

BuyLines

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Tech Tips

DAS Central Printing



For All Your Printing Needs

CONTACT US

Miss a Previous Issue of WIN?

Welcome to the first issue of *BuyLines*, the redesigned monthly newsletter of the Department of Administrative Services Procurement Office.

In response to our survey, we've redesigned *WIN* to better fit your needs.

One issue we heard loud and clear was that *WIN* was too much for a weekly newsletter. Those who responded preferred to get contract and bid information quickly, and tended to skim the rest of the newsletter.

In response to that, we will be issuing *Weekly BuyLines*, every week, which has just bid and contract information along with any "hot topics" of the week. *BuyLines* will be once a month with topics of interest we hope you'll enjoy.

Remember, this is your newsletter. Feel free to submit questions, articles of interest, or simply your thoughts on how to improve *BuyLines*.

Sincerely,

John McKay
Editor
John.McKay@po.state.ct.us

The Best Is Yet To Come – CT \$hops 2005 at Adriaen's Landing *Exhibitor Website Registration Begins June 1, 2005*

State of Connecticut Contract Vendors, State Agencies, and Not-for-Profit Organizations may participate as an exhibitor, sponsor, or supporter at the CT \$hops Event being held this year at the Connecticut Convention Center on Wednesday, November 9, 2005. There are sponsorship packages available which offer exhibitors excellent opportunities to meet their marketing objectives and maximize their exposure at the CT \$hops event and beyond.



Exhibitor registration began Wednesday, June 1, 2005 and space will be assigned on a first-come, first-served basis. Please visit our website www.das.state.ct.us/busopp.asp to see how CT \$hops can meet your marketing objectives.

If you are interested in registering to become a Platinum, Gold or Silver Sponsor for the November 9th CT \$hops 2005 event please contact Cindy Milardo at (860) 713-5084 or Susanne Hawkins at (860) 713-5064.

Attendee registration for state and municipal employees who purchase and utilize goods and services derived from state contracts will begin on August 1, 2005.

DAS Contract Information

The following contracts were issued during the week of May 30, 2005

Contract Number:	Contract Name:	For:	Contract Term:
05PSX0100	Water Filtration Plant Treatment Chemicals	Dept. of Mental Health and Addiction Services and All Using State Agencies, Connecticut Political Sub-Divisions	Date of Award through April 30, 2008 (with option for extension)
05PSX0113	Landscaping Services	Department of Public Works	Date of Award through November 30, 2006
05PSX0119	Landscaping Services for DCF/Riverview Hospital	DCF/Riverview Hospital Middletown, CT 06457	Date of Award through November 30, 2006
05PSX0128	Coastal Area and CT River False Color Infrared Aerial Photography	Department of Environmental Protection	Please see contract details
05PSX0129	Landscaping Services	Department of Public Works	June 2, 2005 through November 30, 2009
05PSX0137	Printing: Legal Briefs and Records	Office of the Attorney General and All Using State Agencies	June 1, 2005 through May 31, 2008
RFP012-A-08-0259-C	Temporary Office - Accounting Services	DAS and All Using State Agencies Connecticut Political Sub-Divisions	June 1, 2002 through May 31, 2007

Contracts Expiring

Did you know that our state contracts are reviewed one to three months prior to the actual expiration date? 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! [Contract Search](#)

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](#).

Certification Central

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 the last 7 Days**. The link below lists the company name, contact information, product description and certification type for all 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 to Meg Yetishefsky, Supplier Diversity Manager, at Meg.Yetishefsky@po.state.ct.us or 860-713-5228.

Department of Information Technology

Contract Links

Contracts & Purchasing Division Information

Need to contact someone at **DOIT**? Click here to link to the **DOIT Contact** information page 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.

Core-CT Corner

Core-CT had identified several problems with Purchase Orders that were discussed in the user group meeting or Fiscal Year end labs including the following situations:

1. Issue: Budget checking of prior Fiscal Year Purchase Order Lines was failing (SIR 8525). Resolution: All prior Fiscal Year PO Distribution Lines have been cancelled and/or have a valid budget status.
2. Issue: PO Lines were closed and the PO Header status was set to Dispatched (SIR 7219). Resolution: All PO Distribution have been closed and PO Headers have been marked complete.
3. Issue: PO header was in a status of Complete, the Distribution lines were complete, and yet the Commitment Control Close Flag = N or not checked (SIR 8929). Resolution: For all PO's where the Distribution is complete and the PO Header is complete, the Commitment Control Flag now contains a check mark.
4. Issue: PO header was in a status of Complete and yet there were Distribution Lines that were still open (SIR 8614). Resolution: All PO Distribution is set to complete where the PO Header is complete.
5. Issue: PO header had a status of Complete, was Budget checked Valid, the Distribution lines were closed and yet the budget status on the distribution line was not checked=N or was in error=E. Resolution: PO header is complete and valid, Distribution lines are closed and budget status is now valid=V.

This entire data cleanup has occurred and affected agencies should have noticed a difference in their available budgets. If you have reported transactions for these issues through the Helpdesk you will be receiving a call to verify that your transactions have been updated, or corrected. Please verify that your transactions are complete and fixed. If you find transactions that you believe do not match the resolution listed above please call or e-mail the Helpdesk.

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.

Contractor Performance Evaluations: When and How Do I Complete One?

As a project owner or awarding authority you will, if you have not been already, be asked by a contractor to fill out a Contractor Performance Evaluation Form.

As stated in Connecticut General Statutes (C.G.S), § 4a-100 and 4a-101, Contractor Performance Evaluations are required at 50% and 100% completion of a project where the use of a DAS prequalified contractor is required. But there are actually three circumstances under which a contractor can request that a Performance Evaluation be completed:

Initial Application for Prequalification

- As part of their initial application for DAS prequalification, a contractor needs a completed evaluation for each of their three most recently completed projects that they've listed on their application. This is a critical component of the application and DAS relies on these evaluations to substantiate that a contractor has the experience that is needed to be prequalified in a certain classification.

50% completion of a project - At

50% completion of a project that you've awarded to a DAS prequalified contractor, the contractor will ask you to complete an evaluation of their performance on the project thus far. This evaluation is between you, the project owner and the contractor. DAS does not receive a copy of this form and it should be used as a tool to bring forth any problems or concerns with a contractor's performance.

100% completion of a project - At 100% completion of a project you will again be contacted by the contractor to complete a performance evaluation. A copy of this evaluation will be sent to DAS and become part of the contractor's file. These evaluations will also be available to municipalities and state agencies for review.

As stated in C.G.S § 4a-101, project owners have seventy (70) days after the completion of a project in which to complete the Contractor Performance Evaluation Form.

Any public agency that fails to submit a completed evaluation form shall be ineligible for the receipt of any public funds disbursed by the state for the purposes of the construction, reconstruction, alteration, remodeling, repair or demolition of any public building or any public works project until such completed evaluation form is submitted.

Contractors can either request that you fill out a hard copy of the Contractor Performance Evaluation form or they can request an evaluation be completed electronically.

Here is how the electronic process works:



You will receive an e-mail from the DAS Contractor Prequalification Program referencing the name of the Contractor that is requesting a performance evaluation be completed. The e-mail will also provide you with directions on how to access the Performance Evaluation. You only need to click on the link that is provided in the e-mail and enter a password, which

will then create an evaluator account for you. Now you will be able to view any evaluation requests that have been sent to you by a contractor. In order to complete the Contractor Performance Evaluation you must click on the Contractor's name and then answer all of the Sections of the Evaluation. Once you've completed the evaluation questions, just enter your name and click the "Yes" button on the line that says "Evaluation Complete" to submit your responses.

If you are filling out the hard copy of the Contractor Performance Evaluation, please make sure that you fill in the document completely and sign your name in the signature block.

If you need assistance or have any questions regarding the on-line Contractor Performance Evaluations please contact the Contractor Prequalification Unit at 860-713-5280 or visit our website: <http://www.pdc.state.ct.us/prequal/>

Driving Smart & Saving Money

Environmentally Preferred Purchasing

Have you been spending some time driving to find the best gasoline prices? Maybe not your best strategy if you have to drive a long way to get to a lower-priced pump. How about changing the way you drive and maintain your car?

- **Observe the Speed Limit.** Not only does it save lives, but driving the speed limit can save you money. Over 50% of the energy required to move a vehicle is spent overcoming drag or pushing the air out of the way. The faster you drive, the more drag and rolling resistance (friction from tires on the road) increases. Fuel economy decreases rapidly at speeds over 60 mph and, each 5 mph over 60 can cost you an additional \$0.10 per gallon of gasoline.

- **Use your cruise control.** Cruise control helps you maintain a constant, steady speed on the highway. Keeping your foot off the gas pedal avoids the sudden acceleration that wastes fuel.

- **Anticipate traffic and don't tailgate.** Not only does this increase safety, but it can save you 5 to 10% in gasoline costs and cuts down on tire and brake wear. Remember, accelerating and slowing at a slower rate uses less fuel.

- **Don't idle.** Today's cars don't really need to warm up. Turn off the engine.

- **Carpool, mass transit, telecommute, walk or bicycle.** Just one day a week of finding another way to get where you're going can save you some money.

- **Plan your trips.** If you have to drop the kids off at an activity, consider running some other errands while you're out.

- **Tire maintenance.** Keep your tires properly inflated and use a tire gauge, not your eyes, to determine proper inflation. When not properly inflated, tires wear faster and decrease gas mileage. Uneven tire wear is the number one cause of tire blowouts.

- **Change your motor oil and air filter regularly.** Clean oil reduces the engine friction that decreases fuel efficiency and engine life and clogged air filters can decrease mileage by 10%.

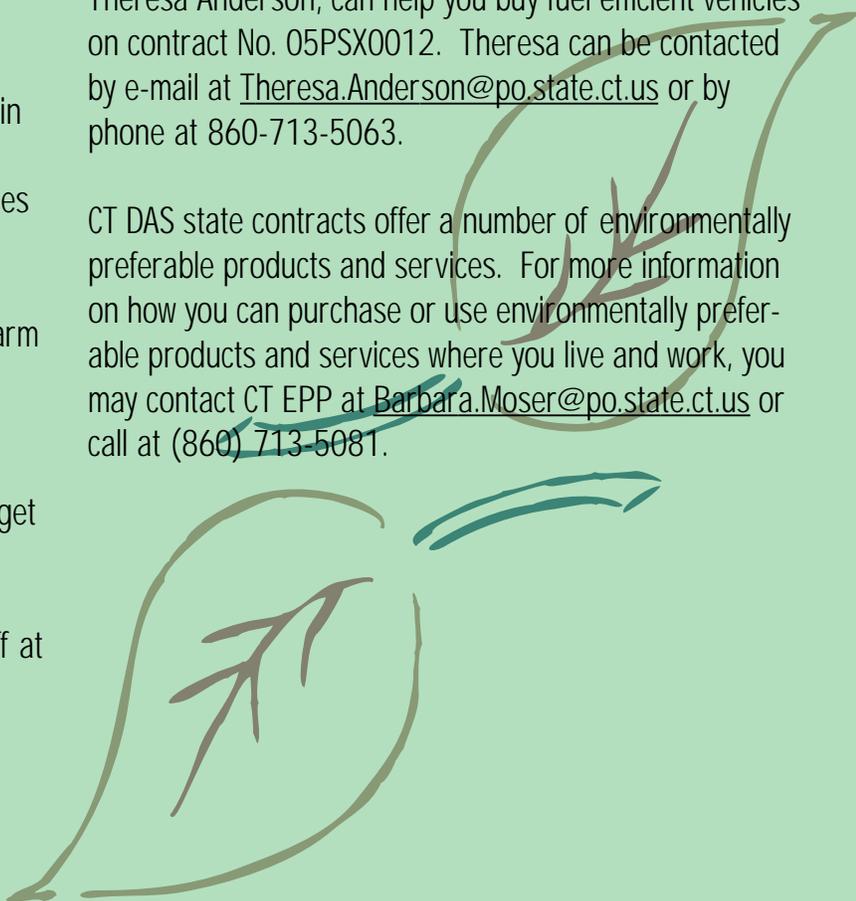
- **Tune it up.** A poorly tuned engine can increase fuel consumption by 10 to 20 %.

- **Buy a fuel efficient vehicle.**

www.fueleconomy.gov, a website maintained by the Federal Department of Energy and Environmental Protection Agency, gives the fuel economy estimates for model years 1985 through 2005.

If you're purchasing for a state agency, non-profit organization, school or municipality, DAS Contract Specialist, Theresa Anderson, can help you buy fuel efficient vehicles on contract No. 05PSX0012. Theresa can be contacted by e-mail at Theresa.Anderson@po.state.ct.us or by phone at 860-713-5063.

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.



Tech Tips

Print only selected headings in Outline view (Word 97/2000/2002/v. X/2003)

Once you've created your document and applied the appropriate headings, select View | Outline from the menu bar. On the Outlining toolbar, use the Show Level dropdown list to determine which headings you'd like to print. (If the Outlining toolbar isn't visible, select View | Toolbars | Outlining from the menu bar.)

Next, select the Print button on the Standard toolbar to print only the headings that are currently visible in your document.

Use [Ctrl]A to select all objects in different ways in PowerPoint (97/2000/2002/v. X/2003)

Clicking and dragging the Select Objects pointer in a big rectangle over your slide selects everything within that area.

But you can accomplish the same task by pressing [Ctrl]A ([command]A in v. X). This trick works not only for selecting everything on a slide in the Slides tab in Normal view, but also selects all slides in Slide Sorter view, and all text in the presentation in Outline view.

Emphasize chart information without editing your chart (Microsoft Excel 97/2000/2002/v. X/2003)

There are times when you want to emphasize some data in a chart, but you don't want to modify the chart permanently. An easy way to draw attention to something without interfering with its original state is to add a callout AutoShape to your worksheet.

To do so, simply view the Drawing toolbar by choosing View | Toolbars | Drawing from the menu bar.

Then, click the AutoShapes button to access the AutoShapes options and choose Callouts. Once you choose a callout style, click anywhere in your worksheet to place the AutoShape. Then, type your text and press [Enter]. You can use the resize handles to modify its size and shape or click and drag to move its location when you see a four-headed mouse pointer. Also, you can adjust the connector that points to an area in your worksheet by clicking and dragging its yellow handles. For further customization, select the AutoShape so that a cross-hatch border appears and select Format | AutoShape from the menu bar. In the Format AutoShape dialog box, you can change font styles, colors, fills, protection, and more. The callout's biggest advantage is that it's easy to remove while still keeping your chart intact. Just click on the AutoShape's cross-hatch border and press the [Delete] key.

Contact Us

If you know someone who may be interested in receiving this newsletter, have them send an email with the following information:

Name:

Job Title:

Agency/Organization Name:

Mailing Address:

City/State/Zip:

Phone:

Fax:

Email:

Email John.McKay@po.state.ct.us. Once he gets the information, they will be added to the distribution list. Likewise, if you do not wish to receive *BuyLines*, send us a note and your name will be removed.

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