



Procurement Services

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

2003 NASPO
Cronin Club
Gold Winner

Weekly Information Newsletter

10/22/04

Volume 170

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

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DOC Presents Award to Food Contract Negotiating Team!



On October 19, 2004, at The Maloney Center for Training and Staff Development Center in Cheshire, the Department of Correction presented DAS Procurement Services' **Jim Gotta** with an Outstanding Performance Award. Jim, along with **Steve Plourde** and **Dave Roston**, were recognized for their outstanding performance in negotiating the Food Distribution contract award. Although he was not present at the awards ceremony, **Stephen Garvey**, Chairman of the Food Advisory Committee and Food Director for the Veterans Home and Hospital, also played a crucial role in the negotiations. The contract **04PSX0033** has been awarded to Sysco Food Service of CT and is available to All Using State Agencies, Connecticut Municipalities, Schools and Non-for-Profit Organizations.

Jim would like to mention that this award could not have been possible without the help of **Bill Bradley, Tina Costanzo, Kathy Duffendack, Bob Frank, David Grzych, Bill Hermance, Tom Henry, John Holland, Linda Hubeny, Devin Marquez, Bob Wills, Carol Wilson and Tom Zap** along with the extensive guidance and assistance by **Sanjay Setty** of **Silver Oak**. The collaborative effort from these team players as part of the Buy Smart/Buy Together initiative has produced a contract that is expected to have an 11% savings (2.22 Million dollars) over the previous food distribution contract.

Any questions regarding the food contract may be directed to Jim Gotta, DAS Contract Specialist at jim.gotta@po.state.ct.us or 860/713-5074.

It's Trick or Treat Time!

As children go out to trick-or-treat, the potential for unintentional injury rises. Halloween can indeed be scary, with increases in pedestrian injuries, burns, and falls among children. The fun of trick-or-treating and the excitement of Halloween may be a distraction for children. Careless street crossing coupled with drivers' more limited vision at night can make for a deadly mix. Many of the risks children face on Halloween can be avoided if parents discuss important safety precautions with their children.



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

Click (or copy and paste to your Internet address line) the following link to check it out. You may be aware of these Halloween safety tips, but they bear repeating to refresh our memories.

<http://www.das.state.ct.us/rfpdoc/HalloweenTips.pdf>

CT \$hops Attendee Registration

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



**Over 1,200 attendees
registered!!!**



**Time is running out!
Only 13 days left to
register! What are **YOU**
waiting for?**

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

Use this link to register today!!!

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



Eddie Ethics says,

**“Attendance at this event does
NOT violate any ethics laws!”**

What? You've never been to CT \$hops? You don't know what you've been missing and you won't 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!**

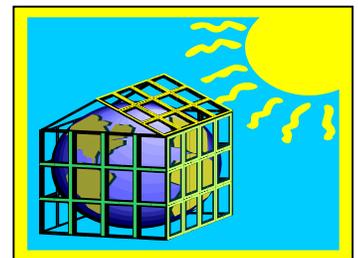
Use the following link http://www.das.state.ct.us/CTShops/ctshops_attendee_info.asp to access the CT \$hops 2004 webpage for more information and to register to attend!

New at CT \$hops 2004!

Did you know that Connecticut is on the leading edge of states working towards decreasing the greenhouse gas emissions that lead to Global Warming (also known as Climate Change)?

We are!

Did you know that Stakeholders; including Connecticut state officials, industry leaders, and environmental advocacy groups all worked together to identify 55 separate greenhouse gas-reducing recommendations that cover transportation, electricity, residential, commercial, industrial, agriculture, forestry, and waste sectors?



We did!

Did you know that many municipalities in Connecticut are implementing Sustainability Plans that work towards reducing congestion, consumption and greenhouse gas emissions?

They are!

Did you know that what you buy really impacts our climate?

It does!

Want to know more?

Come to CT \$hops 2004 and spend some time at the Climate Change Showcase!



If you do, you'll find out what the State of Connecticut and CT Municipalities are doing to keep Connecticut a great place to live while discovering how what you purchase impacts where you live!

See you there!

CT \$hops Informational Sessions



**Check out the great line-up
of speakers and topics!**



Look what else you will find at CT \$hops! All for free! Plan to attend as many of the sessions as you like. Listed below are all of the interesting and informative sessions that will be going on throughout the day! (All sessions will be held in the Expo Center meeting rooms)

CT \$hops 2004 Informational Sessions

- 9:00 "The Advantages of Utilizing EDI with State of CT Core-CT" (30 min)
- 9:45 "Ethics for State Employees" (30 min)
- 10:30 "Diversity Awareness" (45 min)
- 11:30 "Energy Star Products and Procurement" (30 min)
- 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 min)
- 2:30 "Ethics for State Contract Vendors" (30 min)

To view the agenda along with a description of each session, please click on this link: <http://www.das.state.ct.us/rfpdoc/InformationalSessions.doc>

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.

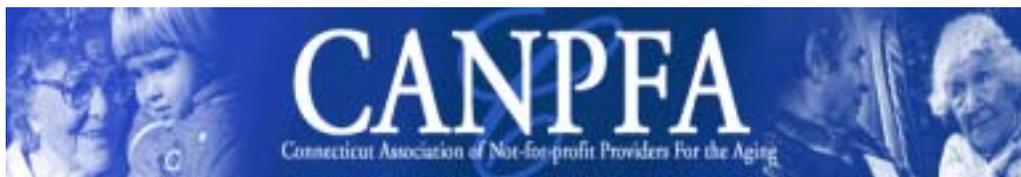


Contact Erin O'Neil or Beth Pancavage at (860) 657-3331 or email to ct.shops@po.state.ct.us with any CT \$hops questions you may have.

EPartners



ePartners Offers Services and Savings to CANPFA



The **Connecticut Association of Not-for-Profit Providers for the Aging (CANPFA)** is an organization with 137 provider members that represent assisted living, home care, adult day centers, residential care homes, and nursing homes. **Karen Weingrod** from CANPFA recently requested a presentation at their board meeting to learn about the DAS Procurement Services program called ePartners. **Maureen Friedman** and **Teresa Dupont** traveled to CANPFA's new building in Berlin to provide an overview of the products and services available through the program, as well as a demo of the new ePartners website.

The audience was not familiar with the ePartners program and was pleasantly surprised to learn that as not-for-profit organizations*, they can take advantage of the attractive pricing for products and services on State of Connecticut contracts. In those instances where they choose to process their own bids, **they can utilize the DAS Bid Posting Service to post their bid notices directly on the DAS website.** By doing so, their bid is automatically emailed to thousands of vendors that receive bid notices via the DAS bidder notification system. This gets their bid into the hands of many more prospective bidders, thus increasing competition to result in better prices. Another great service available to not-for-profits is the **P-Card program.** This is basically a credit card issued through Bank One. The card can be customized to your specific needs with regard to transaction and spending limits. **The best part of the presentation is when the cost to use these services is revealed - \$0! That's right, the cost is zero!**



Within a few days of the presentation, we learned that at least two organizations decided to use the state's fuel contract! Use the link below to get more information about the ePartners program and see if you too can save money and time.

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

*Sec. 4a-54 of the Connecticut General Statutes defines a not-for-profit as an institution or agency which receives at least sixty per cent of its funding from the state or federal government, or both and has a 501(c)3 tax exempt status

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.

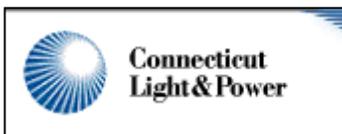
Sending out an S.O.S. to our ePartners!



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



CL & P offers Appliance Retirement Program!

Do you have an old, working fridge in your garage or basement? Old refrigerators can be one of the largest electricity users in your home. If you no longer need that aging fridge and want to save money, call Connecticut Light and Power to schedule a pickup of your working appliance - and they will even pay you \$50 for becoming an energy-saving consumer!

To schedule a refrigerator pickup:

- Online: Sign-up electronically <http://www.arcaincutility.com>
****Please remember many state agencies have policies for Internet usage, do not click on links at work. Jot the address down and access it from home.***
- Phone: Call toll-free 1-800-664-2722



NOTE: Refrigerators must be "second" refrigerators that are at least 10 years old, must be plugged in and working at the time of pickup. Refrigerators must also be at least 7.75 cu.ft. and no greater than 27 cu.ft. The \$50 incentive payment will be mailed out after the pickup and will take 4 - 6 weeks to arrive. Please note that only CL&P or UI customers may participate in this program.

What's in it for you?

Annual dollar savings: \$100 - 200, depending on age of the appliance. Learn how [Energy Star appliances](#)* can save you money.

All appliances will be disposed of in the most environmentally friendly way.

Working freezers, air conditioners and/or dehumidifiers can also be picked up when the refrigerator is removed.

- Incentive for freezer: \$50
- Incentive for air conditioner or dehumidifier: \$25



Did you know that 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 10/18/04

Contract #	Contract Name	For:	Contract Term
04PSX0107	Truck Mounted Air-Spray Line Stripers	Department of Transportation All Using State Agencies and Political Subdivisions of the State	October 14, 2004 through September 30, 2005 or Manufacturer's Production Build out Date, whichever comes first.
04PSX0110	Support & Tow Vehicle for Mass Casualty Decontamination Trailer	DPS/Div. of State Police	October 15, 2004 through September 30, 2005 or Manufacturer's Build-Out Date, whichever comes first.
04PSX0178	Purchase of Law Enforcement Motorcycles	Department of Public Safety AUSA and Political Subdivisions of the State	October 18, 2004 through October 31, 2005 or production Model Year Cut off Date
04PSX0187	Farrier Services	Military Dept. 1st and 2nd Co. Governors Horse Guard, All Using State Agencies and Political Sub Divisions	October 8, 2004 through July 31, 2008

Contract #	Contract Name	For:	Contract Term
<u>04PSX0212</u>	Rental of Trucks 10,000 lbs GVWR to 19,000 lbs GVWR, and Various Equipment	Department of Transportation, All Using State Agencies and Political Subdivisions of the State	November 1, 2004 through April 30, 2005
<u>04PSX0213</u>	Rental of Trucks 32,000 GVWR with OPERATORS for the Winter Season 2003/2004 for Snow Plowing Services on State Highways for the Department of Transportation	Department of Transportation	November 1, 2004 through April 30, 2005
<u>04PSX0232</u>	Rental of Tandem Axle Dump Trucks, Tri-Axle Dump Trucks, Front or Rear Discharge Trucks (without Dump Bodies, and Trailer Type Dump Trucks), with OPERATORS, to be used for Hauling Various Types of Materials	Department of Transportation, All Using State Agencies and Political Subdivisions of the State	November 1, 2004 through August 31, 2006
<u>04PSX0249</u>	Caps, Baseball and Painters	Dept. of Transportation, All Using State Agencies, Political Sub Divisions	No Award. Bid received was non-responsive. To Be Rebid.
<u>04PSX0259</u>	Rubbish Removal Services for The CT Department of Education's Vocational Technical Schools.	CT Department of Education	November 1, 2004 through October 31, 2007
<u>04PSX0264</u>	Lease of Telescopic Forklift	DMHAS - Fiscal Bureau Services	October 15, 2004 through October 31, 2009
<u>04PSX0265</u>	Salt Brine Maker Tanks	Dept. of Transportation, All Using State Agencies, Political Sub Divisions	October 21, 2004 through October 31, 2006.
<u>04PSX0271</u>	Purchase of Bridge Repair Materials	Dept. of Transportation, All Using State Agencies, Political Sub Divisions	13 October 2004 through November 30, 2006
<u>04PSX0273</u>	Purchase 2WD Rack Body TRUCK with snowplow and sand spreader per specifications	Dept. of Corrections Fiscal Services	October 15, 2004 through October 31, 2005 with option to extend
<u>04PSX0284</u>	Supplemental – Rental of Trucks 32,000 GVWR with Operators for the Winter Season 2004/2005 for Snow Plowing Services on State Highways for the Department of Transportation	Department of Transportation	November 1, 2004 through April 30, 2005
<u>04PSX0286</u>	Filing System Supplies	Department of Social Services, All Using State Agencies, Political Subdivisions of the State, and Not-For-Profit Organizations of the State	October 15, 2004 through August 31, 2008

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 Points to Ponder...

Thanks goes to **Tracey A. Robinson**, from The Lincoln National Life Insurance Company, for sending in this week’s “Point to Ponder!”



*“We are what we repeatedly do.
Excellence, then, is not an act, but a habit.”*

~Aristotle

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



Upcoming AR/GL User Group Meetings

There will be a meeting of the Core-CT Financials AR/GL User Group from 1 to 4 p.m. on Monday, October 21, at project headquarters, 101 East River Drive in East Hartford (Room 4214), and another (overflow) meeting with the same agenda will be held November 1 at the same time and location.

As seating is limited, agencies are asked to consider limiting their representation to two users. The meeting presentation will be made available on the Core-CT website shortly after the meeting, and users are encouraged to download the presentation as a .ppt file and to view the Notes Pages for additional information about each slide.

If you are interested in attending this meeting, contact your agency's Training Registration Coordinator List at <http://www.core-ct.state.ct.us/user/training/financials.asp>

Topics to be discussed are:

- GL Updates and Critical Reminders
- Accounting Dates - Journal and Budget Dates
- Online Journal Entry
- SP2 Testing

- AR Updates and Critical Reminders
- Funds Awaiting Distribution - Pending Receipts
- Grant Transfers
- Billing - ET, ST, GT
- Month End Cleanup and Close

EPM Reporting on Telecommunications Billing

The EPM Financial Security view has modified to allow agencies read access to telecommunication expenses charged to their department. An existing query, CT_CORE_FIN_SAAAS_OPTION16_5_8, can be run to display telecommunications billing from business unit ITDIT. To obtain the telecommunication expenditures, agencies can enter Business Unit ITDIT, DeptID XXX% (XXX would be your agency acronym, followed by the percentage sign), SID% and Account 538%.

Agencies should review existing queries to ensure they include agency business unit as a parameter, otherwise their query results may include information from the DOIT Telecommunications business unit.

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



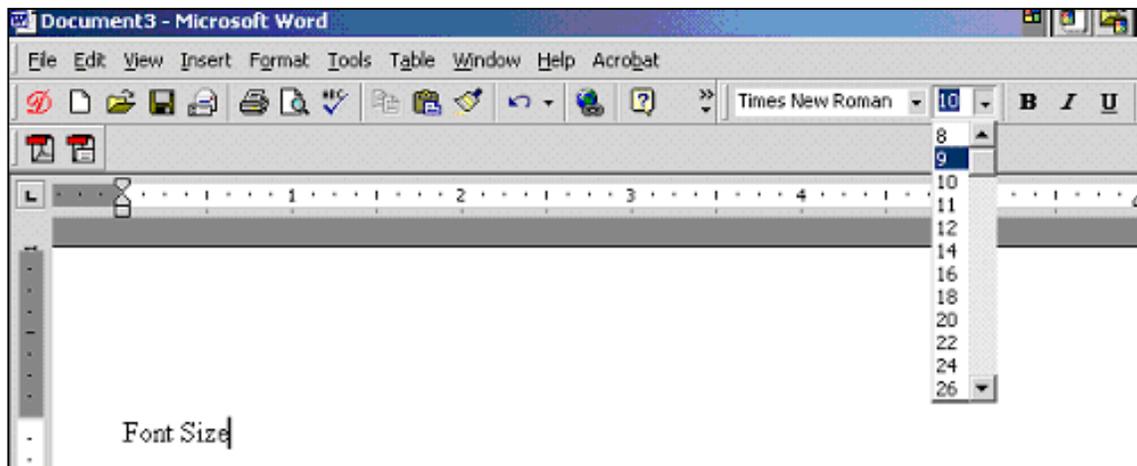
Font Size

WOW! Our newest addition to Procurement Services, Ada Rivera, has already sent us a really, really useful computer tip!!!! Keep them coming Ada!

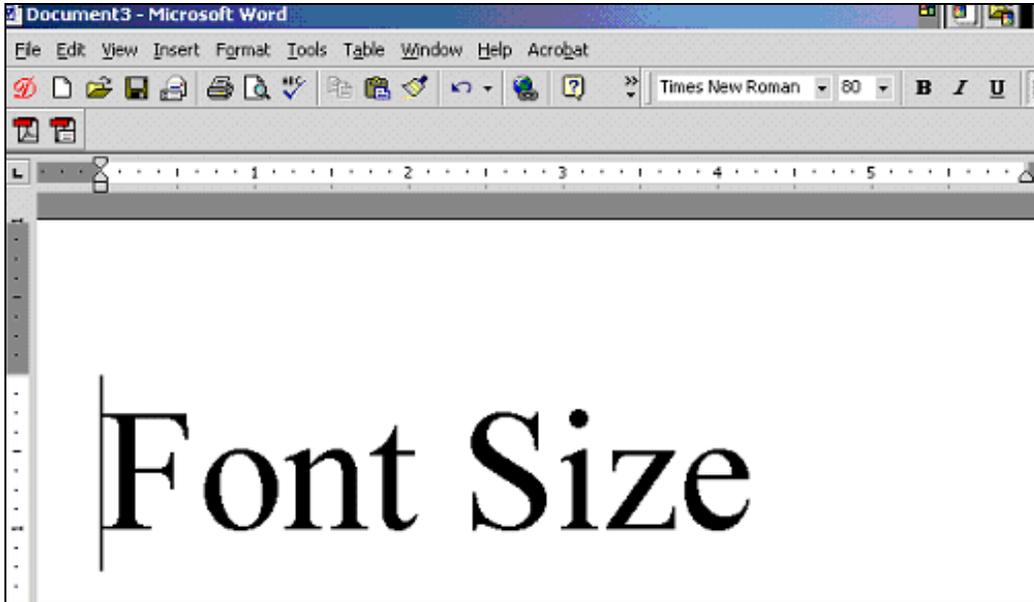
A lot of people don't realize that you have more font size choices than what appears in the Font Size drop down list. When you open it up on the Formatting menu, it displays a limited amount of font sizes. You can actually choose a font as low as 1 or as high as 1638. If one of the font sizes you prefer is not listed in the drop down list all you have to do is click on the down arrow for the font size, type the font size you prefer, and click enter. That's it!

Example:

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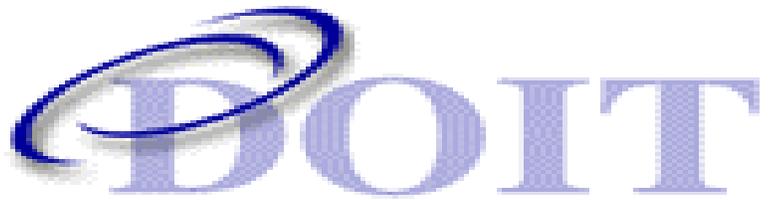


Font Size 80



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:
Phone:
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>