission takes place 4 times a day: 10 a.m., 12 noon, 2 p.m., and once overnight. Deviations from this ordering/dispatch method will jeopardize the pricing that was negotiated for this contract. This means you cannot print and mail, fax, or phone in orders.

For the Sysco Corporation to properly identify your entity in their ordering system, agencies will be given an account number that must be transmitted to the vendor with every order. This account number is six (6) digits in length and will be communicated to you from Sysco Corporation. Users will need to enter this account number in the line comments for the first item ordered on their e-Procurement requisition or on-line PO, place a check in the checkbox “Send Comment to Vendor”. No other comments should be utilized for line one.

For Special Requests e-Procurement Requisitions: When ordering food products, the correct Mfg Id must be selected on the Line Details page and the manufacturer’s part number must be entered in the Mfg. Item ID field. Without filling in these fields, the vendor’s order will not transmit correctly and the vendor will not have any idea of the products that you are trying to order. We are hoping that all of the items that you need to purchase will be contained in the item file and you won’t have to use the special request functionality.

We will instruct you in a subsequent daily mail how to handle the Delivery Charge because you did not meet your minimum order quantity, and how to apply the 3 percent additional charge for ordering less than a full case of product, with the exception of spices.

For orders of USDA commodities - We are still working through this process and will provide information on ordering in a subsequent daily mail.

Producing Change Orders, you will still have to produce change orders to your dispatched POs if:

1. The quantity is decreased or increased
2. The item was not shipped you need to remove the item from the PO. Also, if you still need the item you will need to produce a new PO to reorder that item.
3. An item is substituted. Example: You ordered green beans, the vendor called the kitchen staff to advise that they are out of green beans, but they provide green peas, the chef agrees to the substitution. The chef needs to contact his/her agency's business office so the change can be made to the PO prior to receiving the goods.

Please review the job aid on what fields trigger a PO Change Order, available as the link number 13 on the page <http://www.core-ct.state.ct.us/user/finjobaids/purchasing.htm>  
The faster these changes are made, the easier it will be to receive the correct items in the Core-CT system and issue timely payments.

Prompt Payment Discount - The vendor has offered two different prompt payment discounts, which we are not linking to the contract. Sysco has advised that they will process a credit memo to the ordering agency, to be taken against future payments for the prompt payment discount. (These credits should be entered into the Core-CT system as adjustment vouchers.)

Rebates, Drop Incentives, and use of Sysco Branded Products - The vendor will be offering rebates back to the state agencies based on shipping and product usage. Sysco has advised that they will process a credit memo to the ordering agency, to be taken against future payments for the rebates, drop incentives, the use of Sysco branded products and other known Manufacturer rebates. (These credits should also be entered into the Core-CT system as adjustment vouchers.)

## 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



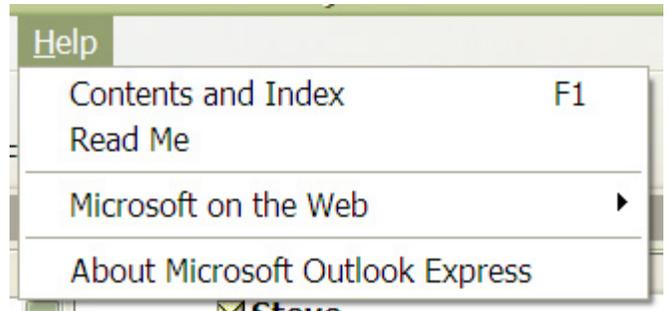
### Help!

Did you know that just about every program out there has a help file? Did you also know that the ones that don't usually have online support or message boards for users?

You would be amazed at how much you can find out with a simple click. Try it. Find "Help" up there in your toolbar and click (or you can just hit **F1** on your keyboard).

Ever want to find out what version of a program you have? That's there too. Just choose "About..." to get all the info you need. Sometimes it will give you the developer's website where you can go for additional help and software updates.

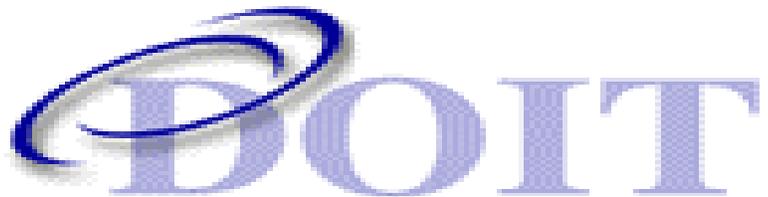
So, next time you have a problem, just go to Help.



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](mailto:maureen.blackburn@po.state.ct.us)

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## Department of Information Technology



### Contracts & Purchasing Division Information

#### DOIT Contacts

- Click on the following hyperlink [DOITContacts](#) to jump to DOIT's Information section 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.
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## Contact Us

If you would like to subscribe, or if know someone who may benefit by receiving the WIN newsletter, send an email to Teresa 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](mailto:teresa.dupont@po.state.ct.us) or fax it to her at 860-622-2940.** Once the information is received, 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>