

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



2003 NASPO  
Cronin Club  
Gold Winner

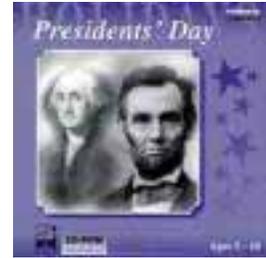


Procurement Services

Weekly Information Newsletter

02/18/05

Volume 5 Issue 7



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## Noteworthy News

### Attn: ePartners and Not for Profit Organizations!



Do not miss out on your this “**last chance**” opportunity to participate in the Cooperative Purchasing opportunities for the statewide cooperative for the purchase of influenza and adult pneumococcal vaccines for the 2005-2006 season!

**Complete information can be found in the ePartners column below!**

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## Surplus Property Items Looking for a Few Good Homes

The State and Federal Distribution Center has some property that can be redistributed to those State Agencies, Municipalities and Not for Profit Organizations that are involved with Health, Education and Welfare. Not for Profit Organizations must be certified, licensed and accredited with the State Of Connecticut and must also meet the 501(c) 3 Federal IRS Tax exempt status.

Item	Model Number	Serial Number	Voltage
1. Kessel Meat Slicer	7320-00-222-4177	22721A823395	Volts 115
2. Globe Meat Slicer	725L	732405	Volts 115
3. Globe Meat Slicer	725L	732359	Volts 115
4. Hollymatic Patty Machine	GMG 180 A	5113	Volts. 208 3ph 31 amps 10 hp
5. Hobart Rotisserie	HR 5 E		Volts. 208
6. Hobart Mixer	27-1100-270		Volts. 208 3ph. rpm. 1726
7. Blankets			
8. Cots			
9. Electric Guitar			

There is an acquisition value charge on each item that is determined by the Property Distribution Center. For more information or if you have any questions, please call the Property Distribution Center at 860-571-7445.

# State Contracting Portal



## DAS offers State Agencies & Higher Education SCP Training

When Governor Rell released Executive Order No. 3 requiring Executive Branch Agencies and Units of Higher Education to post their bid/RFP/PSA documents on the State Contracting Portal (SCP), designated agency representatives were contacted and offered training.

To date, nearly 100 people have received portal training. They have learned just how easy it is to post bid documents on the SCP. In fact, many people are able to learn the bid posting procedure from others that are already utilizing the SCP. So how easy is it? Well, once you have your bid document ready, there are just two steps you need to take in order to get your bid notice and bid document on the SCP:

1. Email your PDF bid document to [bidposting@po.state.ct.us](mailto:bidposting@po.state.ct.us)
2. Complete a simple one page online form where you will plug in the bid document details, such as the web start & stop date, commodity code, bid summary, etc.

That's it; you're done! For those agencies that have not yet received training or other state personnel interested in portal training, we have scheduled a training class for March 3, 2005 at the State Office Building in Hartford. The class will last approximately 90 minutes and we are offering both a morning and afternoon session. Complete details are listed on the Portal Training Registration Form.

To register for portal training, complete the attached Portal Training Registration Form,

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

**and** the Procurement Portal New Account Register Form

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

Email them both to [laurie.melesko@po.state.ct.us](mailto:laurie.melesko@po.state.ct.us) or fax it to 860/622-2922.

We like to share comments we receive from current SCP users. Here is one we received recently from **Don Knybel, Department of Revenue Services**, who wrote to tell us how the portal helped him obtain more competitive bids, better prices and find new sources of set-aside vendors.

**“I received a total of 15 bids!!! And it was a Set Aside bid...I received bids from set-aside vendors I never knew were out there....I encourage anyone who is not on the DAS portal to sign up immediately...It is very user friendly and will save the state money.”**

Thanks Don, for taking the time to let us know how the SCP helped you! Have you found benefits from using the portal? Please send your comments to [peppy.procurement@po.state.ct.us](mailto:peppy.procurement@po.state.ct.us) and we will share them with all our WINners.

**Reminder!**



We are sending Don **5 CT \$shops commemorative retractable name badge holders** because his feedback was published in WIN! If you want to find out how you too, can get these badge holders, click on the following link:

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

## Are You Curious About Commodity Codes?

Trying to find a particular State of Connecticut commodity code? Perhaps you are trying to find out the DAS/ Procurement Services Contract Specialist who is responsible for a specific commodity? We are going to show you how easy it really is to find what you are looking for. Just log on to the DAS web page: <http://www.das.state.ct.us/busopp.asp>

Once you are there, use the "Quick Links" on the right hand side of the page named [Commodity Codes](#)

[Driving Directions](#)  
[Commodity Codes](#)

**TOWNS/SCHOOLS/NFP**  
[Set-Aside Program](#)  
[Purchase Offices](#)  
[P-Card Program](#)  
[ePartners](#)  
[Fuel Prices](#)  
[Debarred Contractors](#)  
[Commodity Codes](#)

[Core-CT "PeopleSoft" File Format to Create an Electronic Catalog Spreadsheet.](#)

**CONTACT PROCUREMENT**

The following page will appear:

» COMMODITIES

**SEARCH** You may search by Commodity Class and/or by Commodity Description. If you leave **either blank** it will return all items for that field if you leave **both fields blank** it will return the entire Commodity File.

**Example:** Leave Class blank and Enter "SAND" in the Description Field:  
Will return: 0013 056 Sand, Gravel, Crushed Stone

**Example:** Leave Description Field blank and Enter "0013" in the Class Field:  
Will return: all sub-classes in the Class 0013

Commodity Class:

And/Or Description:

**Find Commodity**

To see current listing of assignments, all you need to do is click on **Find Commodity**

A new page will open up with the entire list of commodity codes, classes, and the name of the Contract Specialist that is responsible for them. You will also have the ability to view all the contracts that are available under a listed class.

No need to be “curious about commodity codes” any longer! So you don’t forget where they are, perhaps you may wish to add <http://www.das.state.ct.us/Purchase/Commodity.htm> to your favorites!

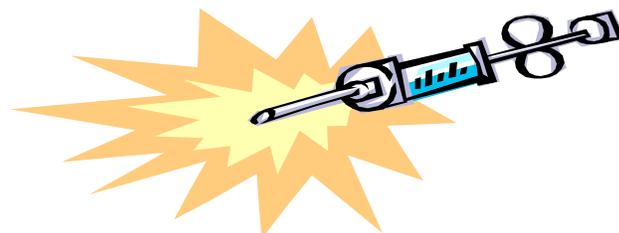


## ePartners

### Last Chance to Participate in Cooperative Purchasing Vaccine Opportunity for the 2005-2006 Season!

In an effort to strategically prepare for the 2005-2006 flu season, the CT Department of Public Health, the CT Department of Administrative Services and the Public Purchasing Association of Connecticut have joined forces to offer state, local and non-profit agencies an opportunity to participate in a statewide cooperative for the purchase of influenza and adult pneumococcal vaccines.

At present, it appears likely that there will only be a single provider for each of these vaccines next season: Aventis Pasteur for influenza vaccine and Merck for adult pneumococcal vaccine. DAS is positioned to contract immediately, but requires annual quantities from participants beforehand.



This is your **LAST CHANCE** to be included in this year’s cooperative. If you are eligible to participate, please complete the attached Requirements Form and submit your response **IMMEDIATELY** via fax to Sue Thomas at 860-622-2939. Unfortunately, forms received after the Wednesday, February 23, 2005 deadline will be excluded from the 2005-2006 pool.

<http://www.das.state.ct.us/rfpdoc/VaccineRequirements2005.doc>

Also note that by submitting your influenza and/or pneumococcal vaccine quantities through this cooperative process, your agency will be committed to purchasing the amounts specified from resulting contracts. This call for required quantities, however, should NOT be confused with placing an order. Only after contracts have been signed will participants be contacted with pricing information and instructions for placing orders directly with the awarded vendor(s) at that time.

Should you have any questions, please feel free to call Sue Thomas at 860-713-5091 or [susan.Thomas@po.state.ct.us](mailto:susan.Thomas@po.state.ct.us)

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!

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# CT Environmentally Preferable Purchasing

## DAS Procurement Learning Center (PLC) to offer a course on “Environmental Requirements for State Contracting.”

Do you know that Executive Branch State Agencies are required to use specific recycled content products? Do you know about Environmentally Preferable Purchasing (EPP) and the benefits this type of procurement can offer your agency? If you want to make your office a little more environmentally friendly, do you even know where to start? If you are involved in writing specifications or contracts for your state agency, you need to attend “**Environmental Requirements for State Contracting.**”

### Who should attend?

- State Procurement Professionals

### What will you learn?

- Environmentally Preferable Purchasing
  - Overview
  - Language
  - What products and services are available through state contracts
- Required environmental specifications
  - Copy and writing paper
  - EPA Comprehensive Procurement Guidelines
- Paper use reduction program for your office

### When will this class be held?

- Tuesday, March 15<sup>th</sup> from 9am to 12 noon.

### Where will this class be held?

- The State Office Building, Room G-19.

### How do you register for “Environmental Requirements for State Contracting?”

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



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](mailto: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](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](mailto: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 02/14/05

Contract #	Contract Name	For:	Contract Term
<a href="#">04PSX0407</a>	Repair Services for Visual Aid Equipment	Board of Education and Services for the Blind, AUSA, CT Political Subdivisions of the State, and Not-For-Profit Organizations	February 17, 2005 through December 31, 2008
<a href="#">04PSX0409</a>	Maintenance of Cessna 182 Skylanes located at Brainard Airport	Department of Public Safety and Division of the State Police	February 15, 2005 through December 31, 2007
<a href="#">04PSX0422</a>	Tree/Brush Mulching Services	The Department of Environmental Protection, AUSA and CT Political Subdivisions	February 9, 2005 through December 31, 2008
<a href="#">05PSX0023</a>	Kitchen Equipment	Board of Education and Services for the Blind (BESB)	February 14, 2005 through August 31, 2005

## 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!

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## Peppy’s Points to Ponder...



“You can’t make a difference being the same”

Anonymous

I think this is the perfect quote to get people thinking about the value of diversity. How dull life would be if everyone was the same!

In keeping with this week’s diversity theme I want to remind everyone that February is Black History Month. Many companies, organizations and agencies (including DAS) have events planned to celebrate black history.



If you are interested in learning more about black history, you may want read about Dr. Carter Godwin Woodson (1875 – 1950), author, editor, publisher and historian who is known as the “Father of Black History”. Use the following website to learn more about this distinguished man.

Peppy

<http://www.chipublib.org/002branches/woodson/woodsonbib.html>

**Diane Donato**, from **DAS** has sent in this week’s quote! Since her quote was selected for WIN, we are sending Diane **5 CT \$hops commemorative retractable name badge holders!**



Would you like to know how you could receive 5 badge holders like Diane 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](mailto:peppy.procurement@po.state.ct.us) and watch for them to appear in future issues of WIN.

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## 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.

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## Core-CT Information



### E-Pro Amount Approver #3 Worklist View

Core-CT is currently working to correct the E-Procurement Workflow Requisition Amount Approver # 3 worklist. Currently, requisitions requiring approval are not displaying on the approval icon page even though the Workflow itself is routing the transactions correctly.

A temporary workaround for users to confirm that requisitions have been approved is to navigate to the Manage Requisitions page. This page will indicate the status of the requisition. Detailed instructions are available through this link to the Core-CT Website: [http://www.core-ct.state.ct.us/fin2/docs/sp2\\_wkflw\\_iss.doc](http://www.core-ct.state.ct.us/fin2/docs/sp2_wkflw_iss.doc)

### Multiple Copies of Vouchers Appearing on the Worklist

Users are getting multiple copies of vouchers on their worklists and in some cases these voucher counts are significant. The fix for this problem has been tested and is scheduled to be corrected in production this weekend.

### Office Supply Vendor Name Change Instructions

Boise Cascade's name has been changed to OfficeMax.

Boise Cascade vendor ID number 0000010135 is being updated to OfficeMax. The office supply contract and office supply catalog loaded into Core-CT are being updated to reflect this change. Please be aware that several hundred duplicate items that were contained in Boise's original file have been inactivated and replaced with the corrected OfficeMax items. This means that the old inactivated Boise items will drop off of your personal templates. DAS Procurement has provided a spreadsheet/cross reference for these items. Please use the following link to view the spreadsheet.

[http://www.das.state.ct.us/Contracts/OfficeMax\\_Cross\\_Reference\\_February\\_2005.xls](http://www.das.state.ct.us/Contracts/OfficeMax_Cross_Reference_February_2005.xls)

## 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](#)



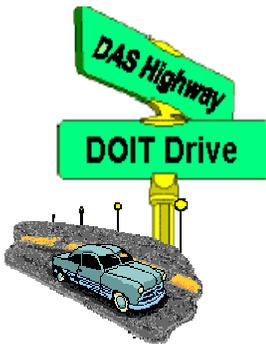
## Tech Talk with Ms. Bits n' Bytes

### Quick Tip for Organizing your Digital Pictures

Taking a lot of digital pictures lately? Saving more and more image files these days? Make them easier to find by giving them names. For instance, rather than "Image204.jpg" assign them a name like "050218Holiday\_Weekend.jpg". Notice the 05 is the year, 02 is the month, and 18 is the day. By putting the year first it will sort the pictures according to year. (If you did it month first then all the 02's for 2004, 2005, etc. would be lumped together). Keep in mind that it is best to assign names when the pictures are fresh out of your camera and before they start building up in your folders!

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](mailto: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.

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## 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](mailto: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>