

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



2003 NASPO
Cronin Club
Gold Winner



Procurement Services

Weekly Information Newsletter

02/11/05

Volume 5 Issue 6



TABLE OF CONTENTS

NOTEWORTHY NEWS	2
Safety Is Our First Priority!	2
Save the Date! Mark Your Calendars!	2
SCP Registration Continues!	3
What's Cooking?	4
EPARTNERS	4
<i>You have an opportunity to save BIG!</i>	4
CT ENVIRONMENTALLY PREFERABLE PURCHASING	5
<i>Got Spent Toner Cartridges? Here's How To Get Them Recycled!</i>	5
"CERTIFICATION CENTRAL"	6
<i>New Set-Aside Vendors!</i>	6
BID NOTICE POSTINGS	6
CONTRACT INFORMATION:	6
<i>DAS Contracts</i>	6
<i>Contracts Expiring</i>	7
PEPPY'S POINTS TO PONDER...	7
PEPPY'S TOOLBOX	8
CORE-CT INFORMATION	8
<i>Holiday and Weekend System Outage</i>	8
<i>Looking for Catalog Items in Core-CT/PeopleSoft?</i>	8
<i>Getting Help Quickly And Easily</i>	8
TECH TALK WITH MS. BITS N' BYTES	9
<i>Print the Whole Page</i>	9
DEPARTMENT OF INFORMATION TECHNOLOGY	9
<i>Contracts & Purchasing Division Information</i>	10
<i>DOIT Bid/ Proposals</i>	10
<i>DOIT Contract Awards</i>	10
CONTACT US	10
<i>Miss a Previous Issue of WIN?</i>	10

Noteworthy News

Safety Is Our First Priority!

If you or your agency/organization utilizes Security Guard Services contract [00PSX0001](#), it is essential that all guard specifications be adhered to for all guard levels that you are being invoiced for under this state contract.



- It is critical that all security guards assigned to any and all State facilities have current contract specified personnel information, licenses and a current Qualifications and Training Checklist. These forms must be kept in an on-site employee file for review by the using state agency.
- All training guidelines must be adhered to and job duties are to be posted so Security Guards within your facility have a clear understanding of the job duties and responsibilities they are required to perform within each location.

Remember it is the responsibility of your agency to make sure that all contract terms and conditions are being followed. If this is not the case, appropriate action must be taken to get the required service in place and back on the right track.

If you have any questions or need further assistance, please feel free to contact Susanne Hawkins, DAS Procurement Services at susanne.hawkins@po.state.ct.us or phone her at 860/713-5064.

Save the Date! Mark Your Calendars!

Theresa Anderson, has graciously volunteered to take on the role as the new event manager for CT \$hops! She has just informed us that:

CT \$hops 2005

will be held on

Wednesday, November 9, 2005!



Write November 9, 2005 on your calendars and watch future issues of **WIN** for more **CT \$hops 2005** information as it becomes available. Theresa can be contacted by email at CT.shops@po.state.ct.us, or by phone at 860/713-5063. Not familiar with CT \$hops? Check out last years CT \$hops web page by clicking on the following link:

<http://www.das.state.ct.us/CTShops/default.asp>

SCP Registration Continues!

Welcome to the following people that have registered for the State Contracting Portal. Have you registered yet? Don't be left behind! For more information, contact Jim Passier at jim.passier@po.state.ct.us or 860/713-5086.



Roger Stiso	Middlesex Community College
Charles McCarthy	North Stonington Board of Ed
Kathy Manning	Worker's Compensation Commission
Thomas Desena	Worker's Compensation Commission
Virginia Alling	Worker's Compensation Commission
Sabrina Trocchi	DMHAS
Frank Sypeck	CT Comm. on Culture & Tourism
Jim McKenna	CT Comm. on Culture & Tourism
Catherine Trentini	Criminal Justice
Walter Sivigny	DMHAS
Suzanne Cooney	DMHAS
Linda Voghel	Legislative Mgmt
Norma Ayala	CT Siting Council

Using the State Contracting Portal is easy and helpful, but don't take our word for it. Look what Tom Brodeur has to say about it.



"By and large it has been very easy to use. It certainly increases participation and competition."

Tom Brodeur
CCSU

For a complete list of the organizations that are currently signed up for the State Contracting Portal, click on the following link:



<http://www.das.state.ct.us/rfpdoc/CurrentBidPostingEntites.xls>

What's Cooking?



The Connecticut Food Policy Council is a state council charged with the development, coordination and implementation of food system policies, and with making recommendations to the Governor and the Legislature on food policy issues.

The CT Food Policy Council has written a report "**What's Cooking in Connecticut Schools?**" This report presents examples of some of the actions already taking place in Connecticut schools and suggests resources that communities can use in developing their own plan to improve the nutrition environment in schools.

To see what actions Connecticut schools are taking to improve food and nutrition environments, click on the following link.

<http://www.foodpc.state.ct.us/images/Report.pdf>

DAS has a **Food Distribution** contract number [04PSX0033](#). To get more information about this contract, contact Jim Gotta, DAS Contract Specialist at jim.gotta@po.state.ct.us or 860/713-5074.



ePartners

You have an opportunity to save BIG!

How much money can you save by using the State of Connecticut contract for milk and dairy products? Find out! That's what Marie Pattie, Director of Food Services for New London schools did and she saved a bunch.

Working with Jim Gotta, DAS Contract Specialist, New London schools saved **\$47,320** (average savings of \$.08 per half pint) for school year 04/05 by utilizing the state contract for milk & dairy products.

New London is not alone. Norwalk, New London, Fairfield, District 4, Education Connection Public Schools, Waterford plus state agencies have reaped the benefits of this contract.

The current contract for **Milk, Milk Products, Cream and Related Dairy Products** [03PSX0297](#) is due to expire on June 30, 2005. Jim is working on a new RFP and would like to know if you would be interested to be a part of it. If you are, please complete the following survey by February 25, 2005 and return it to Jim via email jim.gotta@po.state.ct.us or fax 860/622-2921.

The more agencies, cities, towns and not for profit organizations that show an interest will give Jim more leveraging power with the new RFP.

<http://www.das.state.ct.us/rfpdoc/PoliticalSubDairy.xls>

Questions? Call Jim at 860/713/5074. He will be more than happy to help you.

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!

CT Environmentally Preferable Purchasing

Got Spent Toner Cartridges? Here's How To Get Them Recycled!



Purchasing remanufactured toner cartridges, cartridges that have been used at least once and then disassembled, cleaned and had worn parts replaced and toner refilled, can save buyers money while helping the environment. Typically, remanufactured cartridges save users from 30 to 50 percent off the price of new cartridges, or more. And remanufacturing cartridges keeps them out of landfills.

When your toner cartridges are spent, we've supplied you with a way to insure they don't end up in a landfill. Under contract [04PSX0016](#) for Office Supplies, all awarded vendors are required to pick up and recycle used toner cartridges, regardless of where the cartridge was originally purchased. Here are the participating vendors and their contact information to help you get started:

- **Aztec Technologies** (CT Certified Woman-owned business), phone # (866) 677-9844, will provide a \$3.00 credit for each Hewlett-Packard brand or Aztec Technologies brand name cartridge. The credit does not apply to any other brand cartridge. They will also pick up used inkjet cartridges with no credit.
- **Boise Cascade Office Products**, phone # (203) 729-4144, will pick up any cartridges, but gives no credit.
- **Connecticut Community Providers Association** (CCPA), phone # (860) 257-7909, will provide a \$3.00 credit for each Hewlett-Packard brand or LaserPro brand cartridge. The credit does not apply to any other brand cartridge.
- **Spendra Corp.** (CT Certified Small Business), phone # (203) 255-2444, will pick up any cartridges, but gives no credit.
- **Suburban Stationers** (CT Certified Small Business), phone # (860) 347-0299, will pick up any cartridges, but gives no credit.



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.

“Certification Central”



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 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 Meg Yetishefsky, Supplier Diversity Manager, at meg.yetishefsky@po.state.ct.us or 860/713-5228.



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 02/07/05

Contract #	Contract Name	For:	Contract Term
04PSX0379	Lumber - Rough and/or Surfaced; Miscellaneous Specialty Wood Products; and Plastic & Recycled Content Lumber	AUSA and Political Subdivision of the State	February 3, 2004 through January 31, 2009
05PSX0010	Photographic Services	The Department of Environmental Protection AUSA and CT Political Subdivisions	Due to no responses to this bid, a new invitation to bid will be put out to bid in the near future
05PSX0024	Rubbish removal services for the Southbury Training School.	DMR Region M. Cook	February 1, 2005 through January 31, 2007
04PSX0345	Environmental Assessments and Impact Evaluations	Dept of Economic and Community Development, AUSA and Political Subdivision of the State	January 5, 2005 through December 31, 2008

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!



Thank you to Percy Cave for sending us the correct information.

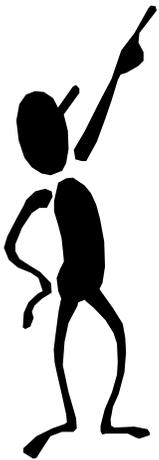
Karyn Pitt's quotation taken from Frederick Douglas is right on target. However, his birth year was stated as (1877? – 1895). The date of his birth should read 1817, instead of 1877. The time period of his life should accordingly now read 1817 - 1895. I didn't think you would mind me pointing out this error in the quotation used.

Percy Cave

Thanks Percy! Peppy has “fixed” the last issue of [WIN](#) and it has the updated information.



Peppy's Points to Ponder...



Elizabeth F. Miller, from **Department of Social Services** has sent in this week's quote! Since her quote was selected for WIN, we are sending Elizabeth **5 CT \$shops commemorative retractable name badge holders!**

*How often do we expect others to know what we need?
Wishing doesn't make it so.
Ask, and you at least have a chance.*

-- Rachel Snyder, writer



Would you like to know how you could receive 5 badge holders like Elizabeth did? Just click on the following link to find out how!

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

Come on WINners! Send them in! 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.

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.

Core-CT Information



Holiday and Weekend System Outage

The Financials application of Core-CT will be unavailable from 7 p.m. tonight until 6 a.m. Monday, February 14. This shutdown is required to migrate Core-CT to a new disk storage system. We appreciate your patience and apologize for any inconvenience.

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!

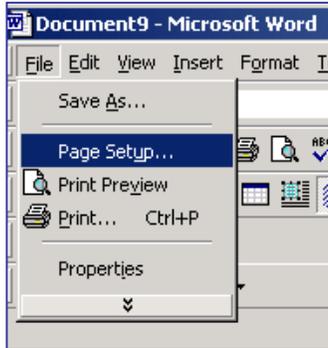
[Core-CT Help](#)



Tech Talk with Ms. Bits n' Bytes

Print the Whole Page

Ever go to print a web page or email only to have the right side chopped off? Many web designers are conscious of the fact that some people will want hard copies of their web pages. For these sites, you can just print in regular "portrait" mode. At other sites, however, part of the text gets chopped off in regular page orientation. Before you print anything it is a good idea to preview the page first. With Internet Explorer just go to **File / Print Preview**.



There you can make sure that everything will print correctly. If you see that part of the page will be cut off, just click on "**File**" and slide down to click on the "**Page Setup**" link.

You can then change your page layout to landscape. Your browser is, after all, in landscape format, so why not go with the flow. Open the "Paper Size" tab and click the radio button next to "Landscape".

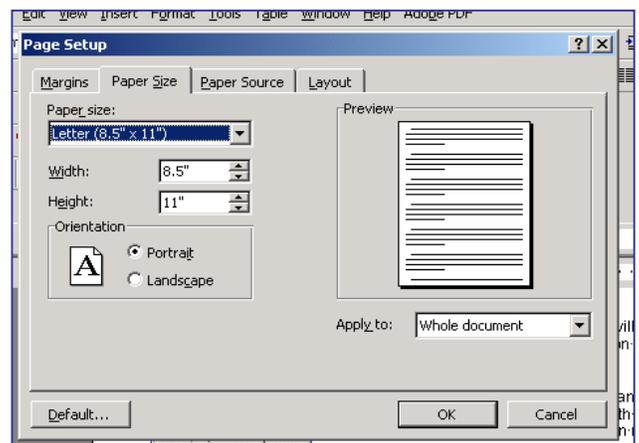
Click **OK**.

Print Preview will change to show the new layout. Is everything there now? If for some strange reason there is still stuff being cut off, you could go back to Page Setup and change the paper size to legal and then it should work.

Thanks to Worldstart.com for this information.

Don't forget to write to me and let me 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



Keep up to speed with what's happening in the

Department of Information Technology





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.

Contact Us

If you know someone who may be interested in receiving this newsletter, have him or her send an email 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 she gets the information, 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>