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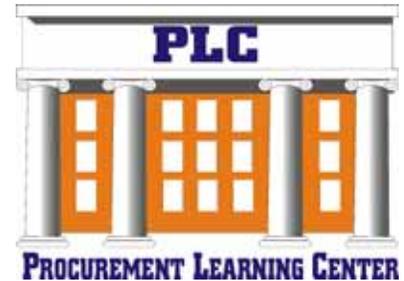
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Procurement Learning Center Now in Session!

“Green” Training Class First to be Offered

March 15, 2005 was an exciting day because the very first official Procurement Learning Center (PLC) class was held at the State Office Building in Hartford. Barbara Moser of Procurement Services’ Environmentally Preferable Purchasing (EPP) program presented a half-day class called “Environmental Requirements for State Contracting”.



Thirty employees, representing a dozen different state agencies, received in-depth information about EPP, the EPA’s Comprehensive Procurement Guidelines and the Connecticut General Statutes relating to environmentally preferable purchasing.

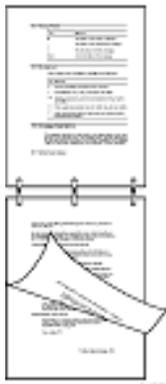


Barbara explained that EPP is a “broadening of purchasing practices that considers product lifecycle characteristics and their effects on the environment and human health and safety.” Attendees learned that there are many EPP products available on current state contracts. These products include re-refined oil, retread tires, recycled antifreeze, recycled traffic cones, carpeting, re-manufactured ink cartridges, recycled content copy paper & office supplies and much more.

Certain products (construction, landscaping, paper, transportation, vehicular, etc.) have specifications for recycled content through the EPA Comprehensive Procurement Guidelines (CPG). Attendees learned that in accordance with Connecticut General Statute 4a-67a(c), these specifications should be included in your bids. The EPA CPGs are available at www.epa.gov/cpg/products.htm.

By state statute, agencies are required to purchase recycled copy paper containing 30% post consumer waste that is available on the current contract for **General Office Supplies, Paper and Toner, 04PSX0016.**

Barbara shared the following facts with the class:



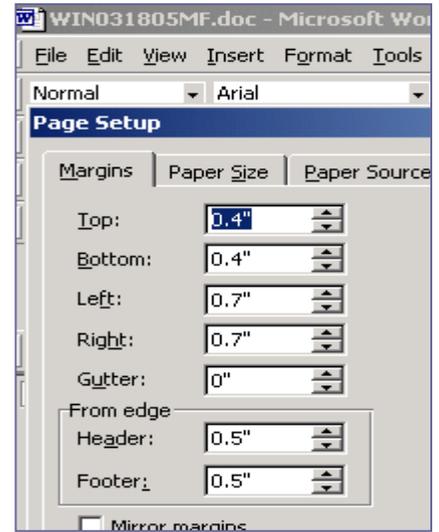
- State agencies purchase virgin content paper 98% of the time (that means only 2% of copy paper purchases are in compliance with state statute)
- Recycled content paper costs 6% more than virgin paper
- Duplexing is not a common practice

So, how can you comply with statute, be environmentally conscious and purchase recycled content paper without draining your budget? Barbara gave us a real life example of how something as simple as duplexing, can save resources **and** money. Using DAS’ monthly paper consumption figure, Barbara determined that by printing documents double-sided, 183 reams of paper could be saved. Even with the additional 6% cost of recycled paper (currently 13¢ per ream) **the potential monthly savings from duplexing is \$371.98!**

Additional paper strategies include things like setting your copier or personal computer default preferences to duplex, decreasing your standard margin size to no more than 0.75, using the “print preview” option to review your document prior to printing and using discarded one-sided print copies for scratch pads.

As the class wrapped up, Barbara offered to provide paper purchase figures to those interested if finding out the extent to which their agency is complying with state statute. A number of attendees did just that and you can too.

To get your agency paper purchases information or learn more about Environmentally Preferable Purchasing, contact Barbara Moser at barbara.moser@po.state.ct.us or 860/713-5081.



Updated Info on Procurement Webpage



Correction and Update to 3/11 WIN

Please note the following correction to the 3/11/05 issue of WIN. The corrected information is shown below in red. We apologize for any confusion this may have caused anyone. Thanks to Carol Wilson for catching this oversight!

Another change has also occurred since the last issue of WIN. A change has been made to the listing located below “State Agencies” (under the Quick Links area on the extreme right hand side of the page). The new name for Agency Delegated Authority has been changed to Purchasing Policies/Regs as show in green below.



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~~ **Standardization Transaction Policies**. To be sure everyone involved in state purchasing is aware of this important information, we have added these to the ~~Agency Delegated Authority~~ **Purchasing Policies/Regs** 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>

DAS Central Printing...For All Your Printing Needs

DAS CENTRAL PRINTING

- Offset printing
- Digital copies
- Color copies
- Binding, finishing, addressing and mailing
- Delivery
- *Coming soon* - Online ordering

Letterhead, envelopes, business cards, announcements, forms, brochures, posters, booklets, manuals, cd covers and cds.

Ask about our graphic design, e-publishing, web design and Flash production services.



For all your
printing
needs.



566-4718

713-5154

das.printshop@po.state.ct.us

Centrally Located at 18-20 Trinity Street, Hartford, CT

Catalog Items Loaded into Core-CT

Great news! The Core-CT Catalog Management team has been working diligently to get catalogs loaded into the system. Since this is such good news for you, we thought we would feature it in Noteworthy News this week. Any time you need to access this list, you will find it as a link in the Core-CT section of WIN.

To access the listing from the web, simply go to the message section of the eProcurement webpage at: <http://www.das.state.ct.us/busopp.asp>.

The following vendor contracts have catalog items now loaded into Core-CT/PeopleSoft:		
Access Catalog Supply	03PSX0264AA	Commissary Products
ADT Security Services	97PSX0001AA	Security Monitoring Services
All State Dist. NE	03PSX0264AB	Commissary Products
American Institutional Supply	03PSX0264AC	Commissary Products
Aztec Technologies	04PSX0016AA	Office Supplies
Boise Cascade	04PSX0016AB	Office Supplies
C & C Janitorial	04PSX0203AA	Janitorial Supplies
The Dietary Shoppe	03PSX0032AC	Dietary Supplements
Eastern Bag & Paper Co.	004PSX0028AB	Maintenance, Repair & Operation Products
Fairfield Stationers	04PSX0016AC	Office Supplies
G & G Dairy Express	03PSX0297AC	Dairy/Milk Products
Guida Dairy	03PSX0297AA	Dairy/Milk Products
H. P. Hood Dairy	03PSX0297AB	Dairy/Milk Products
Hartford Lumber	04PSX0379AA	Lumber
Keefe Supply Co	03PSX0264AG	Commissary Products
Marcus Dairy	03PSX0297AD	Dairy/Milk Products
Mead Johnson Nutritional Group	03PSX0032AA	Dietary Supplements
Moore Medical	01PSX0219AG	Medical/Surgical Supplies
Mountain Dairy	03PSX0297AE	Dairy/Milk Products
Seder Foods Corp.	03PSX0264AF	Commissary Products.
Suburban Stationers	04PSX0016AD	Office Supplies
Sunshine Dairy	03PSX0297AF	Dairy/Milk Products
Sysco	04PSX0033	Food
Vanguard Direct	04PSX0010AA	Forms

State Contracting Portal



Have you registered?

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!	
Children and Families, Dept. of	Jay Anderson
East Windsor, Town of	Becky MacDonald
Three Rivers Community College	Gayle O'Neill
Public Works, Department of	Eugenie Williams

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



EPartners

Are You "TIRED" of Worn Out TIRES?

Do you have tires that are in need of retread, and/or have section or nail hole repairs? Good news for you. A new contract for **Retread & Repair of Truck Tires**, [04PSX0426](#) has been awarded and is in effect from March 01, 2005 through February 28, 2008. The contract is available to All Using State Agencies, CT Municipalities, Schools, and Not for Profit Organizations. Check it out and see how this contract can help to save you some time and money.



Questions regarding this contract may be directed to Theresa Anderson at 860/713-5063 or theresa.anderson@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!

Environmentally Preferred Purchasing



Is Your Building or Your Office “Green”?

In response to some of the issues that were discussed at the “**Environmental Requirements for State Contracting.**” class, here are some easy-to-implement ideas that you can put into practice right now to make your office a more environmentally friendly place: Watch future issues of WIN for more tips on how to be “green.”

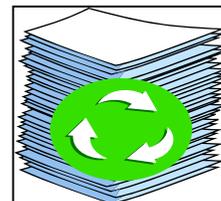
1. Turn off equipment when it's not being used. (This can reduce the energy used by 25%; turning off the computers at the end of the day can save an additional 50%.)
2. Encourage communications by email, and read email messages onscreen to determine whether it's necessary to print them. If it's not, don't!
3. Reduce fax-related paper waste by using a fax-modem and by using a fax cover sheet only when necessary. (Fax-modems allow documents to be sent directly from a computer, without requiring a printed hard copy.)
4. Produce double-sided documents whenever possible. Use the links below to access two (2) signs to be used near the copiers to “remind” your staff of proper pager usage.

Thanks to **Mike Shuberth** who attended the EPP class. Mike thought it would be a good idea to share these printing “reminders” and put it them in WIN. We couldn't agree more! To print these out, simply click on the links below (or copy and paste) into your Internet address field and print. Now all other agencies and organizations can place the reminders by the copiers in their offices (and homes, too!)



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

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



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 03/14/05

Contract #	Contract Name	For:	Contract Term
04PSX0427	Purchase Utility Reel Trailer, 6,830 GVWR	Department of Transportation, and All Using State Agencies & Political Subdivisions	March 07, 2005 through March 31, 2006
05PSX0037	Rolled Polyethylene Raw Material for the Manufacture of Plastic Bags for Department of Correction	Department of Correction for DOC Enterprises	March 14, 2005 through April 30, 2006
05PSX0056	Temporary Fencing for the UCONN TOPOFF project	UCONN	March 07, 2005 through 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...



St. Patrick's Day is an enchanted time - a day to begin transforming winter's dreams into summer's magic.

– Attributed to Adrienne Cook

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



Billing/AR Production Support Labs Update



Core-CT has scheduled additional Billing/AR Production Support lab sessions. The sessions announced March 8 have been changed from Friday sessions to Thursday sessions, with the times also changed.

There will be three sessions each day on the following Thursdays: March 24, 31 and April 14. Each session will be one hour in length. The first session is at 9 a.m., the second at 10 a.m. and the last at 11 a.m. Classes are limited to ten users for each session. These sessions will be held in room 2024 at the Core-CT office at 101 East River Dr., East Hartford, CT.

There will be three additional Billing/AR Production lab sessions on Thursday, April 7 in room 2060 (please note the different room number) of the Core-CT office at 101 East River Dr., East Hartford, CT. Each session will be one hour in length. The first session is at 1 p.m., the second at 2 p.m. and the last at 3 p.m. Classes are limited to ten users for each session.

If you are interested in attending one of these sessions, contact your agency's Training Registration Contact. A list can be found at the web address listed below:

<http://www.core-ct.state.ct.us/user/training/financials.asp>

Please come prepared with problems and/or questions regarding Billing and AR.

Billing Sandbox to be Retired



The Financials Billing sandbox environment (FNSBX) is being retired at the end of this week. After Friday, March 18, users will no longer have access to the sandbox. A new sandbox environment will be made available and announced shortly before go-live for practice in the Inventory and Asset Management modules.

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



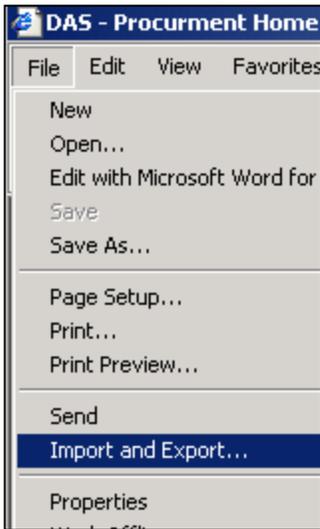
Click on the "Help" link below to access **ALL** the **Core-CT** help options that are available to you such as the Core-CT web site, current and past Daily Mail, help desk phone numbers, agency super users and more!

[Core-CT Help](#)



Tech Talk with Ms. Bits n' Bytes

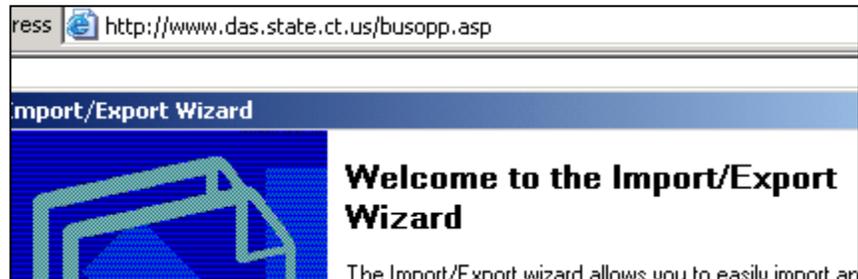
Printing Favorites



Q: Is there a way to print my Favorites?

A: Yes and No. You don't have an option where you can right click your favorites and choose "Print" or anything like that, but there is a procedure whereby you can create a printable HTML document.

First we need to create the HTML list. Using Internet Explorer go to **File / Import and Export** to bring up the "Import/Export Wizard".



Click "Next".

- Select "Export Favorites" then "Next". If your favorites are organized into folders you can choose to save all (that would be the top folder "Favorites", or just a specific folder.
- Choose "Export to a File or Address" where you'll give it a name and location. I would select the "Browse" button and save it to my desktop for easy finding.
- Click "Next" "Finish" and we're done with the first part.

Now, here is what you need to do with this file.

- Double click the file and it will open up in Explorer. Notice that it is just a page of names with clickable links. Don't panic, we can print the URLs—stay with me.
- With IE 5 go to **File/Print** and check the "Print table of links" box then OK. With IE 6 go to **File/Print** then select the "Options" tab—you'll find the "Print table of links" tab there.
- Push the "Print" button and you'll have a list with addresses.

Thanks to WordStart 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>