



2003 NASPO
Cronin Club
Gold Winner



Procurement Services

Weekly Information Newsletter

11/05/04

Volume 172

(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!

TABLE OF CONTENTS

NOTEWORTHY NEWS2

 State Agencies...Tony Needs your Help!2

 CT \$hops is here!2

 “Certification Central”3

Small Business " Matchmaker Conference"3

 Reminder! Surplus Property Public Auction this Saturday!.....3

WINNING WAYS!.....4

EPARTNERS5

 Remember - \$avings Can Be Found at CT \$hops Booth 516!5

 Sending out an S.O.S. to our ePartners!.....5

CT ENVIRONMENTALLY PREFERABLE PURCHASING.....5

BID NOTICE POSTINGS6

CONTRACT INFORMATION:6

 DAS Contracts.....6

 Contracts Expiring6

PEPPY’S TOOLBOX.....6

PEPPY’S POINTS TO PONDER...7

CORE-CT INFORMATION7

 Core-CT Help Desk.....7

 Looking for Catalog Items in Core-CT/PeopleSoft?7

 Getting Help Quickly And Easily.....7

TECH TALK WITH MS. BITS N’ BYTES8

DEPARTMENT OF INFORMATION TECHNOLOGY8

CONTACT US9

Miss a Previous Issue of WIN?9

Noteworthy News

State Agencies...Tony Needs your Help!



The **White Paper Recycling Program** contract [03PSX0452](#) is due to expire shortly. We need to update our specifications to accurately reflect the needs of the state. If you have not already submitted the forms listed below, please do so immediately.

Review, complete and e-mail the completed forms to tony.deluca@po.state.ct.us by **Monday, November 15, 2004**. To access the forms, click on the links below (if link does not work, please copy and paste the address into your Internet browser address line)

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

<http://www.das.state.ct.us/rfpdoc/RubbishLocations.xls>

Thank you in advance for your immediate attention and prompt reply to this request. If you have any questions, please contact Tony at tony.deluca@po.state.ct.us or 860-713-5070 and he will be more than happy to help you out.

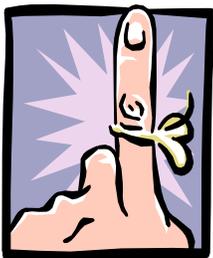
CT \$hops is here!

See you at the show!

Tuesday, November 9th!



If you need information regarding CT \$hops, including directions, use the following link <http://www.das.state.ct.us/CTShops/default.asp>



We will once again be helping out CT **FOODSHARE** by conducting our CT \$hops annual food drive on the day of the show.



Bring your non-perishable food or toiletry items to help out those who are less fortunate.



Climate Change Showcase

- Do you think that Gasoline-Hybrid Electric Vehicles need to be plugged in to recharge?
- Do you want to make your town more energy conscience, but don't know where to start?
- Still think Natural Gas is used only for home heating?
- Does Connecticut have a plan to decrease greenhouse gas emissions?
- How about Clean Energy?

Don't know the answers?

We've got the answers at the CT \$hops 2004 Climate Change Showcase!

It's better than the Discovery Channel because you can talk to the State and Local experts representing:

- Clean Cities
- Rebuild America
- Connecticut Clean Energy Fund
- CT Climate Change Coordinating Committee
- The Institute for Sustainable Energy
- SmartPower
- CL&P
- DAS Environmentally Preferable Purchasing Program

See the Products that can help you decrease your impact on the environment...

- Gasoline Hybrid Electric Vehicles
- Natural Gas Vehicles
- LED Traffic Signals
- Recycled Content Products
- And much, much more!

Learn how you can decrease municipal energy usage while saving money:

- Attend the "Energy Star Products and Procurement" Information Session at 11:30.

Look for the Climate Change Showcase in the right rear corner of the CT Expo Center!

“Certification Central”

Small Business " Matchmaker Conference"



*Procurement Technical Assistance Program
Serving Connecticut Business*

When: **Thursday, November 18th, 2004**
Where: **The fabulous Mystic Marriott Hotel in Mystic, CT**
Time: **8:00 a.m. - 1:00 p.m.**

This conference provides networking, training and procurement opportunities for small businesses. Networking sessions provided face-to-face time with Federal and State Agencies and Prime Contractors. Workshop sessions provide current "how to" information on the contracting process.

Arrive early to register for 10 minute One-on-One Opportunity Sessions with Government Agencies and Prime Contractors of your choice. For more information, use the link to access the PTAP web page. <http://www.ctptap.org/events/>

Don't miss these opportunities! Register Today!

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.

Reminder! Surplus Property Public Auction this Saturday!

DAS Surplus Property Unit will be conducting a public auction on November 6. Save the date and plan to “come on down” and take advantage of this great opportunity to get some really good deals.

**Surplus Property Public Auction
Saturday, November 6, 2004 at 9:30 AM**



LOCATION:

- State Surplus Facility, (rear of D.M.V.) 60 State Street, Wethersfield. Directions: I-91, Exit 26, follow auction signs.

INSPECTION

- Day Before Auction from 12 noon to 3:30 p.m. & MORNING OF AUCTION from 8:30 A.M.

TERMS OF SALE:

- 10% Buyer's Premium, Payment by Cash or Bank or Certified Check Only (**No Personal Checks or Credit Cards** will be accepted). A 20% CASH DEPOSIT of purchase price will be collected at time of knockdown. The balance must be paid within one business day of auction. **ALL SALES ARE FINAL!**

For more information and to see some examples of what will be auctioned, click on the following link (or copy and paste the address into your Internet address field)

http://www.das.state.ct.us/Surplus/display_auction.asp

THE STATE RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS

WINning Ways!



Greetings!

I am the new Purchasing Agent for the East Hartford Board of Education and I was trying to add East Hartford bids to the DAS site. I contacted **DAS** and was referred to **Maureen Blackburn**. Maureen took the time and effort, even while she was home sick, to ensure that East Hartford Board of Education was added in a relatively quick time period. I thank her for her efforts and dedication!

Stanley Staron
East Hartford Board of Ed

A note from Carol S. Wilson, C.P.M., DAS Acting Procurement Director

Maureen thanks so much for these conscientious efforts. This service you provide to bidders getting up and running on our bidder notification system is going to grow significantly in the upcoming months and it's very comforting to know that someone like you is handling it. Well done!

C'mon WINners. I know there are people who deserve to be recognized for a job well done. Is there a co-worker who always goes above and beyond to get the job done? Someone who is always willing to help out? Please take a few minutes to write and let me know about them. I know it would really brighten their day to see their name in our "WINning Ways" section of WIN and to see that their hard work and efforts were being recognized. Send your WINning Ways nominees to me at peppy.procurement@po.state.ct.us.

EPartners



Remember - Savings Can Be Found at CT \$hops Booth 516!

516

That's right, 516 is the ePartners booth number and we will be waiting for you with information about a wide variety of great contracts and exciting free services that you can use in your organization. Don't miss this opportunity to learn about the ePartners program, get handouts, request an ePartners presentation for your group and meet the friendly people from DAS Procurement Services! Now what was that number again???

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



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 11/01/04

Contract #	Contract Name	For:	Contract Term
04PSX0251	Safety Inspection and Repair of Aerial Bucket Trucks	Department of Transportation	December 1, 2004 through November 30, 2006
04PSX0266	Reflective Sheeting & Non-Reflective Sheeting for the Department of Transportation	Department of Transportation All Using State Agencies, Political Subdivisions and Qualified Not-For-Profit Organizations	November 2, 2004 through September 30, 2006
04PSX0285	Purchase 4WD Dump TRUCK with Plow per specifications (GMC Sierra)	Dept. of Corrections Fiscal Services	November 01, 2004 through October 31, 2005
04PSX0313	2005 Deer and Turkey Permits	Department of Environmental Protection	No later than November 15, 2004
04PSX0330	Newspaper Tabloid Insert and Centerfold Insert	Office of the State Treasurer	Delivery prior to December 1, 2004 (see specifications)

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!



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...

John Brunetti of the Newington Board of Education, sent over this newer version of an old quote!



“The squeaky wheel might get the oil but be careful; if the squeak continues it just might get replaced!”

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 Help Desk



Last week the Core-CT Help Desk experienced problems that caused erroneous messages to be sent. We believe this problem is solved; however if you receive a message from the problem reporting system in error, please call the Help Desk to report it.

Please note -- If you are both a Financials and an HR user, you will receive this message twice. Please excuse the inconvenience.

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



Are you familiar with the “Menu Key?”

It was there all along and I can bet you never noticed it on the right side of your keyboard between the Window Key and the Control Key. It's called the Menu Key. Why? Because when you press it, it opens up a drop-down menu for whatever program you're in. The menu includes all the information you would see if you right clicked, so I guess you could also call it the Right-Click Key.

So, next time you're typing away and need an edit menu or some other feature that you normally right-click to get, just head down to the Menu Key. Pretty soon it'll be your friend too.



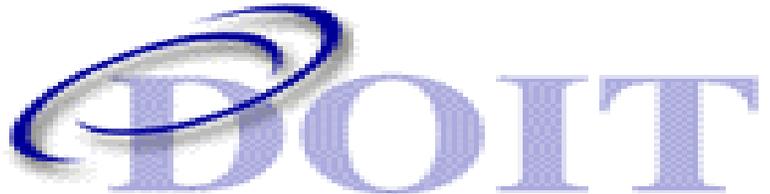
Thanks to WorldStart.com * for this tip!



*** 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.**

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.

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>