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Procurement Services

Weekly Information Newsletter

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(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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As published by the Connecticut Department of Administrative Services' Communications Office

State Announces Streamlined Contract That Saves Taxpayers \$2 Million

Costs driven down more than 14 %

Commissioner Barbara Waters today announced that a new approach to awarding state contracts for maintenance, janitorial, and other related services has increased the state's buying power and is expected to generate \$2 million in savings for Connecticut taxpayers this year. That savings marks a 14.6 % reduction in state spending in this category a year ago.

The savings results from steps taken by the Department of Administrative Services (DAS) to combine what previously were separate contracts bid by state agencies – such as electrical, plumbing, heating, ventilation and air conditioning (HVAC), industrial and janitorial services – into one large contract.

“This innovative approach to purchasing services needed by the State of Connecticut is resulting in real savings for taxpayers,” Waters said. “We now have a more efficient, one-stop shopping contract for our state agencies to use.”

Waters noted that in addition to state agencies, towns and municipalities are encouraged to use the streamlined contract as well.

“Taxpayers of Connecticut can also benefit from this approach as municipal governments join in this streamlined contract process,” Waters added. “This is an option available to them and it creates a win-win situation for towns and taxpayers alike.”

The price negotiations and savings were orchestrated by DAS' “Buy Smart, Buy Together” initiative. Under this program, contracts have been awarded to the following businesses:

- Eastern Bag and Paper of Milford
- C&C Janitorial Supplies of West Hartford
- PSI-New England Storage of Wolcott
- Brack/Johnstone Supply of Stamford
- Shetucket Industrial Supply of New London
- Torrington Supply of Waterbury
- North East Electrical Distributors of Hartford

“We've also given a special focus to small and minority-owned business within this contract,” said Commissioner Waters. “C&C, PSI, Brack/Johnstone Supply, and Shetucket are all small, minority-owned businesses. Growing Connecticut's economy through small businesses is a major focus of our Supplier Diversity initiative.”

C&C Janitorial owner Grace Café said, “This is a tremendous opportunity for us. We've already hired four people for our company and are anticipating hiring more. This opens a lot of doors for our company including doing more state business and exposure to many towns and municipalities that are going to buy off of this contract. This is just the beginning for us.”

For more information on the DAS Supplier Diversity program, visit www.das.state.ct.us .

One CT Print...Print Consolidation Update

Last year, DAS was asked to review fourteen independent production print/mail shops in the executive branch to determine if consolidating these facilities made good sense fiscally and operationally. The working name for this review was CT PRINT -- bringing these many operations into one operation.



DAS' review showed the following:

- Actual use of the many high speed/high capacity equipment owned or leased by various state agencies was far below their rated capacity
- Lack of management structure to get print jobs from busy shops to idle shops
- Similar types of operations were being duplicated in many locations (some just floors away from others within the same building but operated by different agencies)
- State was not taking full advantage of postal discounts that could be achieved by consolidating and bundling nearly all mail output that state agencies produce
- State was nowhere near using IT to its full advantage for 1) ordering and proofing print jobs, 2) tracking jobs or 3) just-in-time forms management
- State was purchasing an enormous amount of forms and copying from outside vendors, which might be in sourced at less cost.

As a result of the study, DAS issued an RFP for both the planning and implementation of consolidating the print/mail facilities as one state-run, state-staffed, and state-managed organization. The resulting contract was awarded to IKON. IKON recently completed the discovery phase of the project and has published their recommendations to improve operations and increase savings in all phases of the operations. Updates to the One CT Print effort will be posted on the DAS website at [http://www.das.state.ct.us/P M C/default.asp](http://www.das.state.ct.us/P_M_C/default.asp)

Flo-Tech Offers Significant Savings on Hewlett Packard Printers!

Flo-Tech has been awarded the new state contract, [04PSX0044](#), for the purchase, maintenance and supplies for Hewlett Packard printers.



This new contract which includes copiers and fax machines as well, is a 5-year contract and is available for use by all state agencies, municipalities, schools and not-for-profit organizations.



Flo-Tech offers new low pricing on HP laser printers and printer repair service. Service contracts include all parts, labor and maintenance kits. Flo-Tech also offers technology consultations and printers needs assessments to help you determine the best printer solution to meet your output requirements, network considerations and issues relating to printer-computer interoperability.

For more information about Flo-Tech's products and services contact Robin Nadeau at 800/213-1112. You can visit Flo-Tech at CT \$hops 2004 at Booth #320.

If you have any questions about the Office Equipment contract, contact Joe Giliberto at joe.giliberto@po.state.ct.us or 860/713-5096.

LaserPro to Continue Providing Remanufactured Laser Toner Cartridges

LaserPro will be continuing to provide Connecticut State Agencies remanufactured laser toner cartridges under the contract [04PSX0016](#) (General Office Supplies, Paper and Toner).



LaserPro is a participant in the CCPA State Use Program, a preferential purchase program similar to that of the Department of Corrections and the Board of Education and Services for the Blind. Under this program, LaserPro has remanufactured laser toner cartridges for state agencies since 1992.

With this new contract LaserPro is adding several new contract features including:

- Reduced Pricing
- Preventative Maintenance Printer Cleanings – a thorough printer inspection and cleaning that can reduce printer service calls by 35%
- Asset Management Reporting - a detailed analysis tracking vital laser printer data for review, analysis and needs assessment
- \$3 rebate or credit to state agencies who return spent HP or LaserPro cartridges
- Pick up of all spent cartridges regardless of their source of origin

LaserPro's added features are the result of a new subcontracting relationship with Flo-Tech of Middletown. While LaserPro continues to provide the direct labor to produce the cartridges, Flo-Tech will provide them with materials and technical and quality assurance support.

For more information or a list of cartridges compatible with your printers contact LaserPro at laserpro@flotech.net or call free at (800)-690-5844

Questions regarding this contract may be directed to Cindy Milardo, DAS Contract Team Leader, at cindy.Milardo@po.state.ct.us or call her at (860) 713-5084.

CT \$hops Attendee Registration

Over 1,100 attendees registered!!!

What are **YOU** waiting for?



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

Remember that you need to pre-register on-line in order to get your **FREE** admission, **FREE** parking, **FREE** samples, **FREE** CT \$hops 2004 tote bag, and a **FREE** lunch!



Attendance at this event does NOT violate any ethics laws!

Use the link below to register today!!!

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

We will once again be helping out **FOODSHARE** by conducting our CT \$hops annual food drive on the day of the show. Please bring a non-perishable food or toiletry item to help out those who are less fortunate.



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

CT \$hops 2004 Updates

Informational Sessions Agenda

Check out the great line-up of speakers and topics you will find at CT \$hops 2004!



(All sessions will be held in the Expo Center meeting rooms)

- 9:00** "The Advantages of Utilizing EDI with State of CT Core-CT" (30 minutes)
Ken Perry from **Integration Incorporated** will host a session for contract vendors about the ways that Electronic Data Interchange can save your company time and money! A question and answer period will be provided.

9:45 “Ethics for State Employees” (30 minutes)

Now, more than ever, state employees are “ethically aware”, but do you know what is ethically acceptable and what is not? **Alice Sexton** from the **Ethics Commission** will host this important session where you will learn about ethics rules regarding gifts and outside employment or post-state employment with contract vendors. Bring your questions with you!

10:30 “Diversity Awareness” (45 minutes)

The Department of Administrative Services’ Diversity Council hosts an informational session to promote diversity awareness. **Mr. Jack Hasegawa**, Chief of the **Office of Education Equity for the Department of Education**, will introduce and show “The Lunch Date”, the 1990 Oscar award winner for best short film, live action. This 10-minute film features a well-to-do woman stranded in a train station who, through a series of events, comes face-to-face with her own prejudices and stereotypes as she navigates through the railroad station. Afterwards, Mr. Hasegawa will facilitate an interactive discussion about the film.

11:30 “Energy Star Products and Procurement” (30 minutes)

Bill Leahy, Associate Executive Director of **ECSU’s Institute for Sustainable Energy** and **Barbara Moser** of DAS Procurement Services **Environmentally Preferable Purchasing (EPP) Program** will present the advantages of Energy Star Procurement as well as how to purchase energy efficient products through DAS state contracts. Find out how you can save money while saving the environment.

11:30 – 1:00 Lunch will be served

12:30 Ribbon Cutting Ceremony – Governor M. Jodi Rell (schedule permitting)

1:15 “Positively Connecticut with Diane Smith” (60 minutes)



Diane Smith is the co-host of the **Morning Show on WTIC-AM News Talk 1080** and author of **Positively Connecticut**, the sequel, **Absolutely Positively Connecticut**, **Christmas in Connecticut** and her most recent book **Summer in Connecticut**. Diane, whose award winning original series “Positively Connecticut” appears on CPTV, has made a career out of being a Connecticut expert and fan! For well over a decade she has been finding the inspiring, warm, funny, and sometimes downright strange stories that give Connecticut its character. You won’t want to miss this opportunity to listen to Diane’s great stories about our Constitution state. You will also have the opportunity to ask her questions. Afterwards Diane will host a book signing and she has graciously offered to donate a portion of the proceeds from her book sales to benefit FoodShare.

2:30 “Ethics for State Contract Vendors” (30 minutes)

Alice Sexton from the **Ethics Commission** will host this session just for contract vendors. Learn the ethical pitfalls to avoid including gift giving, doing business with and employing state employees and public officials and when you need to register to lobby. This is a must for all contract vendors!

CT \$hops 2004 Sponsor List

Our special thanks goes out to the following **Sponsors and Partners** for supporting us with our **CT \$hops 2004** show. Please make it a point to stop by their booths to say hello and to see the products and services they can provide to you.

Platinum Sponsors 2004



OfficeMax



Gold Sponsors 2004



Silver Sponsors 2004



Special Thanks to our CT \$hops 2004 Partners!

Correctional Enterprises of Connecticut
Marcus Communications & Electronics, Inc.
The Carrington Company
Office Max, a Boise Company
Vanguard Direct



ePartners



Attention Police, Fire and Public Safety Departments! DAS Awards New Contract for Road Flares

A new 5-year contract **Explosives and Components- "Road Flares"** [04PSX0288](#), has been awarded to Standard Fusee Corporation dba Orion Safety Products.

The road flares on this contract are those used by the State of Connecticut, Department of Public Safety and are 20-minute flares with wire stand. They comply with the regulations of the Interstate Commerce Commission and are approved by the Bureau of Explosives.



The use of this contract is extended to all Connecticut municipalities. Perhaps your city or town can benefit from this contract. You'll never know until you check it out so use the contract link above to see more information and find out if this contract is for you!

If you have any questions, contact Jim Gotta at jim.gotta@po.state.ct.us or 860/713-5074.

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! 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 or call Maureen Friedman 860/713-5069.

CT Environmentally Preferable Purchasing

Energy Fact

Waste-to-Energy power plants, an example of biomass energy, turn garbage into electricity by burning it and using the heat to operate a steam-powered turbine. The furnace in these plants burns so hot, 90% of the garbage is destroyed, leaving only 10% for the landfill.

For more information and energy facts go to www.eia.doe.gov





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 10/11/04

Contract #	Contract Name	For:	Contract Term
04PSX0240	Snow Removal Services for The Department of Mental Retardation West Region	The Department of Mental Retardation West Region	November 1, 2004 through April 30, 2006
04PSX0245	Bulk Chicken Feed Starter Layer and Grower	Southbury Training School, All Using State Agencies and Political Subdivisions	No award. Agencies to use GL-71 since no bids were received.
04PSX0288	Explosives and Components- "Road Flares"	DPS/Div. of State Police, All Using State Agencies & Political Sub-Divisions	October 14, 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!

“Certification Central”

Rell Hopes To Recruit Businesses To State

By Fred Lucas
THE NEWS-TIMES DANBURY —

Gov. M. Jodi Rell wants to change the way Connecticut does business. As officials look to reform rules for awarding state projects, Rell said Monday she wants to find ways to give more state business to companies owned by minorities and women.

Also, Rell said she would take a hands-on approach to recruiting firms to the state. "Any company that has a real interest in coming to Connecticut, I want to talk to them personally, or meet with them," Rell said.

Rell discussed the business-related topics in a wide-ranging interview Monday with the editorial board of The News-Times.

Rell said she wanted to ensure more fairness, while not making the bidding process overly complicated.

"One hand, business people do not want to see an additional layer of bureaucracy," Rell said.

"On the other hand, a lot of minority- and women-owned businesses have felt left out of the bidding process."



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...



*Ask yourself this question:
"Will this matter a year from now?"*

Richard Carlson Ph.D., Author
"Don't Sweat the Small Stuff"

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



EPM Meeting Notice

The next meetings of the Core-CT EPM Users Group will be held on October 27 and 28. The October 27 meeting will focus on Human Resources tables and reporting. The October 28 meeting will focus on financial tables and reporting. Your agency's sponsor has been asked to consider the meeting agendas (found at <http://www.core-ct.state.ct.us/epm/usergroups/Default.htm>) and choose one person from HR and one person from Financials from your agency to attend these meetings. We will not be able to accommodate people who have not registered to attend.



The Core-CT EPM team requests that individuals attending be accomplished in Core-CT EPM, and available to communicate back to your agency new features in EPM. Communication back to the agency is extremely important because we have to limit the number of participants.

Meeting materials, including questions and answers from the meetings, will also be posted to the website afterwards. If you have questions, please contact Jeanne Skellett at Jeanne.skellett@po.state.ct.us or 622-2237.

Many thanks for your participation in the EPM User Group meetings. This is an ongoing phase of the Core-CT project to keep communication open between the Core-CT EPM project team and agencies using Core-CT EPM.

Accounts Payable / Purchasing User Group Meeting Rescheduled



The Accounts Payable/Purchasing User Group meeting scheduled for Monday, October 18 has been rescheduled. **The new date for this meeting will be on Tuesday, October 19.** Meeting hours (9 a.m. to noon) and location (Room 1002, 101 East River Drive) are unchanged. Please plan accordingly.

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



Excel Tips

Melissa Colonese of the DAS Business Office has requested some tips on excel. Thanks Melissa! Here is a great tip, and I will be supplying more useful tips for Excel in the future.

Have you ever been working in MS Excel and found yourself wishing that the cell selection would go in some other direction after you hit the **Enter** key? Let's face it; sometimes the data needs to be entered in rows, not columns.

Never fear! A couple of clicks and bingo, you've changed the direction the Enter key moves the cell selection. Want to know how?

To begin go to the **Tools** menu and choose **Options**.

Next, select the **Edit** tab.



In the middle of the window you should see the **Move selection after Enter** option. Then just below that there is a drop down box for direction.

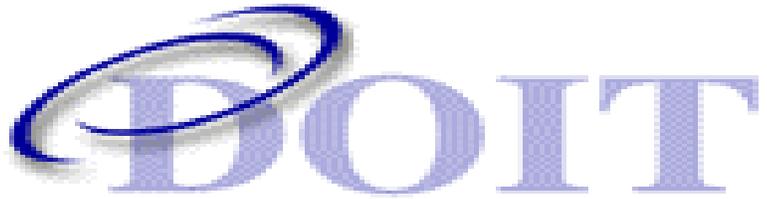
Simply change the direction listed to right, left, up or down then click **OK**.

That's it. You're all set. Back to entering data, data, and more data.

Thanks to worldstart.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

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:
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Fax:
Email:

Email Teresa Dupont at 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>