

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



Procurement Services

Weekly Information Newsletter

11/26/04

Volume 175



2003 NASPO Cronin Club Gold Winner

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## Noteworthy News

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### CT Vendors...Are Your Payments Delayed?

We have received feedback from customers and the Office of State Comptroller/Accounts Payables indicating that many suppliers are *not* including reference to a valid State Purchase Order number on their invoices. The invoice must contain the State's Purchase order number. Invoices received without reference to a valid State Purchase Order number will result in delay of payment. Help us to help you get your payments quicker – **remember to reference your state purchase order number on your invoice!**



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### Invitation to 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**

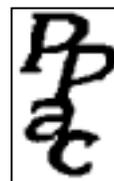
**Registration is due by November 29, 2004.** For more information and/or to register for this event, use the following link: <http://www.das.state.ct.us/rfpdoc/CCMDecMeeting.pdf>

This event is co-sponsored by

**Connecticut Association of Municipal Attorneys,  
Public Purchasing Association of Connecticut**

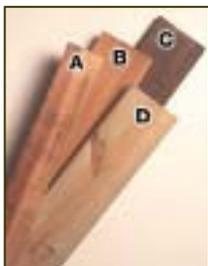
In Cooperation With

**Connecticut Conference of Municipalities**



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### Reminder: “Wood” you please help us to help you?



**Attention 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 DeIGreco 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.

Questions and/or concerns may be directed to [janet.delgreco@po.state.ct.us](mailto: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.

## “Certification Central”



### Small Businesses Savor Piece of Adriaen's Pie

#### **Many Getting A Slice Of Adriaen's Pie: Small businesses win more than one in three contracts!**

By [ANTHONY CRONIN](#) New London Day Published on 11/12/2004

**Hartford** — More than a third of the contracts awarded for the Connecticut Convention Center being built here have gone to small businesses, including minority and female-owned firms, convention officials said Thursday.

The convention center, which is being developed by the Waterford Group and will be managed by its Waterford Management subsidiary, has awarded about \$171 million in contracts so far, and nearly 35 percent of that amount, or \$59.2 million, has gone to small business firms, said Katie Blint, the center's communications director.

Of that amount, \$45.1 million has been awarded to minority- and women-owned firms, she said. Contracts for the small-business work include fire protection equipment, iron and steel work, glass installation and a variety of plumbing, heating and air conditioning supplies.

The \$230 million convention center, which is under construction, is part of the \$771 million Adriaen's Landing project in downtown Hartford that will include a Marriott high-rise hotel, residential and entertainment complexes and a science and exploration center. The Waterford Group, headed by Waterford-based developer Len Wolman, is serving as the project's master developer.

Once completed, the 409-room Marriott Downtown Hartford hotel will be owned by the Waterford Group and managed by its Waterford Hotel Group subsidiary.

The 540,000-square-foot convention center, which features a 10-story atrium, will be the largest convention space between New York and Boston. Both the convention center and the 22-story hotel are expected to open next summer. Construction has not yet started on the science center and the residential and entertainment portions of the project.

Adriaen's Landing is named for Adriaen Block, the Dutch navigator who discovered the Connecticut River. The project, which began in 2000, sits on the eastern edge of Hartford's high-rise downtown, next to Interstate 91 and overlooking the Connecticut River.

Meg Yetishefsky, director of the small and minority business program for the state's Department of Administrative Services, welcomed the strong showing by both minority-owned and small business firms working on the project.

State officials have said that improving the state's economy through small-business development is a major part of the state's ongoing Small Business Initiative.

“The project is a good example of how the integration of small (and) minority businesses can be successfully achieved,” said Yetishefsky. “The convention center is doing a great job,” she said.

Connecticut officials have mandated that 25 percent of contracts awarded on state projects must go to small business as well as minority- and women-owned firms. A majority of the financing for the massive Adriaen's Landing downtown revitalization project is from state funds.

In addition to the awarding of contracts to small businesses and minority-owned businesses, convention center officials said that more than \$11 million in contracts have been awarded to Hartford-based small businesses.

Patrick Delany, who is a purchasing agent for the Hunt-Gilbane construction firms that are the joint contractors on the project, said both construction firms recognize that small and minority-owned businesses are an integral part of such construction projects. “The (state's) set-aside program (for such contractors) really helps to identify and reach out to those businesses,” he said.

## New Set-Aside Vendors!



Check this out! We have made it even easier for you to see which Connecticut vendors have recently become certified! Use the link we have provided to access the listing of **New Set-Aside Vendors Certified in last 7 Days**.

The link below lists the company name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week.

[http://www.das.state.ct.us/Purchase/ePartners/ep\\_whats\\_new.asp#Vendors](http://www.das.state.ct.us/Purchase/ePartners/ep_whats_new.asp#Vendors)

Questions regarding the Supplier Diversity Program can be directed Meg Yetishefsky, Supplier Diversity Manager, at [meg.yetishefsky@po.state.ct.us](mailto:meg.yetishefsky@po.state.ct.us) or 860/713-5228.

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## WINning Ways!

I would like to thank **Tony DeLuca** for helping resolve a serious issue with our Trash Pick-up vendor. He was calmly aggressive in contacting the vendor and assuring the contract would be adhered to. Since his intervention we have had a perfect relationship with our vendor. Tony was new to the position and jumped right in to assist me. Many thanks to Tony.



**Joan Ives-Parisi**  
**CT Agricultural Experiment Station**

Way to go Tony! Do any of our WINners know 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](mailto:peppy.procurement@po.state.ct.us).

## EPartners



## LOOKing for a Partner?

That's the line we used at CT \$hops 2004 to catch the attention of the over 250 representatives from Connecticut municipalities, schools and not for profit organizations that came to the CT Expo Center on November 9. It worked!

The ePartners booth was a popular destination for those that wanted to learn about DAS state contracts, the bid posting system, the P-Card program and the ePartners website. Folders containing all kinds of information about ways to save money and time were available for the asking. In addition to the regular handout material you might expect, we included something new - a CD-ROM containing a detailed PowerPoint presentation about the ePartners program.

Sometimes you never find out if anyone has benefited from your efforts.... but sometimes you do. Shortly after CT \$hops, Kerry DiMatteo, P-Card Coordinator, received this email from Stanley Staron from the East Hartford Board of Education:

### Kerry

While I was at the expo - I picked up a DAS folder that detailed how using the State DAS site benefits the municipalities, the non-profits, etc..., and also had the details of the P-card program broken down. It was a bunch of very useful information. I was actually trying to get about a dozen more copies of that to groom the Board of Ed. members on the DAS e-procurement and especially the P-card questions/answers. Any idea how I can get a hold of more? Who would have possession of these?

As always, thanks!  
**Stanley Staron**

It was great to hear that Stanley found the ePartners information helpful and we were able to provide him with a dozen more folders! If you are interested in getting an ePartners folder, just ask. We'll be happy to oblige.

Remember that if **you're looking for a partner, you've got a partner in DAS!**

The ePartners program services Connecticut municipalities, schools and not-for-profit organizations by offering products and services to save time and money. For more information about ePartners check out the webpage that was made just for you...our ePartners!

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

Questions, comments or suggestions? Send them to [ePartners@po.state.ct.us](mailto:ePartners@po.state.ct.us) or call Maureen Friedman 860/713-5069.

## Help! S.O.S. from our "WINners" !



**S.O.S** stands for **Stories Of Savings**. Since we can all benefit from others experiences, send us *your* S.O.S. so we can share it with others! Have you saved time or money by using our contracts? Have you found success by posting your bids on our web site? **Let us hear about it! Send your S.O.S to the ePartners** email address below and we will print them in WIN to share with everyone!

The ePartners program services Connecticut municipalities, schools and not-for-profit organizations by offering products and services to save time and money. For more information about ePartners email [ePartners@po.state.ct.us](mailto:ePartners@po.state.ct.us) or call Maureen Friedman 860/713-5069.

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## CT Environmentally Preferable Purchasing

### Did you know the "chasing arrows" of the recycling logo represents the three components of the recycling process?



If not, then now you do! There is actually three parts to the recycling process and each one is essential to making the system work: collection, manufacturing and buying. Each of these components is extremely important. Take a look below and see how **you** can contribute to the 3 phases of recycling.

#### **Collection - Don't Send Recyclables To The Landfill**

In this phase, materials are separated from the waste stream and prepared to become raw materials. Different cities and municipalities have different systems for sorting and collecting materials that can be recycled. Most communities now have recycling bins for curbside collection, or recycling stations where the materials can be taken.

#### **Manufacturing - Using Recycled Materials Instead Of Virgin Raw Materials.**

Recovering the materials is just the first step. There must also be a market for it - companies that want the materials and are able to remanufacture them into consumer products. Sometimes these companies have to invest a significant amount of money in adapting their manufacturing processes to accommodate the use of recycled materials in their products.

## Buying - "Close The Loop" By Buying Products With Recycled Content.

In order to make recycling economically viable, there must be a market for recycled products. If people buy them, companies will be encouraged to make them, and the whole system works.



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](mailto:Barbara.moser@po.state.ct.us) or call at (860) 713-5081.



## Bid Notice Postings

To view the entire DAS bid notice listing, click on the following hyperlink to go to our web page. [DAS Bid Notices](#)

## Contract Information: DAS Contracts

The following is a listing of contracts issued during the week of 11/22/04

Contract #	Contract Name	For:	Contract Term
<a href="#">04PSX0252</a>	Purchase of Steel Culvert Pipe Types: I, II, III, IR and IIR, Aluminum Culvert Pipe Types: I, II, III, IR, and IIR, and Concrete Culvert Pipe	The Department of Transportation, All Using State Agencies and Political Subdivisions of the State	November 1, 2004 through October 31, 2006
<a href="#">04PSX0262</a>	Agreement for Assistance with USCGA Food Service Contract	Board of Education and Services for the Blind	October 04, 2004 through September 30, 2005
<a href="#">04PSX0274</a>	The Department of Motor Vehicles	The Department of Motor Vehicles	November 1, 2004, 2004 through October 31, 2007
<a href="#">04PSX0347</a>	Printing: Claim/Check Form UC-610/611	Department of Labor	November 17, 2004 through December 31, 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!

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## 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. *Do you have "tools" that you would like to share to help others in their jobs?* Send them in to [peppy.procurement@po.state.ct.us](mailto:peppy.procurement@po.state.ct.us)

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## Peppy's Points to Ponder...

"There is always, always, *always something* to be thankful for."

-Source Unknown

## Wishing You a Healthy and Happy Thanksgiving.

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

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## Core-CT Information



## Online General Ledger Journal Entries



Agencies are now able to enter General Ledger Journal Entries online in Core-CT. This is just another vehicle for entering journals. Spreadsheet journal upload is still available. Journal entries that are only a few lines long may be more easily entered using the online pages. You will be able view errors, edit and budget check a journal entry, and make the appropriate corrections. OSC will still review journal entries prior to posting.

Security access to these pages will be given to those roles that currently have access to enter journals via spreadsheet. They will only have access to edit and budget check, not post. These roles are CT AGY GL APPROVER and CT AGY GL SYSTEM TECH RESOURCE.

To view the new job aid, see <http://www.core-ct.state.ct.us/user/finjobaids/gl.htm>

## 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](#)

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## Tech Talk with Ms. Bits n’ Bytes

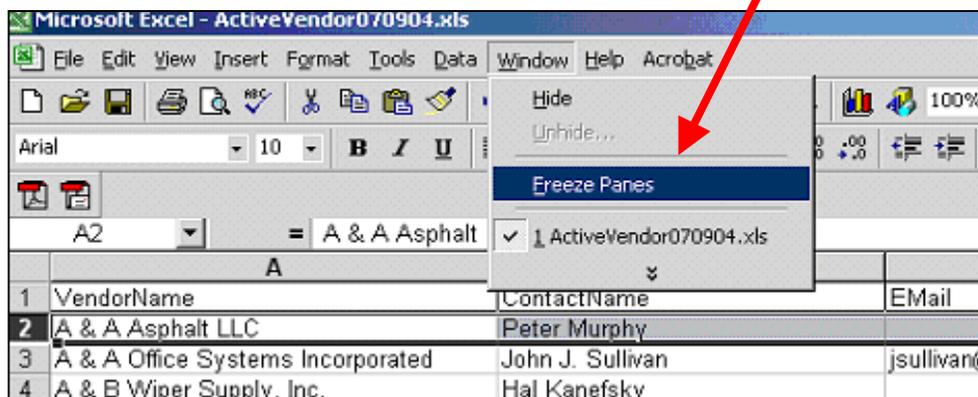


### Freeze Pane

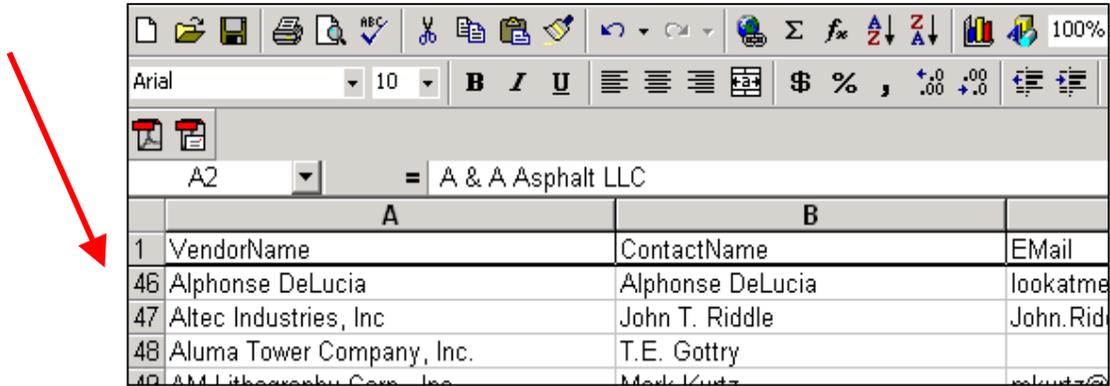
Have you ever wished you could have your row headings in Excel follow along when you scroll down past the first page? Well, in Excel you can. It's commonly known as *freezing rows* or *Freeze Panes*.

To freeze your heading row so that it appears on all pages:

- Highlight the row below your header.
- Select **Window** on the menu at the top and click on **Freeze Panes**.



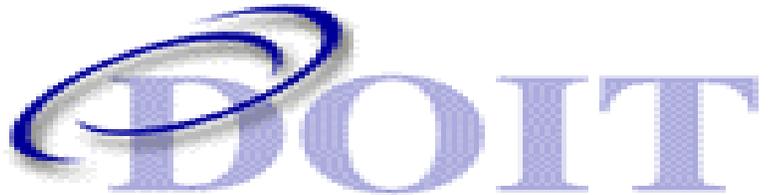
- The heading row should remain visible as you scroll down your spreadsheet.



A special thanks goes to our “temporary techie” **Ada Rivera**.

Don’t forget to write to and let her know if you have a computer question, problem or perhaps just something you would be interested in learning about. You can email me at: [maureen.blackburn@po.state.ct.us](mailto:maureen.blackburn@po.state.ct.us)

## 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](mailto:teresa.dupont@po.state.ct.us) or fax it to her at 860-622-2940.** Once the information is received, they will be added to the “WINner” list! Likewise, if you do not wish to receive WIN, send us a note and your name will be removed. Questions? Call Teresa at 860-713-5073.

### **Miss a Previous Issue of WIN?**

Use the following link to jump to the DAS Newsletters web page, scroll down to Weekly Information Newsletters (WIN) and click on the issue you missed!

<http://www.das.state.ct.us/News/NewsLetters.htm>