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Noteworthy News

Procurement Forum Draws Large Crowd

If you were one of the 90+ people at the Procurement Forum on February 16, you know that it was a very cozy event. Now, cozy isn't all that bad when it's the middle of winter and you're among friends but we certainly did not expect such a fantastic turnout.



“These meetings are very informational – they should be held more often.”

Jean Holcomb
Division of Criminal Justice

For those of you that are not familiar with our procurement forums, the purpose is to get agency purchasing people together to provide information, discuss (& hopefully resolve) mutual issues and learn from each other. At the February forum a number of procurement subjects were on the agenda.

Carol Wilson, Procurement Director, gave an overview of the Buy Smart, Buy Together (BSBT) spend management initiative. Members of the contracting staff that were involved in BSBT presented a synopsis of their new contracts along with the projected savings. Carol also provided a clarification of the GL-71 purchasing authority and the standardization transaction process.

Meg Yetishefsky, Director of Supplier Diversity, offered attendees innovative ways to incorporate more certified Small and Minority Business Enterprises in their bids and contracts. **Cynthia Shea**, from the Contractor Prequalification Program, explained the purpose of her program and when agencies need to utilize a prequalified contractor.

“Excellent communication forum... Kudos”

Mike Schuberth
Dept. of Mental Health & Addiction Services

“Very good – presentations clear & interesting.”

Marlene Artibani
Dept of Higher Education

Jim Passier spoke about Governor Rell's Executive Order No. 3, which is the requirement for Executive Branch agencies and Units of Higher Education to their post bid documents on the State Contracting Portal. A live demo of the bid posting process followed.

Perhaps the best part of any forum is when an attendee asks a question or makes a suggestion that is of great interest to everyone. That's when people start talking and when things start to happen. And something did happen to affect a change that will save agencies a lot of time and aggravation.

Core-CT saves the day!

Marie Stearns, AFAO from the Division of Special Revenue had a great suggestion. During the forum, Marie asked **Mark Carroza**, Supplier Diversity Specialist, if a change could be made to the EPM report for the CT_CORE_SET_ASIDE_VOUCHER (Detail Report) to add the Purchase Order number on the report. Mark suggested that she contact **Joann Bellamo**, Assistant Procurement Manager, Core-CT, and request the change. That afternoon, Marie did just that. In her email she noted, “The DAS/CHRO 1 quarterly report requires the Purchase Order number. This (report change) would eliminate hours of researching for Purchase Order numbers when preparing the report”.

Talk about quick action and customer service! The very next day, the report was modified. Marie was notified of the modification, ran the report, downloaded it to Excel and added subtotals by PO number. Her reaction?

“It ran great! This is going to be so helpful when preparing the DAS/CHRO 1 report. We will no longer have to research the vouchers to find which PO was used!”

This is just the kind of thing we hope for when we host procurement forums. People share suggestions for improvement, find out how to get those suggestions into the hands of the right people and the improvement is made. That’s a big WIN for everyone.

We would like to offer a special thank you to Joann Bellamo and Mary Yabrosky at CoreCT for reacting so quickly to a customer’s need. You have helped Marie and countless others at the same time. Way to go!

White Paper Collection and Recycling

A new contract [04PSX0418](#) for **White Paper Collection and Recycling** was issued on February 1, 2005. This contract is available to All Using State Agencies, CT Political Subdivisions and Not for Profit Organizations. Although there are no major changes from the previous contract, we are encouraging you to review the “Contract Vendor Information “ section of the Contract Detail Info page to ensure that your current service provider continues to participate.

You may find that some facilities will not have their current participating provider listed. In that instance, you have the following options:

- Contact one of the participating service providers to determine if they can provide the service for your facility, **or**
- Contact your current rubbish hauler to determine if they can provide the service.

Contract Detail Info For # 04PSX0418 - Old #

Start Date: Feb 1, 2005 End Date: Jan 31, 2010

Description: White Paper Collection and Recycling Program and related services for all State agencies and Political Sub-Divisions

PDF: [Review The Contract Document](#)

Set Aside	Political Subdivisions	Agencies
No	Yes	Yes

Buyer: Buyer Telephone Fax Email
Tony Deluca (860) 713-5070 (860) 622-2938 tony.deluca@po.state.ct.us

Contract Vendor Information

Vendors: Click on Contract # to link to CoreCT - Valid when Peoplesoft supplies linking details
Click on Vendor name to obtain Full Vendor Info.

Contract #	Cert. Vendor	Contact Name	Contact Info	Terms	Cat.
04PSX0418AA	All Waste, Inc.	Keith Santos	Phone - (860) 724-4575	Net 45 - No Discount	No



Questions? Tony Deluca, DAS Contract Specialist, will be more than happy to help you out . Tony can be reached via email at tony.deluca@po.state.ct.us or by calling him at (860)-713-5070.

Surplus Platinum

The State of CT is holding an auction for approximately 91.5 t. Ozs. of Platinum, both in powder form and solid form laboratory dishes & bowls.



Date/Time: Tuesday, March 8, 2005 at 3p.m

Location: Clearing House Commercial, 207 Church St., Wethersfield, CT 06109.

Inquiries: Call Clearing House Commercial, (860) 529-3344 Monday-Friday from 8:30 a.m. to 4:30 p.m.

Summary: Sealed bids must be submitted for this auction. Interested bidders must submit their bid with a deposit of 5% of your total bid (including 10% premium) by March 8, 3 PM. Bids can be sent by U.S. mail, UPS, Federal Express, courier, in person, etc. Please call us to assure we have received your bid. No Faxes or emails. **Mail to:** Clearing House Commercial, 207 Church St., Wethersfield, CT 06109. On March 9, 2005 the successful bidder will be notified.

Terms of Sale: Cash, Bank or Certified check. A 10% Buyer's Premium will be applied on top of high bid (Bid plus 10%) Successful bidder must make full payment to Clearing House Commercial within 48 hours (No exceptions)

THE STATE RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS

For more information or if you have any questions, use the link above or call the Property Distribution Center at 860-571-7445.

STOP! Don't Sign That Form!



We are talking about the Rental Agreement Form that you need to sign whenever you rent a car from Enterprise. Supplement #2 of Contract [03PSX0308](#), **Rental of Vehicles**, has a new "Receipt and Acknowledgement" form that will be the only document required for state employees to sign the next time they are renting a car. Use the following link to preview the new form.

http://www.das.state.ct.us/Contracts/003_0308.pdf

So the next time you are renting a car from Enterprise, STOP...don't sign that form! Unless of course, it is the new "Receipt and Acknowledgement" form.

Any questions regarding this contract may be directed to Theresa Anderson, Theresa.anderson@po.state.ct.us or call her 860/713-5063.

Public Purchasing Association of CT - March Meeting



“Outsourcing Your Parts Room”

Middletown Police Department

Wednesday, March 23, 2005

8:30 am to 11:30 am

AGENDA

- 8:30 - 9:15 – Registration & Breakfast
- 9:15 - 9:45 – Carol Wilson from the DAS will be discussing what is happening at State Procurement.
- 9:45 - 10:00 – Break
- 10:00 - 10:45 – Betty Linck, Town of Greenwich Fleet Director, will be speaking on how to outsource the Parts Room operation and benefits to be achieved.
- After this presentation, an update on upcoming meetings and the reverse trade show will be given.
- 10:45 – 11:30 - Business Meeting
- 11:30 - Adjournment

Register no later than noon on Monday March 21 2005 to Sal Amadeo, Purchasing Agent, by phone at 203-294-2115. Please note new remit address for checks: Sal Amadeo, Town of Wallingford, 45 South Main St., Wallingford, CT 06492

Any questions may be directed to Sal at 203-294-2115.

PPAC Sponsors Trade Show!

Connecticut Municipal Trade Show

Sponsored by the **Public Purchasing Association of CT**

Tuesday September 27, 2005, 9:00 AM - 1:00 PM

At the new Greater Hartford Convention Center

YOU can make this event a success! PPAC needs your commitment to represent your community or organization for four hours on September 27th. There are no other costs involved. PPAC needs you and 39 other agencies to commit now. The marketing piece for suppliers will be created in March and mailed in April. ***Your agency's timely commitment is key to attracting a large percentage of the supplier community.***

Organizations that have committed so far include:

Administrative Services, Dept. of	Connecticut Lottery
Glastonbury, Town of	Greenwich, Town of
Hartford, City of	Hamden, Town of
Middletown, City of	Regional School District #17
Ridgefield, Town of	West Hartford, Town of
Wethersfield, Town of	

Join these organizations. Reserve your table today! Contact **Mark Turcotte**, City of Hartford, turcm001@hartford.gov or **860.543.8556**

What is a “Reverse Trade Show?”

It’s an opportunity for municipalities to expand the number of suppliers that can support them. Simply put, municipal employees staff the booths and suppliers walk the floor. This is also a fundraiser for PPAC. Proceeds will benefit you and the rest of the professional procurement community in Connecticut.

Why Participate?

Surprisingly, municipalities and non-profits in general, tap into a relatively small percentage of available suppliers. As a result the quality of competition, supplier knowledge base and pricing is adversely affected.

Some reasons for this limited pool of resources include:

- High cost of sales;
- Reputation for slow payment;
- General confusion and misunderstanding of the municipal business process.

To the small business community in particular, municipal business is just plain difficult.

What will a reverse trade show do for my community?

- Increase access to suppliers who may not have considered doing business with your community in the past;
- Reduce costs;
- Increase availability of creative solutions to municipal problems;
- Facilitate economic development.

How will a Reverse Trade Show deliver these benefits?

- Communicates municipal interest in the supplier community;
- Proactive opportunity to change negative municipal stereotypes;
- Increases understanding of municipal processes;
- Facilitates the development of inter-municipal standards.

What will my agency need to do to participate?

- Staff a table;
- Prepare a handout outlining how to do business with your community (if you don’t have one we can provide a template);
- Set up and staff a table (table provided).

Don’t miss out on this opportunity. Reserve your table today! Contact: Mark Turcotte, City of Hartford, at 860/543-8556 or email turcm001@hartford.gov.

Registration for Bid Portal continues to grow!



Have you registered yet? People from state agencies and the Department of Higher Education continue to respond to Governor Rell's Executive Order No. 3. Here is a list of the most recent State Contracting Portal registrants.

Adrian's Landing	Dian Dickenson
Agriculture, Dept. of	Dawn Cassada
Board of Education Services for the Blind	Etta Davis
Comptroller, Office of the State	Marianne Courchaine
Comptroller, Office of the State	Mary Morelli
Consumer Protection, Dept of	Cynthia Rivera
Corrections, Department of	Leanne Appleton
CT Community Colleges	Denisa Calloway
Deaf and Hearing Impaired, Comm. on	Albert VanLeuvan
Deaf and Hearing Impaired, Comm. on	Carmen Ragland
Economic and Community Development	Dale Shaw
Economic and Community Development	Linda Bajek
Mental Health & Addiction Services, Dept	Evelyn Pintado
Mental Health & Addiction Services, Dept	Linda Silvils
Mental Health & Addiction Services, Dept	Michael Schuberth
Mental Health & Addiction Services, Dept	Sabrina Trocchi
Mental Health & Addiction Services, Dept	William Cipollone
Motor Vehicles, Dep. Of	Patrick Fitzgerald
Motor Vehicles, Department of	Peter Leibovitz
Psychiatric Security Review Board	Nancy Brayman
Public Health, Dept of	Yvette Bello
Revenue Services, Department of	Ellen Betti
Three Rivers Community College	Michael Breen
UConn	Nancy Patrylak
UConn	Penny Guerin

For more information about the State Contracting Portal, contact Jim Passier at jim.passier@po.state.ct.us or 860/713-5086.

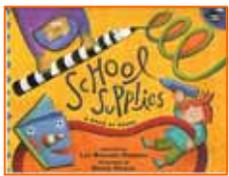


ePartners

Connecticut Local Schools Use School Supply Contract

The state contract for **Art & Instructional School Supplies**, [02PSX0006](#), is a popular one with local schools. **In fact, 107 out of the 169 towns & cities now purchase their supplies from this contract**, which amounts to approximately \$5 million in annual sales.

The vendors on this contract are **School Specialty, Childcraft Education Corporation, S & S Worldwide, Sheffield Pottery, Inc. & Rusty Kiln**, which can supply you with most, if not all, of your art and school supplies.



Besides offering quantity pricing, this contract enables you to have supplies packed and marked for specific classrooms or individual teachers in “teacher-packs” as defined by each ordering customer. All orders are F.O.B. destination, which means there are no delivery charges or additional charges for inside deliveries.

The top three purchasers are Hartford Public Schools, followed by Waterbury with New Haven coming in third. If you aren’t already using this contract, check it out. After all, if 107 municipalities purchase their supplies through this contract it’s definitely worth looking into!

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!

Environmentally Preferred Purchasing



PLC offers course on EPP Requirements.

Attention All State Procurement Professionals!
DAS Procurement Learning Center (PLC) invites you to attend:

“Environmental Requirements for State Contracting”

Tuesday, March 15th from 9am to 12 noon.

Use the following link to find out more details and to submit your registration form.

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

Questions regarding the content of the course may be directed Barbara Moser at Barbara.moser@po.state.ct.us or call her (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/SetAside/Sap_Display_Vendor_Listasp?F

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 02/28/05

Contract #	Contract Name	For:	Contract Term
04PSX0361	Cotton Felt, Boric Acid Treated	Department of Corrections	March 4, 2005 through December 31, 2006
04PSX0379	Lumber - Rough and/or Surfaced; Miscellaneous Specialty Wood Products; and Plastic & Recycled Content Lumber	All Using State Agencies and Political Subdivision of the State	February 3, 2005 through January 31, 2009
05PSX0031	Kitchen Equipment	Department of Correction	23 February 2005 through August 23, 2005
05PSX0065	Custodial services for DMHAS facility at River Valley, Middletown CT	Department of Mental Health and Addiction Services	March 1, 2005 through May 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!

Peppy’s Points to Ponder...



Carol Bohnet , Executive Director of **Allied Community Resources**, Inc. recently sent in this week’s quote! Since her quote was selected for WIN, we are sending Carol **5 CT \$shops commemorative retractable name badge holders!** *

Here is a quote that my daughter Kim attaches to all of her emails. Kim is currently volunteering with the Peace Corps in the Philippines, so she definitely is following this advice.

"Man cannot discover new oceans unless he has the courage to lose sight of the shore."

--Andre Gide



*Would you like to know how you could receive 5 badge holders like Carol 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

Core-CT

Upcoming AP/PO User Group Meetings



Core-CT has scheduled two Accounts Payable/Purchasing User Group meetings, Monday, March 7th and Monday, March 14th. Both meetings are 1-4 p.m. and will be held in Room 4214 at the Core-CT office at 101 East River Dr., East Hartford, CT. The course code is FUG100. Session number for March 7 is 22 and session number for March 14 is 23.

As seating is limited, agencies are asked to consider limiting their representation to two users. 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 (Powerpoint) file and to view the Notes Pages for additional information about each slide.

Items to be discussed include:

PO Items:

- SP2 Impacts
- Reminders
- Updates for Year End
- Shipping Charges in PO/AP

AP Items:

- SP2 Impacts
- Reminders for Month End
- Updates for Year End

EPM:

- SP2 Impacts

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

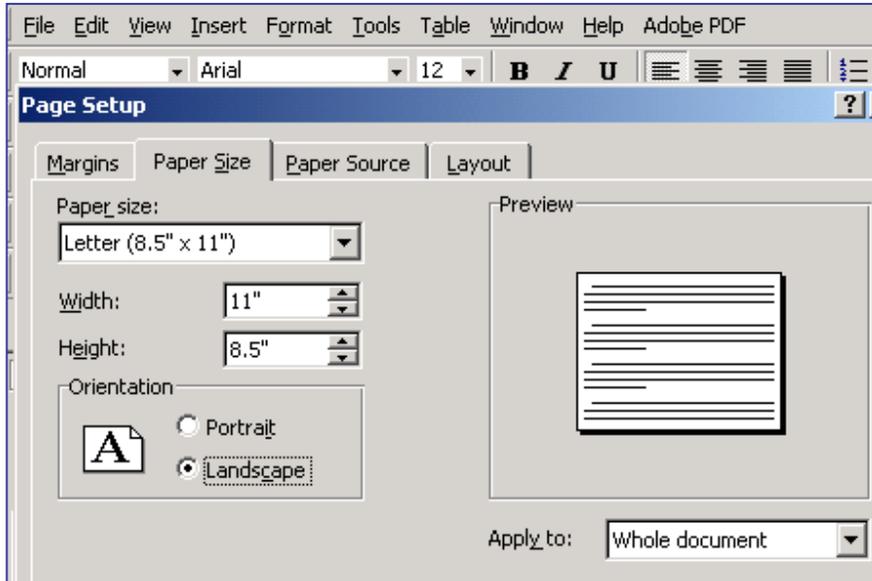
Have you ever go to print a web page or email only to have the right side chopped off? Many web designers are conscious of the fact that some people will want hard copies of their web pages. For these sites, you can just print in regular "portrait" mode. At other sites, however, part of the text gets 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 go to "**Page Setup**" or use the keyboard shortcut Alt+U.



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

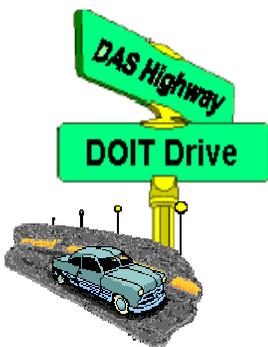


Click **OK**.

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 hopefully that will 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>