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Updated Info on Procurement Webpage

If you attended the Procurement Forum on February 16 you will recall we discussed the GL-71 clarification memo as well as the Procurement Regulations. To be sure everyone involved in state purchasing is aware of this important information, we have added these to the Agency Delegated Authority section of our website. To find out more, use the link to jump to our webpage <http://www.das.state.ct.us/Purchase/Info/INFO.HTM>

» **State Agency Purchasing Information**

State Agency Purchasing Information

The following information is intended to serve as a resource for State Agency Purchasing Officers describing the purchasing authorities delegated by the Department of Administrative Services (DAS) per Connecticut General Statutes Chapter 58. For further detailed information regarding these statutes, go to <http://www.cga.ct.gov/2005/pub/Chap058.htm>.

- [**GL 71 Clarification Letter 2-16-05**](#)
- [**GL-71 Cover Letter**](#)
- [**General Letter Number 71**](#) – Authority for Agencies to purchase goods and services up to \$50,000.
- [**Regulations, Title 4a, State Purchasing Procedures**](#)
- [**Standardization Transaction Policy**](#)

Any questions you have may be directed to Carol Wilson, Procurement Director at carol.wilson@po.state.ct.us or 860/713-5093.

OfficeMax...What's Your Thing?



What's our thing? Our "thing" refers to the fact that on February 15th, Boise Cascade Office Products Corporation became known as **OfficeMax Contract, Inc.** Below are updates and new information from OfficeMax regarding their contract **04PSX0016 – General Office Supplies, Paper and Toner.** Should you have any questions, please do not hesitate to contact Jennifer Farquharson at 888-823-4036 or email her at jenniferfarquharson@officemax.com .

OFFICE PRODUCT CATALOG

OfficeMax has issued a new 2005 Office Products Catalog. Please do not use the previous Boise catalog or web site to view items.

OfficeMax has begun distributing the 2005 OfficeMax catalog to contract customers. If you have not received a copy of the catalog, or need additional copies, please order through CoreCT or call OfficeMax's Customer Service:

Product #: J9STATECTCAT
Customer Service Phone: 888-823-4036
Fax Number 888-823-4057

NEW ORDER NUMBERS:

With the issuance of the new catalog, some products numbers have changed. This is causing some confusion when trying to find items on the Core-CT system. As an example, when looking for paper items –

Previous Order Number	New Order Number
P1MP2201CY	CASMP2201PCY
P1MP2201PK	CASMP2201PPK

The letters and numbers in bold above reflect the portion of OfficeMax's part number that refer directly to a portion of the manufacturer's part number. ??????????????This may make finding items in the system a little easier should OfficeMax's own internal part numbers change with an update.

FIXED PRICE PAPER ITEMS

Effective February 15, 2005; pricing on some of the Fixed Price paper items have increased. These will be reflected in the latest update in the Core-CT system. As a cross-reference, you can obtain a copy of the current pricer by contacting Jennifer Farquharson at jenniferfarquharson@officemax.com

Pricing and images of items are available for viewing on OfficeMax's web-site:

www.officemaxsolutions.com - "Browse Catalog" link
(all lower case)??

Username: **stateuser**
Password: **boise1**
(all lower case)

Ordering entities that are not required to use CoreCT have the ability to place orders through the Internet. If you have not been previously set up to place orders in this manner, you can request log-on information by contacting Customer Service at 888-823-4036.

Customer Service may also be contacted for:

- Questions
- Returns
- Special Orders
- Proof of Deliveries/Delivery Information
- Pricing
- Product Availability
- General Information



Retail Connect

OfficeMax also offers a program called Retail Connect. Walk-in customers have the ability to buy items at 1,000 OfficeMax stores nationwide at the negotiated State pricing.

Here's how the program works –

- You present the Business Retail Card to an OfficeMax associate at the time of purchase
- The OfficeMax associate scans the barcode on the card to validate the card number and then scans each item
- The Point of Sale System (POS) retrieves the State contract items and matches the SKU's and returns the contract price
- The State pays with cash, credit card or procurement card and receives a receipt that shows the items' contract prices.

The Retail Connect card is not for personal use. Reports will be provided to the State showing all items purchased by the retail card. In order to obtain a retail card just fill out the form that is linked below. Once the form is filled out fax it to 203-729-1884 for processing. When your request has been received an OfficeMax Associate will contact you if any additional information is needed.

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

CUSTOMIZED STAMPS

A few questions have been received by customers on how to place orders for Customized Stamps with OfficeMax. OfficeMax has included a "CUSTOM STAMP ORDER FORM", which is located on Page 1083 of their Full Line Catalog.



Fax the completed form to: State of CT Customer Service: 1-888-823-4057

For "Signature" Stamp Orders:

Complete Form on Page 1083 of the Full Line Catalog

Mail the completed form PLUS 3 signature examples to:

OfficeMax, 4428 Hollerich Drive, Peru, IL 61354

Attention: Custom Dept.

Platinum Auction Big Success!

On March 8, 2005, The State of CT Surplus Property held an auction for approximately 91.5 t. Ounces of Platinum from the Connecticut Agricultural Experiment Station. Four bids were received with Northeastern Metals & Chemicals Inc. providing the winning bid - \$64,801.00!

Special thanks goes to Jim Potyra of the Surplus Property Division. He weathered the storm of the year on Tuesday to see that everything went as scheduled.



New Law Regarding Consumer Credit Information



Infoshred, LLC, a **CT Certified Woman Business Enterprise (WBE)** has sent in the following information for us to share with our readers. **Infoshred** is currently one of the vendors on the **On-Site and Off-Site Shredding Services**, contract number [03PSX0105](#).

By June 2005, every company that deals with consumer credit information will have to change the way it does business. That's the day that the **Fair and Accurate Credit Transaction Act (FACTA)** goes into effect. This new federal law was designed to reduce the risk of consumer fraud and identity theft that is created by the improper disposal of consumer information. Its impact will be felt by any business that has access to consumer's credit information.

The rule requires that these companies destroy all consumer information before it is discarded. Businesses that don't properly destroy this information will face severe penalties, which could include civil liabilities; the threat of class action suits and state and federal enforcement actions.

Although all businesses will feel the impact of the new rule, it especially singles out consumer reporting agencies, lenders, insurers, employers, landlords, government agencies, mortgage brokers, auto dealers and other users of consumer reports. "FACTA applies to anybody who maintains consumer information and any business that's regulated by the Federal Trade Commission," points out Stacey DiPiazza, owner of Infoshred, a document destruction company in South Windsor, CT.

She points out that FACTA covers more than paper. "The rule covers any medium that contains personal information, whether it's paper, CDs, discs or even hard drives." Infoshred has been asked by many companies to destroy hard drives, even though these companies have already removed the information from the drives. "Companies want to be absolutely sure that no information can be retrieved from these hard drives, so we physically destroy and dispose of them," she says.

What does FACTA mean to you?? [READ MORE](#)

Want more information about FACTA and its impact on your business? Call Infoshred at (888) 800-1552. Questions regarding the On-Site and Off-Site Shredding Services contract may be directed to Susanne Hawkins at Susanne.Hawkins@po.state.ct.us or 860/713-5064.

SMALL Business is BIG Business!

As part of our effort to promote Connecticut small and minority businesses, we are continuing to offer the column called, **3 questions with...** This column, presented in a question and answer format, will feature Connecticut small and minority businesses that hold current state contracts. Through their answers, you will learn more about the local businesses that can provide you with products and services through their state contract(s). This week we are asking:

3 Questions with... BBI Technologies, Inc.



? Can you give us some background about your company? (Products/services offered, company location, # years in business company contact, certification type)

A. BBI Technologies, Inc. has been in the office equipment business for over 37 years. Located in Milford, we offer a wide range of products including digital copiers, printers, fax machines, professional dictation equipment and court recording systems. We offer both on-site and carry in service and work with many well-known manufacturers in the office equipment industry. BBI Technologies, Inc. is a certified Small Business Enterprise.

? What State of Connecticut contracts does your company hold?

A. BBI Technologies, Inc. currently holds 4 state contracts. Contract [04PSX0044](#) is for **Brother Laser Printers** ranging in speeds from 15 to 35 pages per minute.

? If there were one thing you would want people to know about your company, what would it be?

A. That we are a Certified Small Business Enterprise that takes pride in providing the highest level of service and support to our customers.

Call Gene Berlepsch at 800-548-9336, email gene@bbitech.com or visit their website at www.bbitech.com

Certified Small Business Contract Vendors!!! Want to have your company promoted in this column? Contact Teresa Dupont at teresa.Dupont@po.state.ct.us or call her at 860/713-5073 and she will be more than happy to help you out.

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.

Welcome New State Contracting Portal Registrants!	
Agriculture, Dept. of	Jaon Ives-Parisi
Auditors Of Public Accounts	Stephen Eckels
Corrections, Dept. of	Joel R. Ide
Corrections, Dept. of	Arlene Dussault
Education, Dept. of	Janet Montague
Public Health, Dept. of	Michael Purcaro
Public Health, Dept. of	Lynne Tinyszyn
Public Works, Dept. of	Kevin Jackson
Soldiers Sailor and Marines, Dept of	Elizabeth Rodriguez

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



EPartners

Attention all CT State Agencies, Schools Municipalities and Not-for Profits Organizations...

Are you in need of Uniforms?

The current **Uniform Contract [03PSX0085](#)** is going to expire on April 30, 2005. Let us know if there are any requirements not met in the current contract that you would like to see in the new contract. E-mail your requirements to Julie.Bernosky@po.state.ct.us by Friday, March 18, 2005. If you have any questions, please contact Julie at 713-5065.

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

**Clean Energy Communities Workshop –
Taking that first step towards Clean Energy**



On March 9th, The Connecticut Clean Energy Fund (CCEF) and SmartPower, a non-profit group dedicated to increasing public awareness and use of clean energy, kicked off their new

program, Connecticut's Clean Energy Communities with a meeting on their 20% by 2010 campaign. The focus of this meeting was to gauge municipal interest in purchasing clean energy. Several cities and towns across the state have already committed to the 20% by 2010 campaign. These communities include: Hartford, Granby, South Windsor, Rocky Hill, New Haven, Stamford, and North Canaan.

What is the 20% by 2010 campaign all about? It's about Connecticut communities committing to purchase 20% of their electricity from clean power sources like solar, wind, and landfill gas by 2010. As an incentive, the campaign is offering a free solar energy system to communities that make the commitment and convince 100 of their residents to sign up for the clean energy option that will be part of your energy bill starting in April.

What are the benefits of using clean energy? Better health from breathing cleaner air, energy security from using power produced in this country, and a boost to our economy from jobs created to produce that energy!

If you'd like more information on 20% by 2010, visit the SmartPower website at www.smartpower.org.

CT DAS state contracts offer a number of "climate-friendly" environmentally preferable products and services, including many that reduce greenhouse gas emissions. 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 03/11/05

Contract #	Contract Name	For:	Contract Term
04PSX0427	Purchase Utility Reel Trailer, 6,830 GVWR	Department of Transportation, All Using State Agencies & Political Subdivisions	March 07, 2005 To March 31, 2006
05PSX0004	Purchase Pavement Friction Tester with Tow Vehicle and Skid Trailer	Department of Transportation, All Using State Agencies & Political Subdivisions	March 07, 2005 to March 31, 2006
05PSX0056	Temporary Fencing for the UCONN TOPOFF project	UCONN	March 08, 2005 to June 1, 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!

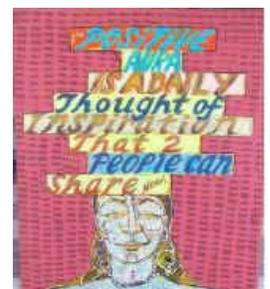
Peppy’s Points to Ponder...



Lesley J. Hubbard from **Lesley Designs** has sent in this week’s quote! Since her quote was selected for WIN, we are sending Lesley **5 CT \$hops commemorative retractable name badge holders!***

“Nurture your mind with great thoughts, for you will never go any higher than you think.”

**-Benjamin Disraeli
British Prime Minister**





*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



More Billing Production Labs Announced

Core-CT has scheduled 12 new Billing Production lab sessions, three each on March 18, April 1, 8, and 15. The sessions are 8:30 a.m. to 10 a.m., 10 a.m. to 11:30 a.m. and 11:30 a.m. to 1 p.m. Up to eight users can be registered for each session. The sessions will be held in room 2060 at the Core-CT office at 101 East River Dr., East Hartford, CT.

If you are interested in attending a Billing Lab, contact your agency's training registration coordinator. A list may be found at <http://www.core-ct.state.ct.us/user/training/financials.asp>

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



Excel Cell Formatting Trick

When you are working in Excel, do you constantly find yourself going to the Format menu, scrolling down to Cells, for things like cell format, text direction, borders, fill color, etc...?

Looking for a faster way to access the Format Cells window?

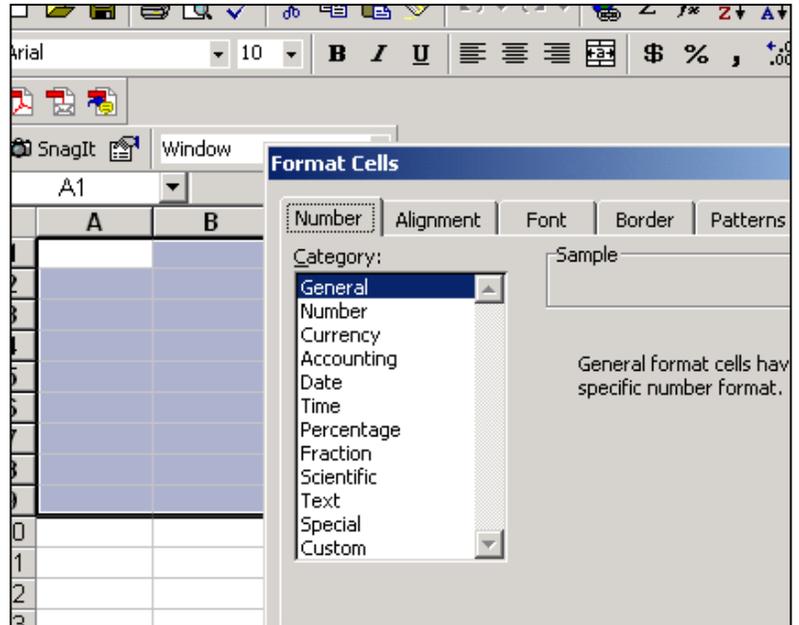
Yes? Good, then you're in the right place.

Next time skip the menu and highlight the cells you need to format.

Instead try using the key combination of **Ctrl + 1**.

Poof! You're instantly taken to the window where you're free to format to your hearts content.

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>