

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



Procurement Services

Weekly Information Newsletter

12/17/04

Volume 178



2003 NASPO Cronin Club Gold Winner

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Governor Rell issues Executive Order No. 3

On December 15, 2004, Governor Rell issued Executive Order No. 3 which establishes a single portal for all state agencies to post bids, requests for proposals and all resulting contracts and agreements on a newly created, internet-accessible State Contracting Portal located at <http://www.das.state.ct.us/> "Most importantly, the portal will lead to greater openness of the contracting process and provide equal accessibility to all participants", Governor Rell said.

STATE OF CONNECTICUT

BY HER EXCELLENCY

M. JODI RELL

GOVERNOR

EXECUTIVE ORDER NO. 3

WHEREAS, the state government contracting process and procedures must be open, honest fair and accessible at all times; and

WHEREAS, a growing demand for information in electronic form and for direct access to electronic records is changing the way the public accesses government information and documents; and

WHEREAS, making state bids and contracts easily available to the public and vendor community at all times in a single electronic location will increase the ease in which information is exchanged; and

WHEREAS, a single location for information regarding the purchase of goods and services will provide for more accurate and less cumbersome auditing practices and procedures; and

WHEREAS, a single portal for procurement information will increase transparency of the procurement process; and

WHEREAS, a single location for information regarding the purchase of goods and services will increase interest in vendors in submitting competitive bids; and

WHEREAS, an increased interest by vendors and an increased transparency of the procurement process will result in greater and more active participation in the state contracting process by small businesses and women and minority owned enterprises; and

WHEREAS, a single location for such information will facilitate the communication of changes and amendments to state contracts; and

CONTINUED ON NEXT PAGE

WHEREAS, a single portal for procurement information will reduce postage and paper expenses, internal staffing time and advertising costs to the extent permitted by state law and as reasonably practicable and will increase the efficiency of the procurement process.

NOW, THEREFORE, I, M. Jodi Rell, Governor of the State of Connecticut, acting by virtue of the authority vested in me by the Constitution and by the statutes of this state, do hereby **ORDER** and **DIRECT** that:

- (1) The Department of Administrative Services shall establish and maintain a single electronic portal available on the World Wide Web and located on the Department of Administrative Services' website (the "State Contracting Portal") for purposes of posting all contracting opportunities with state agencies in the executive branch and all higher education agencies and institutions.
- (2) The State Contracting Portal shall, among other things, include: (i) all bids, requests for proposals, related materials and all resulting contracts and agreements by state agencies; (ii) a searchable database for locating information; (iii) A State Procurement & Contract Manual or other similar information designated by the Department of Administrative Services as describing approved contracting processes and procedures; and (iv) prominent features to encourage the active recruitment and participation of small businesses and women and minority owned enterprises in the State contracting process.
- (3) All state agencies in the executive branch and all higher education agencies and institutions shall post all bids, requests for proposals and all resulting contracts and agreements on the State Contracting Portal and shall, with the assistance of the Department of Administrative Services and the Department of Information Technology as needed, develop the infrastructure and capability to electronically communicate with the State Contracting Portal.
- (4) All state agencies in the executive branch and all higher education agencies and institutions shall develop written policies and procedures to ensure that information posted to the State Contracting Portal is done in a timely, complete and accurate manner consistent with the highest legal and ethical standards of state government.
- (5) The Department of Administrative Services shall periodically report to the Office of the Governor on the progress of all state agencies in the executive branch and all higher education agencies and institutions in developing the capacity, infrastructure, policies and procedures to electronically communicate with the State Contracting Portal as well as the Department of Administrative Services' progress toward establishment and maintenance of the State Contracting Portal.
- (6) This order shall be effective upon signing.

Dated at Hartford, Connecticut, this 15th day of December 2004.

M. JODI RELL Governor

Stayed tuned for more information regarding the rollout of Executive Order No. 3 in the next issue of WIN. We will provide you with a series of questions and answers that we have already received along with the latest information about the implementation plan for the State Contracting Portal.

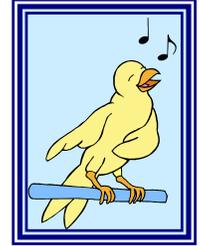
We have ways to make you talk!



Once you read this, you'll be singing like a canary....

You can't say we didn't try. Peppy's asked you to send in questions & quotes. We've asked you for suggestions & SOS stories. True, once in a while we get a response from one of our WINners, (thank you!) but they are few and far between. Seems like no matter what we do, it just doesn't

work. So now, you leave us no choice but to come up with a new way "to make you talk" and we think you'll like it!



It's the old retractable badge holder incentive. Yes, you and 4 of your colleagues can be the proud owner of a CT \$shops 2004 commemorative retractable badge holder! It's attractive yet functional. Have your badge, key card or whatever you need to have at your fingertips, all in one place on a retractable holder, complete with the CT \$shops logo! Your badge holder comes with a handy clip on the back so you can attach it to you whatever you are wearing for easy access. Check out the picture at left and dream about getting your own CT \$shops 2004 commemorative badge holder.



Want to know how you can get not just one, but five badge holders that you can share with your co-workers? It's easy! All you need to do is contribute information that we can share with our WINners. Here are some suggestions to get you started:

- **\$avings** – How much time and money did you save by using one of our contracts. Which contract? Have we helped you by the use of our website?
- **Winning Ways** – Do you know a co-worker who is always going above and beyond? How about a vendor that consistently gives you great customer service?
- **EPP** – Are there any questions you have regarding environmental issues? Are there upcoming EPP events in your town that you would like others to know about? How about ways you save on energy in your office or home?
- **Ask Peppy** – Ask him any question you have regarding purchasing. If you have a question, chances are others do to. Don't be afraid to ask.
- **Suggestions** – Any suggestion you have to improve our newsletter are always welcome. Send them in.
- **Peppy's Point to Ponder** – Now here is great place to share those positive quotes, thoughts and encouraging words that you have found helpful in some way.
- **Tech Talk** – The only silly question is the one that doesn't get asked. We know you have questions regarding technology. If only one person learns from the answer, we have done our job in helping others to learn. How about keyboard or program tips, tricks and shortcuts that will help others?

And so much more! Help us get good information out to all of our WINners. Start sending in those emails to peppy.procurement@po.state.ct.us. If your contribution makes it into WIN, you too will be able to wear your own CT \$hops exclusive commemorative badge holder.

By the way, there's another reason why you'll want to get the holder. It will remind you to sign up for our next CT \$hops - it's the vendor show that you won't want to miss!

State Representative Hosts Session for Local Businesses

On December 14, 2004, local business people from the Avon and Canton area braved the wind and the cold to attend an informative session on how to do business with the state and how to become a Connecticut certified Small/Minority Business Enterprise.

After a constituent expressed an interest in learning how his company could participate in state bids, Representative **Kevin Witkos** (R-Avon/Canton) contacted the Department of Administrative Services (DAS) to arrange an informational session. DAS Procurement Services' Director of the Supplier Diversity Program, **Meg Yetishefsky**, and Team Leader for Marketing & Training, **Maureen Friedman**, traveled to Avon for the 8:00 a.m. session. An early morning session was important because it enabled people to attend before their business day started.



Kevin Witkos
State
Representative

Maureen kicked off the session with a demo of the Procurement Services webpage. Attendees learned how they could check for bid opportunities, not only from DAS, but also from other state agencies, municipalities & schools, who post their bids on the DAS website. They also found out about the Bid Notification System. This no cost service allows companies to register online to receive email notices of bid opportunities posted on the Procurement webpage. A valid email address is all that is required in order to automatically receive notices of new bid opportunities via email. Attendees also learned about WIN and had the opportunity to subscribe to receive the electronic newsletter each.

Meg provided complete information about the Supplier Diversity Program, where Connecticut companies can apply to become certified as a Small or Minority Business Enterprise. She explained that the program was established to ensure that at least 25% of the state's business is transacted with small businesses and that at least 25% of that goes to those owned by minorities, women and the disabled. Through the Supplier Diversity Program, local businesses can get greater exposure among state agencies, municipalities and even major corporations, all free of charge!

After only 1 hour, company representatives went away with lots of new information and handouts that could help them obtain additional business in the future. Our thanks to Representative Witkos for helping us get the word out about the DAS programs and services that can help our Connecticut local businesses!

Links to the Procurement Services web page and the Supplier Diversity Program are provided below:

Procurement Services Web Page
<http://www.das.state.ct.us/busopp.asp>

Supplier Diversity Program Web Page
<http://www.das.state.ct.us/Purchase/SetAside/default.asp>

Would you like to host a presentation like this for your local businesses? If so, contact Maureen Friedman at ePartners@po.state.ct.us

All Vendors Conducting Business with the State of CT

Did you miss the following message from Governor Rell?

Message from Governor Rell to Vendors
Subject: State Ethics Policy
Date: September 28, 2004



It has important information that you need to know. To access this message, simply click on the following link:

http://www.das.state.ct.us/Purchase/Messages/post_Notices_Display.asp?FMess=392

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...

Manny's Auto Supply and Hardware



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

A. Manny's Auto Supply and Hardware has been in business since 1969. During our 35 years in business we have vastly expanded our product lines. We are a complete auto supply store and a hardware store in one facility. This gives us the ability to have access to a tremendous amount of product lines. However, being an SBE, we are able to provide our customers with personal and competent service.

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

A. The following is a list of the current state contracts:

[00PSX0086](#) Automotive Preferred Provider Network, Non-OEM
Automotive and Truck Parts

[01PSX0076](#) Engine Oils and Lubricants

[01PSX0167](#) Spray Paint Products-Full line catalog offering

[02PSX0051](#) Paint Brushes, Rollers, and Accessories

[03PSX0266](#) Lamps, Bulbs, Incandescent, and Fluorescent

[01PSX0148](#) Hand Tools and Accessories

[01PSX0150](#) Safety Lighting

[04PSX0030](#) Chain and Accessories

All contacts are extended to all state agencies including towns, cities, schools and universities.

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

A. Our company is known for finding items that are difficult to find.
Our slogan is: Can't Find It? ... We Will!

Contact Manny's at 860/721-1111 or email mannysaah@aol.com

“Certification Central”

Small Business Networking Extravaganza

**Small Business Networking Extravaganza
January 11, 2005 (2 - 5 pm) Tuesday
Krystal Gardens (Catering Facility)
1146 Spindle Hill Road
Wolcott, CT 06716**

This is the first networking opportunity of 2005 targeted for small and micro business owners. This event is hosted by AdmorEyes, LLC & The CT Secretary of The State's Office. Those attending this event will learn ways to jump-start their business for the New Year by developing new relationships to help grow your business. For more information, go to the event webpage at www.ctshowcase.biz/event

The cost is only \$15.00 pp (Registration required – mail check and a business card)

Make checks payable to: AdmorEyes, LLC

Mail to: AdmorEyes, PO Box 4310, Wallingford, CT 06492

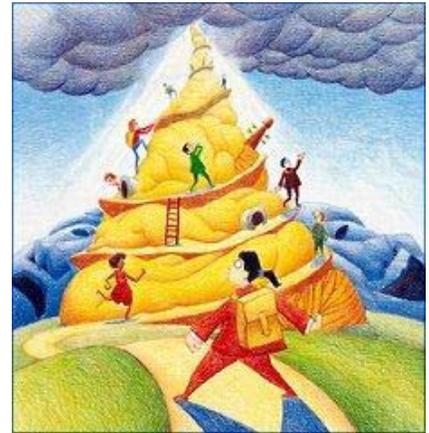
Contact:

Harland Henry

Director, Community Outreach & Business Development
Office of the Secretary of the State of Connecticut

Email: harland.henry@po.state.ct.us

Phone: (860) 509-6258



Note: A limited number of tables are available to showcase products and services.

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



New Contract Awarded for Concrete Pre-Cast Concrete Units

A new contract for pre-cast concrete units, which includes all types of catch basins, sumps, caps, slabs & rings, has recently been awarded to Cromwell Concrete Products, Inc. and is available for your immediate use. The products



listed on the contract meet the State Connecticut Department of Transportation specifications and product delivery is 2-7 days after receipt of order. This contract will be in place until November 6, 2006. Why not link to this contract and see if you can save money by utilizing this state contract?

[Purchase of Pre-cast Concrete Units \(Catch Basin Tops & Sumps\)](#)

Remember that if you're  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.

CT Environmentally Preferable Purchasing



As my son and I were putting up some new holiday lights on an outdoor pine tree, I noticed a warning that I had not seen before: "Prop 65 Warning: Handling the wires exposes you to lead." The warning went on to mention State of California laws on identifying products that contain chemicals known to cause cancer or birth defects. After doing a quick Internet search on the subject, this is what I found out:

- Wire coating and cords are usually made of PVC plastic that may contain lead. Lead is used in PVC to make the plastic more flexible, reduce the risk of fire, and stabilize color.
- Lead in PVC products can disintegrate into lead-laced dust that can be ingested or inhaled by humans.
- In addition to holiday lights, *the cords on common consumer products such as hairdryers may also be made of PVC that contains lead.*

What can you do to protect your family? CHEC's Heal the House webpage recommends the following:

- Don't allow children to handle holiday lights.
- Everyone that has handled holiday lights should wash their hands thoroughly after handling the lights.
- If possible, avoid lights made in China and other foreign countries where there are no restrictions against the use of lead in consumer products. Lights made in the US are likely to contain much smaller amounts of lead.
- Do not assume that holiday lights without a warning are lead free. If the lights are not sold in California, they will not carry the warning. California is the only state that requires a warning label.
- Older light strands may also contain lead. Consider replacing old lights with new made in the US.

Unfortunately, the lead in consumer products problem doesn't stop at holiday lights. According to Calprop65.com, a website designed to keep consumers informed on products containing cancer and birth defect causing substances, a Proposition 65 warning advising consumers to wash their hands after use has been added to some keyboards, joysticks, mice, and other electronic equipment. For more information on California's Proposition 65, you can access their website at www.calprop65.com.*



*** 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.**

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 12/13/04

Contract #	Contract Name	For:	Contract Term
04PSX0356	Tree Removal Services at Waterbury-Oxford Airport	The Department of Transportation	December 02, 2004 through April 30, 2005
04PSX0369	Purchase of Precast Concrete Units (Catch Basin Tops and Sumps)	The Department of Transportation All Using State Agencies and Political Subdivisions of the State	December 01, 2004 through November 30, 2006
04PSX0377	Snow Removal Services for the Department of Public Works Facilities Managed by Servus Management	The Department of Public Works	December 01, 2004 through April 30, 2006
04PSX0394	Rubbish removal services for the DMR at 25, 29 and 31 Creamery Road Cheshire, CT	Department of Mental Retardation	January 01, 2005 through December 31, 2006 The State reserves the right to extend this contract for an additional two (2) terms.

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...



Patience is never more important than when you are on the edge of losing it.

G.A. Battista

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!

Q. I’ve always wondered if there is a difference between a municipality and a political subdivision. Do you know?

Curious in Connecticut

- A. Interesting question. I asked my friend Carol Wilson, Acting Procurement Director, if she knew the answer. She told me the two terms are very similar but the following definitions point out the differences.

The definition of a **municipality** is pretty straightforward. It is a city or town, for example, the City of Hartford or the Town of Cheshire. A **political subdivision** requires a little more explanation. A political subdivision is "any division of the state that exists for the purpose of discharging (performing) some function of (local) government, that it has a prescribed area, and that it possesses authority for subordinate self-government by officers selected by it".

Wow, that's a mouthful! To put it plainly, cities, towns and boroughs are political subdivisions. Political subdivisions typically have a geographic boundary, taxation authority and elected officials. A tourism district is an example of an organization that would **not** be defined as a political subdivision, but rather a geographic subdivision as they have no authority for 'subordinate self-government', and no power to levy taxes. Thank you Carol, for helping me answer Curious in Connecticut's question!

p.s. If **you** had sent in this "Ask Peppy" question, **you and 4 of your co-workers would be receiving a commemorative CT \$hops 2004 retractable badge holder!** Check out the "We have Ways to make you Talk" article in "Noteworthy News" to find out more!

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.

Core-CT Information



User Group Meeting Agenda



Core-CT has scheduled two AR/GL User Group meetings, Monday, December 20 and Wednesday, December 29. Both meetings are 1-4 p.m. and will be held at the Core-CT Office at 101 East River Dr., East Hartford, CT. These meetings are now open for registration under course number FUG100, Session numbers 17 and 18.

Those interested in attending one of these meetings should contact their agency Training Registration Coordinator at <http://www.core-ct.state.ct.us/user/training/financials.asp>

Seating is limited to 70 attendees per session so sign up early. Once one of the sessions is filled we will refer users to the other date. We plan to accommodate everyone comfortably and stay within the building regulations. Therefore only those who have preregistered will be allowed to participate. Thank you for your cooperation.

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.

Items to be discussed include:

AR Items

- Review methods of AR Items to be cleaned up for month end
- Biggest problems and how to fix them
- Messages most likely to see after month end close
- Billing updates

GL Items

- Month end close/Reminders
- EPM Queries to the HR Accounting Line table
- SP2 Update: Commitment Control Report
- Encumbrance Balances
- -Deleting distribution lines on rolled POs
- -2004 Encumbrance balances not affecting 2005 budgets

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

Cleaning Tips for your Keyboard

Dirt, dust and hair can build up causing the keyboard to not function properly. Many people clean the keyboard by turning it upside down and shaking. A more effective method is to use compressed air. Compressed air is pressurized air contained in a can with a very long nozzle. Simply aim the air between the keys and blow away all of the dust and debris that has gathered there. A vacuum cleaner can also be used, but make sure the keyboard doesn't have loose "pop off" keys that could possibly be sucked up by the vacuum.



If the keyboard has anything spilt into it, not taking the proper steps can cause the keyboard to be destroyed. The following are a few recommendations to help prevent a keyboard from becoming ruined once a substance has been spilt within it. First, turn the computer off

immediately. Once the computer is turned off quickly flip the keyboard over helping to prevent the substance from penetrating circuits. While the keyboard is upside shake the keyboard on a surface you do not mind getting wet or that can be cleaned up later. While still upside down use a cloth to help clean out what can be reached. Once the keyboard has been cleaned the best it can, leave the keyboard upside down for at least one night. The longer it can be left without being plugged in the better. Note: If a keyboard does not work after having a substance spilled into it, it is recommended that it be replaced.

A keyboard that is used by multiple people such as students or different employees may need to be disinfected to prevent the spread of germs. Turn off the computer. Spray a disinfectant onto a cloth or damp a cloth with alcohol and rub each of the keys on the keyboard. As mentioned in our general cleaning tips never spray any type of liquid onto the keyboard.

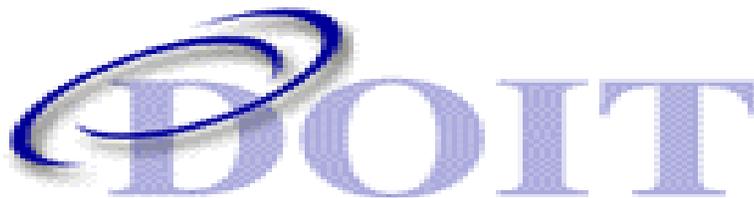
Thanks to <http://www.computerhope.com/cleaning.htm> * for these great tips.



*** 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 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>