



Procurement Services

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

2003 NASPO
Cronin Club
Gold Winner

Weekly Information Newsletter

11/19/04

Volume 174

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

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Important! Changes made to 0600 Commodity Class



ATTN! Vendors registered for Bid Notification in the 0600 Commodity Class! Important changes have been made to the 0600 Class in order to improve its value for bidders. The major change moved skilled trade and labor services to other Classes. We have also made improvements to the Bidder Registration page including the use of passwords.

As a result of these changes you need to do two things:

1. Obtain a password
2. Review and, if necessary, update your 0600 Class registration

1. Obtain your Password

To receive your password, go to the [Bidder Registration](#)* page and input the e-mail address previously used for your registration in the Password Help section at the bottom of the web page. You will receive your password via e-mail within 24 hours. If you input an address that is not on file, you will receive a "Not on file error". You may then try another e-mail address.

2. Review and Update your 0600 Class Registration

After you receive your password, access the [Bidder Registration](#)* page, and input your email and password in the section that is labeled Update My Account. The system will display your current selections for bidder notification.

*If link does not work, copy and paste the following address into your Internet Address bar:

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

Please read carefully! You may need to change your 0600 Class registration to a new Class.

If we **have** moved the product or service that you wish to sell to a new Class, and **if you do not register for the new Class, you will no longer receive email bid notifications** for that product or service.

You can tell if you need to re-register by doing the following:

1. Access the 0600 Class spreadsheet
 - a. Click on this link to access the spreadsheet:
http://www.das.state.ct.us/Contracts/new_codes.pdf
2. Find the description for those products or services that your firm sells.
3. In the same row as the description find the corresponding new Class from the New Class column.
4. If the New Class column is blank you do not need to do anything.
5. If the New Class column contains a 4-digit number you need to reregister on our notification system for that Class and "un-register" for the 0600 Class.

NOTE HOWEVER! If you also sell other products or services that remain in the 0600 class, **do not un-register** for the 0600 Class or you will no longer receive email notices for these products or services.

These examples may be helpful:

0600 CLASS	New Class	Description
0600	0200	Accounting Services (Accounting, Bookkeeping, Auditing)
0600	0040	Air Conditioning and Ventilation System Repair (Emergency Repair Service ONLY)
0600		Appraisal Services (excluding Real Estate appraisal)
0600		Archaeology and Related Services
0600		Art Work Services (ie. Framing, Restoration)
0600	0803	Aviation Services
0600	0040	Boiler/Burner Repair Service (Emergency Repair Service ONLY)
0600	0083	Calligraphy Services

- a. A bidder wishes to sell Accounting Services. Bidder needs to register for New Class 0200 and un-register for Class 0600.
- b. A bidder wishes to sell Art Work Services and Calligraphy Services. Bidder needs to register for New Class 0083 to receive Calligraphy bids and remain registered in 600 to continue receiving Art Work bids.

You may begin making these changes now, but you need to have them completed by **December 6, 2004**. Until that date we will send bid notices to both the old and new Classes to make certain that registered bidders do not miss an opportunity because they have not updated their registration. After that date we will send bid notices based on the new Class structure.

If you have any questions please contact Jim Passier at (860) 713-5086 or jim.passier@po.state.ct.us

AGENCIES PLEASE NOTE: Agencies who utilize the DAS Bid Posting service will be receiving an email next week regarding the changes to Commodity Class 0600.

Important Info for CT Cities and Towns!

Calling all City and Town Mayors; First Selectman; Finance and Public Work Directors; School and Town Managers; and Purchasing Agents!

You are invited to attend:



**Municipal Purchasing & Contracts Pitfalls, Prerequisites,
& Prohibitions in Municipal Purchasing & Contracts**

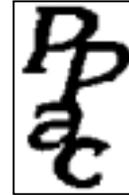
Friday, December 3, 2004
12 – 1 p.m. Luncheon
1 – 3:30 p.m. Seminar
Hawthorne Inn
Wilbur Cross Parkway, Berlin, CT

Why Attend?

- Learn about legislation that took effect October 1
- Hear DAS personnel talk about how the prequalification program works
- Learn about anti-trust laws and vital information on *Terry Enterprises, LTD v. Hartford*
- Hear updates on the Governor's Contract Reform Task Force Report
- And much more!

This event is co-sponsored by

Connecticut Association of Municipal Attorneys,
Public Purchasing Association of Connecticut

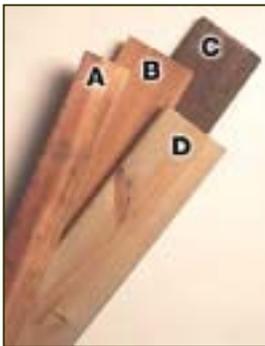


In Cooperation With

Connecticut Conference of Municipalities

Registration is due by November 29, 2004. For more information and/or to register for this event, use the following link: <http://www.das.state.ct.us/rfpdoc/CCMDecMeeting.pdf>

“Wood” you please help us to help you?



Calling all using CT State Agencies, Political Sub-Divisions and Qualified Not for Profit Organizations! Help us to help you! Are you in need of lumber? Please complete the attached Pre-Itemized Requisition and return it to Janet DelGreco no later than December 6, 2004. Need a particular type of lumber that is not listed? Feel free to make additions, deletions and/or changes to this pre-itemized requisition that will meet your organizations needs. By completing this PIR, you will help us to negotiate the best possible contract pricing for you.

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

Questions and/or concerns may be directed to janet.delgreco@po.state.ct.us or call her at 860-713-5079. Thanks in advance for taking a few minutes to complete and submit the information.

If you weren't at CT \$hops 2004...look at what you missed!



Over 1,600 people from Connecticut state agencies; municipalities, state and local schools and not-for-profit organizations traveled to the CT Expo Center for CT \$hops 2004! Everyone made their way through the hundreds of attractively displayed booths that were filled with the products and services available to them through state contracts. It was a successful day for all who were present, as vendors and attendees met face to face instead of the usual phone call or email conversations.

Booths contained everything from copiers to carpeting, furniture to food, lockers to lumber, promotional products to plumbing supplies, school supplies to security services and everything in between! In addition to what you might expect to see at a trade show, there were also some special guests visiting us that day.

Diane Smith, co-host of the Morning Show on WTIC-AM 1080 News Talk & author of the popular *Positively Connecticut* book series, along with **Maureen Friedman**, DAS CT \$hops Event Manager, cut the ribbon during the CT \$hops 2004 opening ceremony. Diane welcomed everyone to the show and shared some amazing CT \$hops facts with us.

- 120 Not for Profit organizations were in attendance – a 125% increase from last year!
- 86 cities and towns were represented, which is 57% of the state's total municipalities!
- 62 school systems were at CT \$hops – a 40% increase from last year!
- 35% of the booth vendors were CT certified small & minority business enterprises!

The **Energy Hog**, the Federal Department of Energy's new anti-mascot wandered around CT \$hops accompanied by the **Energy Hog Buster**, who educated attendees on ways to save energy. They also encouraged people to visit the Climate Change Showcase that featured natural gas and hybrid vehicles, products made from recycled materials and information on how to save energy and the environment through procurement practices. OPM's **John Ruckes** gamely wore the Energy Hog costume, and DAS' **Lawrence Gore** was a very believable Energy Hog Buster. Special thanks John and Lawrence for their willingness to get the word out!

Tilly, the Norwich Utilities Natural Gas Utility *Van* (no, not a bus), made friends with just about everyone she ran into at CT \$hops! Tilly's handler, **Bob Malouf**, Project Engineer for the Norwich Utility Company, challenged many attendees to find out where he was hiding as Tilly engaged them in lively conversation. Norwich brought much to the Climate Change Showcase area. **Peter Polubiatko**, representing the Norwich Clean Cities Program, arranged for **Carol Ewing** to bring a Natural Gas School Bus to CT \$hops. Although getting the 86-passenger bus into the Expo Center proved to be a challenge, Carol maneuvered the behemoth like a pro! A special Thank-you to Norwich for adding so much to CT \$hops 2004.

Information Sessions

Throughout the day CT \$hoppers attended information sessions that covered a wide variety of subjects.

- **Alice Sexton** from the State Ethics Commission hosted two information sessions, one for state employees and the other for state contractors, to educate them about ethics laws.
- **Bill Leahy**, Associate Executive Director of ECSU's Institute for Sustainable Energy and **Barbara Moser** of DAS Procurement Services Environmentally Preferable Purchasing (EPP) Program presented the advantages of Energy Star Procurement as well as how to purchase energy efficient products through DAS state contracts.
- The DAS Diversity Council hosted a session that was designed to serve as an example of what organizations can do to promote diversity awareness. **Isabelle McKinney**, DAS Diversity Council Chairperson, spoke about DAS' diversity program and introduced **Jack Hasegawa**, Chief of the Office of Education Equity for the Dept. of Education who presented a short film and facilitated a discussion afterwards.
- Our special guest speaker was **Diane Smith** co-host of the Morning Show on WTIC-AM 1080 News Talk and author of the *Positively Connecticut* book series. Diane charmed her audience with funny and touching stories about the special people and places that can be found right here in Connecticut!



Many Thanks to Our Sponsors and Partners Who Helped Make CT \$hops 2004 a Success!

Platinum Sponsors 2004



Gold Sponsors 2004



Silver Sponsors 2004



CT \$hops 2004 Partners!

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

Look at what CT \$hoppers had to say about the show!

"This was great! Not only was this a fantastic opportunity to realize ways to save now, this also allowed an opportunity to build relationships for future needs as well."

-Susan Giglio
1st Time CT Shopper

"Cool prices!"

-Anne Dembski
1st Time CT Shopper



"What a great way to meet state vendors on a personal level."

-Steve Beaumier
Returning CT Shopper



Great info and presentations!

-Racine Mills-Miller
Returning CT Shopper

"In one day I can find more information on state contract suppliers and available products than all year at my desk!"

-Roger Cornwell
Returning CT Shopper

"I found commodities and services that I was unaware were on contract."

-Susanne M. Messier
1st Time CT Shopper



To read more comments from our attendees and vendors, as well as check out more pictures, click on the following link to check out DAS Times!

http://www.das.state.ct.us/News/NewsLetters/DAS_TIMES_11_04.pdf

“Certification Central”

CT Convention Center Surpasses Small Business & Minority Enterprise Goals

FOR IMMEDIATE RELEASE NOVEMBER 5, 2004

Contact: Katie Blint, 860-249-6000/860-883-5836



AFTER YEARS OF HEARING THE WORD NO, A DREAM COMES TRUE: SMALL BUSINESS OWNER RAISES A BANNER OF ACCOMPLISHMENT

(HARTFORD, CT) - When Wilmer Valverde's 3-person company was certified as a small, minority-owned business in Connecticut, it meant he could finally compete with much larger companies for construction contracts. But for three years, all he heard was the answer “no.”

So when he applied for a contract with the state's largest construction project - the \$230 million Connecticut Convention Center in Hartford - he told the general contractor he didn't expect a call back. He was sure his company, Proconci Services of Ansonia, would be rejected for being too small for the job.

He was wrong. Today, Valverde and his 7-person company raised a banner of gratitude at the convention center, where he's installing metal panels with an artist's passion, 100 feet in the air. A native of Columbia, Valverde said raising the banner was one of his proudest moments.

“Every dream is possible with the right people and the right help,” Valverde said. “The state, the Regional Business Alliance, Hunt-Gilbane, the Waterford Group – they all grabbed my hand and they never let go. I feel like everything I've been working for all these years has finally come together.”

From the state's point of view, Valverde's success is something to raise a banner about. Meg Yetishefsky, Director of Small and Minority Business Program for the Department of Administrative Services, says growing Connecticut's economy through small businesses is a major focus of the State's Small Business initiative.

“The convention center is doing a great job,” she said. “The project is a good example of how the integration of Small/Minority Businesses can be successfully achieved.”

In Connecticut, 25 percent of the contracts awarded on state projects go to Small, Minority- and Women-owned businesses in Connecticut. At the Connecticut Convention Center, the figure has been surpassed in both categories. The state goal for contracts awarded to Hartford-based small, minority businesses (8A-CT), has also been surpassed by more than \$1 million.

The Regional Alliance for Small Contractors, as contracted by the state's Capitol City Economic Development Authority is responsible for contract compliance and monitoring activities for the redevelopment of Hartford's riverfront infrastructure, including the Connecticut Convention Center.

Of the \$171 million awarded for construction contracts at the CTCC:

- Small Business Enterprise contracts awarded: \$59.21 million or 34.53% (State Goal: 25%)
- Minority Business Enterprise contracts awarded: \$45.09 million, or 26.30% (State Goal: 6.25%)
- 8A-CT contracts awarded for Hartford-based small businesses: \$11.4 M (State Goal: \$10 million)

“Hunt/Gilbane recognizes that small and minority businesses are an integral part of all construction projects,” said Patrick Delany, Hunt/Gilbane’s purchasing agent for the project. “The DAS set aside program really helps to identify and reach out to those businesses.”

“I first met Will at an out reach meeting we held to develop interest in the convention center project. After that, Will stayed in touch with me so that when the work he was interested in was ready to bid, he was ready, too,” Delany added. “It makes you feel good when you see a success story like Will’s. As a result of his success, I expect to see him on more of our projects in the future.”

Waterford Group, LLC, is an industry leader in developing, building, managing, and owning the finest in gaming, hospitality, and convention center properties. Waterford Group is the master developer of the \$771 million, mixed use project in Hartford that includes the Connecticut Convention Center and the attached Marriott Hartford Downtown. Waterford Group will own the 409-room Marriott Hartford Downtown, and Waterford Hotel Group, Inc. will operate it. Waterford Management, LLC will manage the Connecticut Convention Center.

The State of Connecticut Minority & Small Contractors’ Set-Aside Program was established for the purpose of assuring that Connecticut small and small minority owned businesses have an opportunity to bid on a portion of the state’s purchases. Under the program, 25% of state-funded purchases are set aside for small businesses. In addition, 25% of that amount is reserved for small businesses that are minority/women-owned.

To participate in this program, a small business must register with the Department of Administrative Services, which is charged with the responsibility of certifying that the business meets the qualifications set by law for the program. Companies that have been certified by the Connecticut Department of Transportation and meet the DAS certification requirements are automatically eligible for certification by the Department of Administrative Services. Once certified, a business can bid on contracts covered by the program.

CONTACT INFO:

Wilmer Valverde, *President*
Proconci Services
3 Kingston Drive
Ansonia, CT 06401
Ph: 203-732-7978

Meg Yetishefsky, *Director of the Supplier Diversity Program*
CT Dept. of Administrative Services
Ph: 860 713-5228
Fax: 860 713- 7457
www.das.state.ct.us/busopp.asp

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.

WINning Ways!



As a Purchasing Officer for the Department of Revenue Services, I wanted to take the time to say "Thank You" to Linda LoSchiavo of DAS Procurement Services for all her hard work and efforts. Linda is always courteous and most helpful in providing accurate information and advice on contracts for the Department of Revenue. "Thanks again Linda!"

Don Knybel
Dept of Revenue Services

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



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.

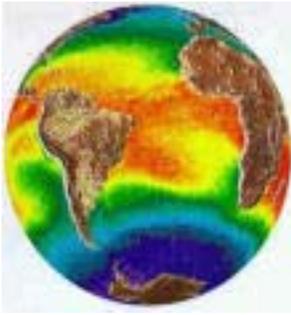
Sending out an S.O.S. to our ePartners!



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



CT \$hops Climate Change Showcase – Showcasing Connecticut’s Dedication to the Future

Wow! The collaborative effort of the many people dedicated to protecting the natural resources that make CT such a great place to live really shined through at this year’s CT \$hops! DAS Procurement Services would like to thank everyone involved in making the Showcase a success.

First, a big **THANK-YOU** to our Vendors, and also DOT, who were kind enough to lend the Climate Change Showcase **Climate Friendly Products** for the display:

Aztec Technologies – Remanufactured Toner Cartridges found on Contract [04PSX0016](#).

Dept. of Transportation – Recycled Content Traffic Cones found on Contract [04PSX0118](#), and LED Traffic Signals on Contract [03PSX0243](#).

Enterprise Rent-a-Car – Toyota Prius Rental, Contract [03PSX0308](#).

Grainger – Energy Star Air Conditioners, Lamps and Bulbs, and Set Back Thermostats on Contract Number [04PSX0028](#).

Hartford Lumber – Alternatives to wood lumber products on Contract Number [01PSX0203](#).

Manchester Honda – Honda Civic GHEV and GX models on Contract Number [04PSX0104](#).

Suburban Stationers – Recycled Content Office Supplies on Contract Number [04PSX0016](#).

And second, but certainly not second in dedication, energy, and creativity, we’d like to thank the **people** who put so much time and energy into the Showcase...

- **Bernadette Buck**, CT Smart Power
- **Carol Ewing** – City of Norwich – (She got that really big, natural gas powered school bus into the building!)
- **Bryan Garcia**, CT Clean Energy Fund
- **Lawrence Gore**, DAS (a.k.a. The Energy Hog Buster)
- **Laurel Kohl**, ECSU Institute for Sustainable Energy (Great posters!)
- **Bill Leahy**, ECSU Institute for Sustainable Energy (Information Session on Energy Star Procurement)
- **Bob Malouf** and “Tilly”, Norwich Utilities
- **Peter Polubiatko**, Norwich Clean Cities
- **John Ruckes**, Office of Policy and Management (a.k.a. The Energy Hog)
- **Lynn Stoddard**, Department of Environmental Protection



And **thank-you** to the many others that gave moral and physical support to our efforts.

If you'd like information on CT's Climate Change efforts, any of the vendors that carry Climate Friendly Products, or any of the organizations that participated in the Climate Change Showcase, you can contact the EPP Program at Barbara.moser@po.state.ct.us or at (860) 713-5081. The Connecticut Climate Change Website can be accessed at www.ctclimatechange.com.



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 11/08/04

Contract #	Contract Name	For:	Contract Term
04PSX0268	Check Writing and Mailing Service for the Department of Revenue Services	Department of Revenue Services	January 1, 2005 through December 31, 2007
04PSX0274	Snow Plowing and Removal Services for Various Department of Motor Vehicles Locations	The Department of Motor Vehicles	November 1, 2004 through October 31, 2007
04PSX0331	Snow Removal Services for the Department of Public Works Facility	The Department of Public Works Facility Managed by Simons Real Estate Group	November 12, 2004 through October 31, 2007
04PSX0342	Removal and Disposal of Mixed Debris at CT DOT Facilities located in Preston and Haddam, CT	Department of Transportation	Notice Of No Award
04PSX0382	Custodial services for DMR, Northwest Region Facility	DMR, Northwest Region facility at 25 Creamery Road, Cheshire CT	December 31 2004 through November 30, 2006
04PSX0386	Custodial services for DMR, Northwest Region Facility	DMR, Northwest Region, facility at 195 Alford Park Road, Torrington CT	December 1 2004 through November 30, 2006
04PSX0270	Snow Removal at Bradley Int'l. Airport	The Department of Transportation	November 04, 2004 through April 30, 2005

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...

Thanksgiving



“As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them.

-John Fitzgerald Kennedy

Wishing you, your family and friends a safe, Happy Thanksgiving Day!

Come on WINners! 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.

Upcoming Accounts Payable/Purchasing/Workflow User Group Meetings



There will be a meeting of the Core-CT Financials Accounts Payable/Purchasing/Workflow User Group from 1 to 4 p.m. **on Monday, November 22**, at project headquarters, 101 East River Drive in East Hartford (Room 4214), and another (overflow) meeting with the same agenda will be held **November 29** 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.

Topics to be discussed are:

Purchasing Reminders and Updates

- (mini-training) Review of PO Reconcile/Close Procedures
- Update to Sysco
- Month-End Cleanup

Accounts Payable Reminders and Updates

- (mini-training) Review of Withholding Procedures
- Closing Periods in AP

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

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



A Quick tip for Excel!

How to make contents fit into an Excel column:

For the advanced Excel user this is probably common knowledge, but for the not so advanced user this can be a time saver.

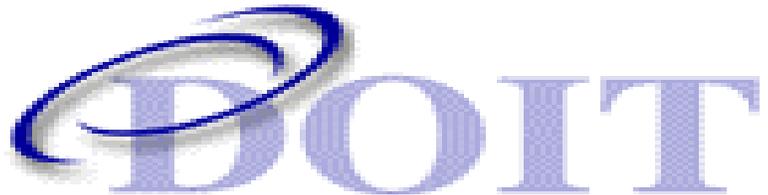
- To make the column width fit the contents in Excel, double-click the boundary to the right of the column heading.
- To do the same for all the columns on the worksheet, select all (click on the cell above cell 1 and before cell A), and then double-click a boundary to the right of any one of the column headings. You will now be able to view the entire column contents for the spreadsheet you are working on.

Drag to resize			
	A	B	↔C
1			
2			
3			

Thanks to **Ada Rivera** for this great timesaving tip!

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>