Volume 1 Issue 14

DEPARTMENT OF ADMINISTRATIVE SERVICES
SEPTEMBER 16, 2005

BuyLines Weekly

- CONTRACT INFORMATION:
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  Contracts Expiring

- CT $HOPS

- CHRO & NASPO

- PLC 101 Q & A

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DAS Contract Information

The following contracts were issued during the week of September 12, 2005

Contract Number:	Contract Name:	For:	Contract Term:
05PSX0017	Shoes, Mens, Womens and Children Mens Workshoes Sneakers: Mens, Womens and Children	All Using State Agencies, Political Sub Divisions, Schools, Not for Profits	Date of Award through April 30, 2010
05PSX0146	Purchase Upholstery Fabric	Department of Corrections	Date of Award through July 31, 2007
05PSX0151	Testing Services for various testing materials	Department of Public Works, All Using State Agencies, Political Subdivisions, Not-for-Profits.	August 25, 2005 through August 31, 2008
05PSX0187	Surrogate Parent Services for the Department of Education	Department of Education	Date of Award through August 31, 2008
05PSX0196	Sand for Snow and Ice Control	Department of Transportation	Date of Award through June 30, 2006
05PSX0201	Telerecorder Transcription Services for the Connecticut Disability Determination Services	Connecticut Disability Determination Services	Date of Award through September 30, 2009
05PSX0216	Computer Controlled Pneumatic Turning Firearms Target System	The Department of Public Safety/Division of State Police-Firearms Training Unit	September 6, 2005 through September 5, 2006
05PSX0230	Custodial Services for the DMV	Department of Motor Vehicle	September 1, 2005 through August 31, 2008
05PSX0233	Tire Deflating Device & Accessories	Department of Public Safety	September 7, 2005, through September 1 2010

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.

Procurement 101 Q & A

Q. Do I need to recycle white office paper since my agency is in a leased building?

A. Yes, all state agencies, whether in an agency-owned or leased building, are required to recycle a number of items including high-grade office paper, corrugated cardboard, and old newspaper. For a comprehensive list of items that you are required to recycle, you may consult the North East Recycling Council's Table of Statewide Mandatory Recycling Laws by using this link: http://www.nerc.org/documents/recyclingrules.html#5 Should you have any questions on what you should be recycling, the CT Department of Environmental Protection's Recycling Office can be reached at (860) 424-3365.

Q. When issuing a bid, when do I need to include a bid bond?

A. Bid bonds are security posted by a bidder, at the time of their bid submission to ensure performance in accordance with a bid (in other words, the bidder's commitment to execute a contract). This bond is often required of contractors bidding on construction work or very large purchase contracts to ensure that the successful bidder will accept the job/contract and will also provide a performance bond. Bid bonds can be in the form of a bond (issued by a surety company) or in the form of a certified check.

For purposes of agency purchases under General Letter #71, bid bonds are usually not required or requested as the purchasing dollar thresholds or scope of work are typically not of a significant amount (under $50,000).

The Procurement Learning Center has developed a list of questions and answers from our Procurement 101 training classes. We will continue to add Q & A's from future Procurement 101 training sessions and will post them on the Procurement Learning Center webpage as they become available.

Q. When issuing a bid, when do I need to include a performance bond?

A. A performance/surety bond is a bond in which a surety (insurance company) agrees to assume responsibility for the performance of an obligation of another (contractor) in the event of contract default. These bonds are intended to cover the actual work/services the contractor has obligated himself to through the contract; these too are also used for construction work and/or very large purchase contracts.

For purposes of agency purchases under General Letter #71, performance bonds are usually not required or requested as the purchasing dollar thresholds or scope of work are typically not of a significant amount (under $50,000).

Q. When issuing a bid, when do I need to request an insurance certificate?

A. Insurance Certificates – All contractors providing certain services to the state (i.e., construction and service contracts, tenants and facility use contracts, concessionaires and professional service contracts) should be required to maintain reasonable insurance coverage and provide written proof of this protection. This insurance becomes especially important when the contractor has agreed to defend and indemnify the state. The State Insurance and Risk Management Board (SIRMB) provides insurance guidelines for contracts. The insurance required in the various state contracts will vary and will depend on the nature of the work being performed and the resulting exposures. SIRMB can train agencies on insurance certificate review and monitoring procedures. Agencies can contact the SIRMB at 860-702-3432 or view additional insurance related information at the link below: http://www.irmb.state.ct.us/

The following link is to the Manual for SIRMB including insurance guidelines: http://www.irmb.state.ct.us/manual/section6/insguide.htm

Q. Do items that are not tagged and/or inventoried need to go through the state surplus procedure for disposal?

A. Yes, all property should be going through the e-surplus system. Other agencies and/or municipalities may have a need for the property. Also if questioned about property, the system will act as an audit trail. Agencies can be audited on purchases of items not inventoried. Agencies should be able to locate items, even if they are not tagged.

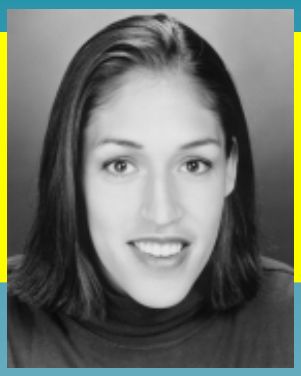
Q. Can my agency take credit for all purchases made from vendors that are identified as a certified CT small/minority business enterprise on their respective contracts, or can I only take credit if it is a set-aside contract?

A.Yes, agencies can take credit for purchases made from a Connecticut certified Small Business Enterprise (SBE) or Minority Business Enterprise (MBE). The Core CT system interfaces with the DAS system each night to identify certified companies, and those purchases are flagged as an SBE/MBE purchase.

Q. Am I able to issue a blanket purchase order if I use GL-71d as my authority?

A. This question relates to the use of Core-CT when agencies are procuring goods/services under GL-71. With the exception of GL-71D, General Letter 71 is not intended for repetitive purchases; therefore Core-CT will not allow a system user to cut a blanket purchase order under GL-71. For purchases under GL-71D, which could be repetitive, very soon a system fix will be implemented to allow for agency purchasers to create blanket purchase orders for purchases under this authority. For further clarification of GL-71, go to the following link: http://www.das.state.ct.us/Purchase/Info/INFO.HTM

The Fourth Annual Connecticut Shops Showcase



Meet UConn Women's Basketball legend **Rebecca Lobo** at this year's CT $hops 2005. We are proud to announce that she will be the keynote speaker at the luncheon and will be at the event to sign autographs and meet fans.

You are invited to attend the Supplier Product Showcase at
The Connecticut Convention Center
100 Columbus Boulevard, Hartford, CT

Wednesday, November 9, 2005
8:30 a.m. - 3:30 p.m.

CLICK HERE TO REGISTER!

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DAS and CHRO Team Up For Training

The DAS Supplier Diversity office has teamed up with the Commission on Human Right and Opportunities (CHRO) to train state agencies and political subdivisions on their individual goals for small and minority businesses.

Approximately 50 state contracting officials met at the Legislative Office Building for a half-day class hosted by DAS' Supplier Diversity Unit. The class was designed to educate and answer questions concerning small and minority business reporting procedures.

DAS Commissioner Linda Yelmini opened the meeting by informing attendees, "The Department of Administrative Services works non-stop to make contract compliance as straightforward as it can be. Please think of DAS as your most important resource in figuring out small and minority contract compliance rules, understanding goal calculations, and preparing quarterly reports. My staff - the Supplier Diversity Team - is here to help and is trained on the topics and processes you'll need to know."

Yelmini stressed that, "As you may know, Governor Rell has made contract compliance a cornerstone of her administration. She has asked DAS to share as much knowledge as possible with other state agencies so that everyone knows the rules of contracting with the State of Connecticut. I feel this workshop will help us get closer to that goal."

The law requires that by September 30 of each year, all state agencies and political subdivisions other than municipalities, must prepare a report that establishes expenditure goals for their small and minority business enterprise purchasing and contracting for that fiscal year.

The trainers for the course were Alvin Bingham, a contract compliance unit supervisor with the Commission on Human Rights and Opportunities, and Meg Yetishefsky, the Director of the DAS Supplier Diversity Program.

Catalog Shopping?

Use this link to access the listing of the vendors, contract numbers and contract names that have been loaded into the **Core-CT** catalog.

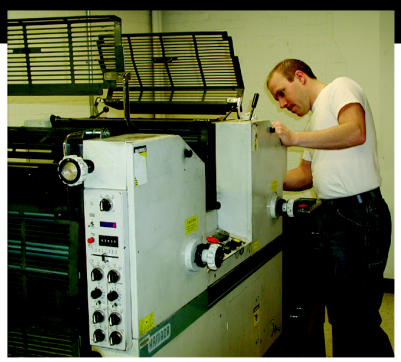
DAS Procurement Hosts NASPO Conference

From August 29 through September 1, DAS Procurement staff was honored to host the National Association of State Procurement Officials (NASPO) Annual Conference in Mystic, Connecticut. In addition to providing transportation and hospitality to our peers in the other fifty states, our staff participated in discussions on emerging issues such as spend management, utilization of GSA contracts, outsourcing, performance measures and benchmarking and more! Attendees were also provided with a training session on the art of negotiation.

Commissioner Linda Yelmini kicked off the opening session with a welcome speech, followed by Connecticut's Department of Correction Honor Guard Pipe and Drum Corp, and the National Anthem sung by "the singing trooper" Dan Clark.

Keynote Speaker, Steven Kelman, from the John F. Kennedy School of Government at Harvard University spoke on the topic of procurement and how, "One of the greatest challenges for government is, managing contracting" and the ability to do contracting right should be viewed as one of the core competencies in government. Conferences such as these not only lend to the professional development of the attendees, but also keep us abreast of pertinent industry issues, best practices and solutions to common problems. DAS procurement hopes to share some of the benefits we reaped by attending this conference as we focus our attention in the upcoming year on meaningful measures, increased interaction and planning with customers on new contracts, streamlined automated processes, and a continued focus on open, fair and transparent procurement.

DAS CENTRAL PRINTING



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