

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



Procurement Services

Weekly Information Newsletter

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Check Out Improvements to DAS Bid Notification System



State Agencies & Municipalities - this information could help you!

There have been significant improvements & changes to our Bid Notification System that you need to know about. But before we get to that, here's some basic information about our handy system, in case you aren't familiar with what it is and how it can help you.

What is the Bid Notification System?

The Bid Notification System (BNS) is a service that allows anyone to receive, via email, bid notices posted to the DAS website. Bid notices include those issued by DAS, other state agencies, municipalities, schools and not for profit organizations. Subscribers to the BNS can choose to receive bid notices for as little or as many commodity classes as they wish. All that is required is a valid email address and once you register online you will be on your way to receiving bid notices in your choice of three (3) different delivery formats.

Why should I register?

Perhaps the bigger question is - **why not?** Here are a few examples of why you would want to register:

- It's a convenient way for you to know what is currently out to bid! Here are a couple of examples of why this may be useful.
 - **State Agencies:** You have sent a requisition to DAS so they can bid and award a contract on behalf of your agency. By registering for the BNS, you will be notified the day the bid is issued. No need to call or email anyone to find out this information. You can get it delivered directly to your desktop!
 - **Municipalities/Schools/Not for Profit Organizations:** Suppose you are about to prepare a bid for handcuffs, belts and holsters for your local police department. You learn through the Bid Notification System that DAS has issued a bid for police supplies. You also learn that the resulting contract will be extended to municipalities and you will be able to take advantage of state pricing. With this information you can make an informed decision. Is it more advantageous to use the state contract that is bid, awarded and administered by DAS or issue a bid on your own?
- It's easy! Simply click on the link below and complete the online form. Shortly after you will receive a confirmation of your registration.
<http://www.das.state.ct.us/Purchase/Register/default.asp>
- Just like our other services – It's free!

Improvements & Changes:

- Use of passwords that will enable you to maintain your own registration profile
- Choice of bid notice delivery options
 1. Bid notifications by chosen commodity class(s); you will get an email each time a bid is posted for a particular commodity class you registered for
 2. One daily email with **all** new bid notices posted that day. No need to worry if you picked the correct commodity classes – Give it a try!

- Class 0600 has been updated. The major change is that skilled trade and labor services has been moved to other classes. Use the following link to access complete details about the changes made to the 0600 commodity class.
<http://www.das.state.ct.us/rfpdoc/CommodityWINarticle.doc>
- New commodity classes have been added to accommodate bids for human services

Got questions about the Bid Notification System? Contact either Jim Passier at jim.passier@po.state.ct.us, phone: 860/713-5086 or Rob Zalucki at robert.zalucki@po.state.ct.us, phone: 860/713-5139.

State of Connecticut Credit Card Use Policy



There is an updated policy for the use of State of Connecticut credit cards that applies to state employees that have been issued a state credit card. Below is a link to the new policy which includes the use of gasoline cards, telephone calling cards, purchasing cards (“P-Cards”), and other credit cards issued by the State, its agencies, departments or commissions, to state agencies or employees.

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

If the link does not work, copy and paste the address above into your Internet address field and click on “Go.” Do you have a question or have an interest in any procurement rules/regulations? Submit them to Peppy at peppy.procurement@po.state.ct.us.

DAS Contractor Prequalification Directory Up and Running

Do you have a bid for a construction project on the horizon? Would you like to find out what contractors have already been prequalified by the Department of Administrative Services? If so, then you need to checkout the new on-line DAS Contractor Prequalification Directory.

The DAS Contractor Prequalification Directory is your source for looking up contractors that have already been prequalified or to check on the status of a contractor’s prequalification application.

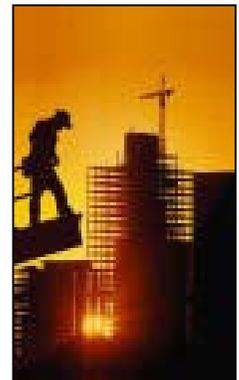
This on-line Directory lists the Contractors that have been prequalified by DAS and for which prequalification classifications they have been prequalified in.

Searching for a contractor is quick and easy and can be done by a variety of criteria including the Company Name, Aggregate Work Capacity (AWC), FEIN, Prequalification Classification and Prequalification Status.

Additionally, you will find a complete listing, along with full descriptions, of the Prequalification Classifications that are currently available.

You can access the Contractor Directory by visiting our website at:

http://www.pdc.state.ct.us/prequal/PrequalSearch/Search_Form.asp

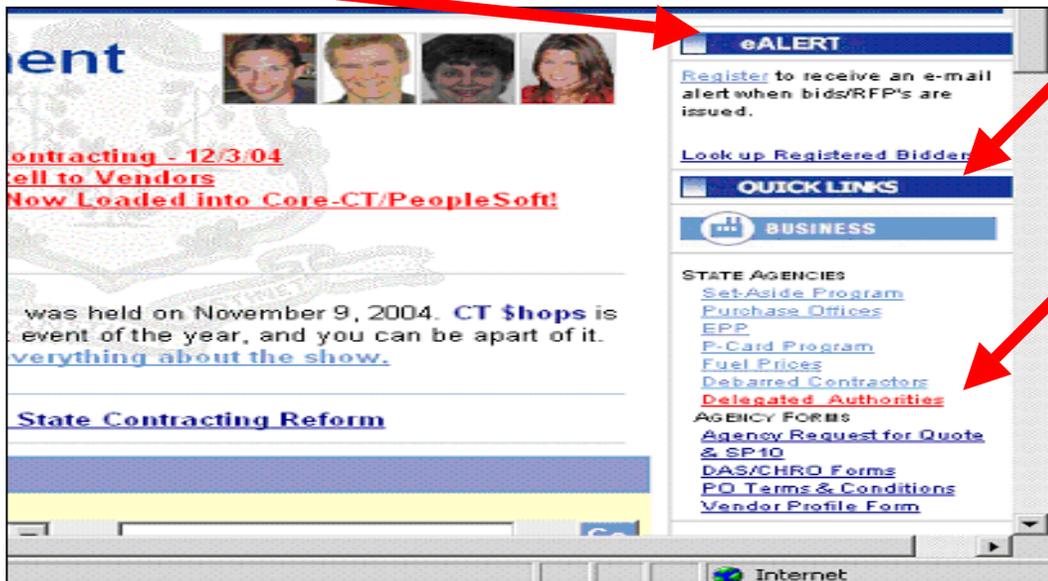


If you should have any questions or require assistance please contact the Contractor Prequalification Unit at 860-713-5280 and we'll be happy to assist you.

Do you know CT State Agency Delegated Authorities?

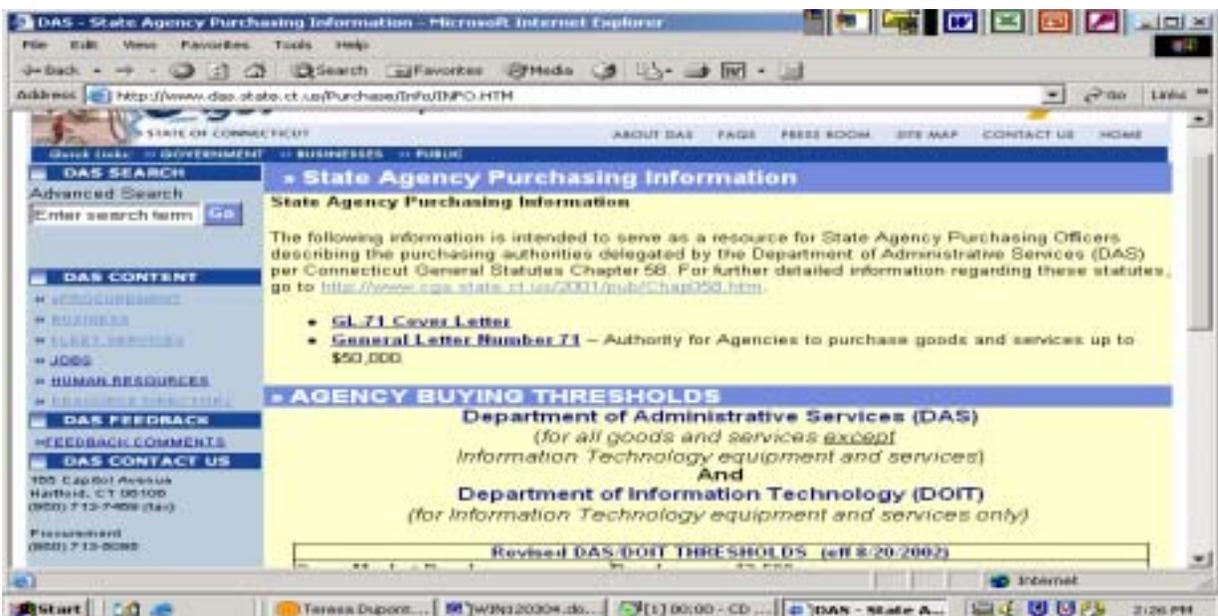
Per CT General Statutes Chapter 58, there are purchasing authorities delegated by the Department of Administrative Services (DAS) to executive branch agencies. While many of you may be familiar with these purchasing authorities, there may be times when you need to refer to them. Did you know they are always just a quick "click" away? It's true and here is where you can find them.

On the extreme right hand side of the DAS eProcurement web page, you will notice a column titled **eALERT**.



Scroll down to **Quick Links** and look for Delegated Authorities under the State Agencies section.

Click on **Delegated Authorities** and it will take you right to State Agency Purchasing Information, agency buying thresholds, General Letter 71 and more. (Shown below.)



If you found this information helpful, please be sure to share it with your staff and co-workers. Remember that you can always submit questions to Peppy at peppy.procurement@po.state.ct.us.

“Certification Central”

SMALL Business is BIG Business!

As part of our continuing effort to promote Connecticut small and minority businesses, we offer a new column called, **3 questions with...** This column, presented in a question and answer format, will feature Connecticut small and minority businesses that hold current state contracts. Through their answers, you will learn more about the local businesses that can provide you with products and services through their state contract(s).



3 Questions with...

The Carrington Company



? Can you give us some background about your company? (products/services offered, company location, # years in business, company contact(s), certification type)

A. The Carrington Company can provide everything for your mailroom but the people to run it. We sell and service postage machines, machines that fold letters and stuff them into envelopes, systems that address and barcode mail, special carts for paper handling, other specialty machines such as letter openers and tabbers. We can even provide mailroom furniture.

Lew Carrington started the business in the early 1950s. Paul Carrington joined him in the early 70s and continues to run the business today. The Carrington Company originally sold typewriters and other electronic business products. As equipment technology changed, our business evolved and we chose to work with a specialty product line - mailing equipment. For years now, we've been the largest independent mailing equipment dealer in the region. Our headquarters is in Southington and we cover all of Connecticut, as well as parts of New York and Massachusetts.

The Carrington Company is a certified Small Business Enterprise (SBE). When you call us, a real person answers the phone. You can come to our showrooms and try out any of the machines and we even give free advice on postal regulations and about using mail to reach your own customers.

? What State of Connecticut contract(s) do you currently hold?

A. We hold the contract for Postage Equipment, Postage Meters and Mail Room Furniture, #[01PSX0009](#). That covers a wide range of equipment and services—basically anything that handles mailing or shipping.

? If there were one thing you would want people to know about your company, what would it be?

A. Our customers aren't just buying a machine...they're buying a proven support system. We stock parts and supplies, and can do almost anything on short notice. We're here to answer questions and help our customers provide the best service they can.

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.

Epartners



Remember that if you're **LOOK**ing 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 or call Maureen Friedman 860/713-5069.

Speak Out! Tell us your SOS!



Just in case you are not aware, **S.O.S** stands for **Stories Of Savings**. 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

Green Your Fleet

Whether you're a private citizen, small business, big business, municipality, or not-for-profit in Connecticut, one of these incentives can **save** you lots of **\$\$** when you **"green your fleet!"**



Incentive #1:

CT Vehicle Sales Tax Exemption for new Hybrid Electric Vehicles and Alternative Fuel Vehicles. See Public Act 04-231 for details:

<http://www.cga.ct.gov/2004/act/Pa/2004PA-00231-R00SB-00218-PA.htm>

Incentive #2:

CT Corporate Business Tax Credit for 50% of the cost of AFV Refueling Infrastructure. See Public Act 04-231 or call CT Dept. of Revenue Taxpayer Services Division at (860) 297-5962 for details:

<http://www.cga.ct.gov/2004/act/Pa/2004PA-00231-R00SB-00218-PA.htm>

Incentive #3:

CT Corporate Tax Credit of 10% off Alternative Fuel Vehicle Incremental Cost. See Public Act 04-231 for details:

<http://www.cga.ct.gov/2004/act/Pa/2004PA-00231-R00SB-00218-PA.htm>

Incentive #4:

CT Fuel Gross Earnings and Motor Fuels Tax Exemptions on Compressed Natural Gas and Propane Motor Fuels. See Public Act 04-231 for details:

<http://www.cga.ct.gov/2004/act/Pa/2004PA-00231-R00SB-00218-PA.htm>

Incentive #5:

Federal Clean Fuel Tax Deductions are available for the purchase or conversion to alternative fuel vehicles, hybrid electric vehicles (\$2,000 - \$12,000) and refueling stations (up to \$100,000). <http://www.irs.gov/pub/irs-pdf/p535.pdf>



CT DAS state contracts offer a number of environmentally preferable products and services, including the Honda Civic GHEV, Contract No. [04PSX0104](#). 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 11/29/04

Contract #	Contract Name	For:	Contract Term
04PSX0229	Elevator Maintenance for eight (8) Department of Correction Facilities	Department of Correction	December 1, 2004 through October 31, 2007.
04PSX0231	Purchase of Specialty Locks, Lock Parts, Keys and Related Materials	Department of Correction All Using State Agencies and Political Sub Divisions	December 1, 2004 through November 30, 2008.
04PSX0324	Microfilming Services	Secretary of the State	December 1, 2004 through November 30, 2006
04PSX0337	Supplemental # 2 – Rental of Trucks 32,000 GVWR with Operators for the Winter Season	Department of Transportation	November 5, 2004 through April 30, 2005
04PSX0338	Provide Routine and Emergency Repair Service to Commercial Laundry Equipment (Washers and Dryers)	Department of Correction	November 24, 2004 through December 31, 2007
04PSX0351	Snow Removal Services for Department of Motor Vehicles, Willimantic location	The Department of Motor Vehicles	November 24, 2004 through October 31, 2007
04PSX0355	Snow Removal Services for A.I. Prince CTHS	The Department of Education	November 26, 2004 through April 30, 2006

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. **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**

Peppy’s Points to Ponder...

Example is not the main thing in influencing others, it is the only thing.

--Albert Schweitzer

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.



Ask Peppy!

Do you have a purchasing question and you can’t seem to find the answer? Send it to me at peppy.procurement@po.state.ct.us and I will do my best to find the answer for you and post it in a future issue of WIN.

Prior Year Purchase Orders That Did Not Roll Successfully



Core-CT is in the process of testing a solution to permanently close the Purchase Orders from last fiscal year that did not roll into the current fiscal year. Core-CT expects to complete this process in the very near future. In the meantime, agency users are reminded that they should NOT attempt to work with prior-year purchase orders that were not rolled into the current fiscal year (2005).

Any attempt to relieve encumbrances by closing or creating change orders, changing the dates on the purchase order, adding 2005 distribution lines, or creating vouchers from these 2004 purchase orders will FAIL and cause budget checking to fail or be skipped.

PLEASE DO NOT ATTEMPT TO WORK WITH PRIOR YEAR PURCHASE ORDERS THAT DID NOT ROLL SUCCESSFULLY.

Reporting Information Added to EPM



The following material has been added to the EPM application:

The Chart Field Attribute Table (CF_ATTRIB_TBL): a new table

This table provides additional description information and associated code values for GL account chart fields. The data elements stored in the table include FIELDNAME, CF_ATTRIBUTE, CF_ATTRIB_VALUE, and DESCR60. Please refer to the EPM data dictionary for field descriptions.

Payable Time (CT_PAYABLE_TBL), Time Reporting Code Type (TRC_TYPE): a new field

This data element defines the time reporting code (TRC) as Hours, Amounts or Units. TRC's are mapped to Payroll Earnings Codes for payment to employees. A TRC may not be mapped to Payroll Earnings Codes if the TRC is only used to track time.

Position Data (CT_POSN_VW for CT_POSITION_TBL), Long Position Description (DESCR254): a new field

This data element is the long description for the employee's specific state position.

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](#)

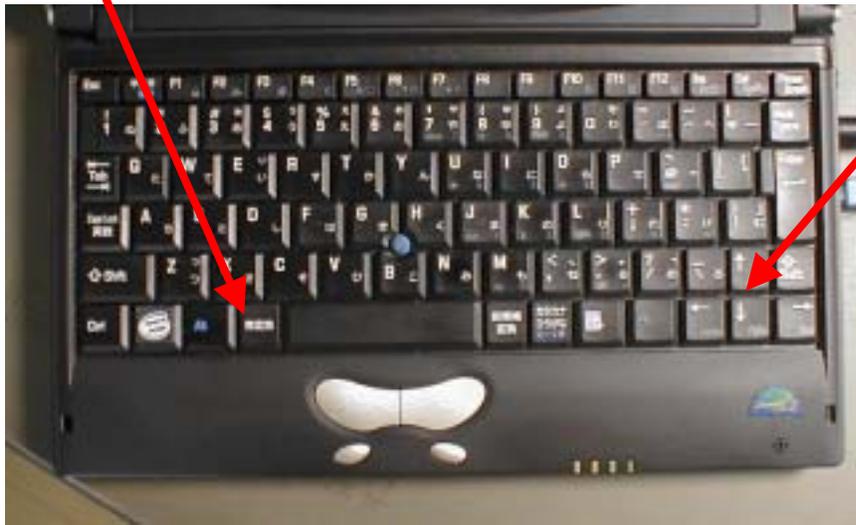
Tech Talk with Ms. Bits n' Bytes



ALT Key Browser Tricks

Did you know if you're using either Netscape or Explorer, you can go "back" or "forward" without ever using your mouse? (Perhaps give your wrist an occasional rest?)

Just hold down your ALT key on lower left bottom of your keyboard and use either the LEFT or RIGHT ARROW to go back and forward.



You can also use the ALT key with the



"Home" key to skip back to your homepage with Explorer.

Don't forget to write to me 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

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>