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NEW Policy Regarding "Core-CT Inventory Data Collection Procedures for Purchases Made Using General Letter #71"

This is important information for any Agency that uses their General Letter #71 purchase authority to buy commodities that will be inventoried and stored in their agency warehouses. Effective immediately you will be responsible for the following:

1. When soliciting bids/quotes using GL-71, agencies should include the bid language to support e-commerce (modified to their agency), and include the Core-CT Supplier Kit and related information. Sample language is noted below, and the supplier kit link is included with this language:

On July 1, 2003, the State of Connecticut began utilizing an internet-based E-Procurement ordering system (PeopleSoft), known as Core-CT. With Core-CT, companies receiving awards from this quote/bid will receive purchase orders from the State of Connecticut through this system.

Companies will be required to provide the State of Connecticut with functional data files including detailed product and pricing information. These files will then be loaded into a catalog on this system for ordering and inventory purposes. Companies that do not and/or cannot comply with these requirements when required, and/or fail to provide functional data files within a reasonable amount of time (as specified by the State) may be terminated from a contract award.

For additional detailed information on E-Commerce/Data File Requirements and Core-CT please go to http://www.das.state.ct.us/Purchase/Info/supplier_kit.asp or contact the Contract Specialist referenced on this bid/rfp package.

Agencies should include enforceable data collection time.

2. Upon award of the bid/quote, agencies must create a contract in the Core-CT Purchasing Module using the standard contracting number format for Core-CT (04DPW1000AA), 2 digits for the calendar year, 3 Alphas to Represent the Agency, 4 sequential numbers, 2 Alphas to represent the vendor.
3. Agencies must have the vendor complete the requirements indicated in the supplier kit and return it to the appropriate purchasing staff within their agency for review and acceptance. If the agency, or the vendor, has any questions on how to complete the supplier kit, the agency shall direct all questions to the DAS Catalog Management team for their guidance and assistance. The completed supplier kit should then be forwarded to the DAS Catalog Management team (listed below) for loading into Core-CT.

4. In the event that the vendor's Supplier Kit is unacceptable for loading due to incorrect data structures, the DAS Catalog Management team will work with the agency on how to correct the file data formats. The agency should in turn work with the vendor to ensure that the file is corrected and returned in a timely manner. The agency shall forward the new corrected file to DAS Catalog Management for loading.
5. Upon receipt and review of the corrected file, the DAS Catalog Management team will load this file into an agency specific catalog. This is to ensure that only this agency will be able to purchase these items.
6. The Agency will be responsible for collecting any pricing update information (if applicable) utilizing the Supplier Kit and submitting the approved spreadsheet to the DAS Catalog Management team in accordance with items 1 through 4 above.

Questions about this policy may be directed to the DAS Catalog Management Team:

John Pacholski, 860-713-5094 (Team Leader)
Rob Zalucki, 860-713-5139
Pat DeConti, 860-713-5061
Ada Rivera, 860-713-5048
Mike Owsianko, 860-713-5019

Supplier Diversity Website has New Look & Features

The Office of Supplier Diversity (OSD), formerly known as the Set-Aside Program, has a new and improved website. According to Meg Yetishesky, Director of the Office of Supplier Diversity, the new site is more user friendly and now offers a "jump list" of links to all kinds of valuable information.



To assist Connecticut businesses applying for certification, there is a new link called "Supporting Documents". By linking to this page, companies are able to locate their particular business structure, click on it and get a complete list of the documents required to apply for certification to become a Small or Minority Business Enterprise. Another great feature is that there are direct links to resources that can help businesses get information about things like sale tax permits, licenses, Certificates of Incorporation, etc.

"I am pleased to announce that in accordance with Governor M. Jodi Rell's commitment to open and transparent government, the new Office of Supplier Diversity website lists the up-to-date set-aside goal achievement figures for each state agency".

Meg Yetishesky
Director of the Office Supplier Diversity

To assist state agencies with compliance and reporting responsibilities, there are links to Goals Calculation, Quarterly Reporting and CHRO forms and instructions. When OSD started working on their new website, they considered the questions and requests they get on a daily basis and incorporated the information in the new website. For example, a common question is "what is the definition of a good faith effort?" The new website has that information readily available to everyone.

Did we mention that the Frequently Asked Questions have been updated as well? Yes, and there are many other changes that you will want to see for yourself. Use the link to view the Office of Supplier Diversity website and see why we are so proud of it!

[New & Improved Office of Supplier Diversity Website](#)

Questions regarding the Supplier Diversity Program may be directed to Meg Yetishefsky, Director of the Office of Supplier Diversity at meg.yetishefsky@po.state.ct.us or 860/713-5228.



Please put a hold on your calendar for May 31, 2005. There will be a workers appreciation day at the Convention Center site.

We will be recognizing the SBE/MBE's that have participated on the project in some fashion that day. More to come on this...

State Contracting Portal



Have you registered?

People from state agencies and the Department of Higher Education continue to respond to Governor Rell's Executive Order No. 3. Have you registered yet? Use the following link to access Executive Order No. 3. <http://www.ct.gov/governorrell/site/default.asp>

For more information on the State Contracting Portal, use the following link http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp Questions? Contact Jim Passier at jim.passier@po.state.ct.us or 860/713-5086.

Vendors! Are You Getting Your "1 A Day"?



By "1 A Day" we mean **one email a day** to receive all bid notices that have been posted onto the State Contracting Portal. If you have not yet registered to receive eALERTS, or if you are currently registered and wish to change your options you now have the ability to do so online.

If you are not familiar with eALERTS, once you register DAS will send an *e-mail alert* "eALERT" when bid notices are posted. There are 3 different options to choose from. Keep in mind that DAS offers this e-mail alert as a courtesy and convenience to assist you in monitoring our web site for bids. DAS does not promise or guarantee that registrants will receive e-mail alerts because email can be unreliable on occasion.

The 3 choices on how you wish to receive your eALERTS.

Option 1 is to receive an alert e-mail as soon as a bid(s) appears on the system by the commodity codes you select. You would receive an email for each bid as it is posted to the system.

Option 2 is to receive one(1) overnight e-mail listing all new bids posted to the system for the past 24 hours.

Option 3 is to receive both an overnight and a by commodity codes e-mail.

Option 2 is what we recommend you choose. Let me explain why. More and more agencies, municipalities and not for profit organizations are using our portal/website to post their bids. Since you will be registering by commodity code, what if you think your product/service should be listed under one commodity code, yet the agency putting out the bid thinks it should be another one. If you chose Option 1, you would miss out.

Let me give you an example:

Look at the first two commodity codes in the commodity list:



0047 **Agricultural & Horticultural Supplies**

0001 **Agricultural and Farm Machinery and Equipment and Supplies**

Let's say you registered to receive eALERTS for commodity 0047. The agency posting the bid felt it should be listed under the 0001 code. If you register for Option 2, you would see **all** the bids that were posted within the past 24-hour period and not just those under the commodity codes you had chosen. (No, you won't be inundated with a huge list; it will only be around 10 – 20 bids. Remember this is the daily list of only the *new bids* that have been posted in the past 24 hours.) Why take any chances on missing a bid opportunity for you or your company?

To register, go to <http://www.das.state.ct.us/Purchase/Register/default.asp>.

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

Don't take our word for it! Read what Ed Artis has to say!

I am the CEO of A2 Computers, a Certified CT Small business. We sell IT equipment to Government, Education and Corporate customers. I recently responded to several bids I received via email through the DAS State Contracting Portal. As a result of my response I was awarded contracts to purchase IT equipment for the Department of Revenue Services as well as Connecticut State University. ***I am very appreciative of these emails from the portal and the leads that they have provided my company.*** We have closed over \$40,000 in business from the portal thus far and are pending on several more contracts.

We are looking forward to additional business from the portal in the future.

Ed Artis-CEO
A2 Computers LLC-GSA Small Business
Government/Education/Corporate Sales



CASBO VENDOR DAY

Tuesday, April 12, 2005
THE AQUA TURF
MULBERRY STREET
SOUTHINGTON, CT 06479
(860) 621-9335

UNEMPLOYMENT PAYMENTS: THE CONTINUING SAGA

Workshops presented by the

Unemployment Tax Management Corporation (UTMC)
&
Siegel, O'Connor, Zangari, O'Donnel & Beck, P.C.

9:00-11:30 Workshop **Cost of unemployment to schools and ways to reduce the cost**
Paul Scott, UTMC

The Legalities of Unemployment Compensation

Attorney Edward "BUD" F. O'Donnell, Jr. of Siegel, O'Connor, Zangari, O'Donnel & Beck, P.C.
Attorney Shawn P. Coyne, of Siegel, O'Connor, Zangari, O'Donnel & Beck, P.C.

11:30-12:15 **Lunch for workshop participants**

12:00 - 4:00 **Vendor Displays, Demos, etc.**

4:00 - 5:00 **Hors D'oeuvres, Cash Bar**

Connecticut Association of School Business Officials (CASBO)
CASBO membership needs to support this day because it helps support the many programs and services CASBO provides.

To qualify for 0.2 CEU credits, you must sign in by 9:00 a.m. and sign out no earlier than 11:30 a.m.
For directions and registration forms, use the following link:

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

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

Did you know that each year, Americans throw away 138 billion straws and stirrers, 110 billion cups and 58 billion plastic utensils? Hard to imagine but it is true. Here is how you can help.



By following these simple suggestions, you can help to be a part of reducing that number by nearly half.

1. **Bring your own coffee cup!** Come on. That one's easy. Buy two. Keep one in your car at all times. The person behind the counter will gladly rinse it out for you. If you are going to a meeting, bring it in with you. Why use the foam coffee cups that are usually at these events?
2. **Don't use a stirrer to stir your coffee.** Do like they do at Dunkin Donuts. Put your sugar and cream in your cup first, and then pour in your coffee. Or go black. (By the way, use that raw sugar in the brown package. It's not bleached and neither is the paper.)
3. **Don't use a straw. Or a lid.** Especially if you're eating in or taking it home. (Little kids are the exception to this rule.) Also, when did they start giving straws with cans and bottles of soda? What a waste!
4. **Plastic utensils.** Take only what you need - and share. Do you really need 4 plastic knives to put cream cheese on 4 bagels? If you're eating in, ask if they have "real" utensils. |

Thanks to Nerdybooks.com for sharing this information with us. If you would like to send in other suggestions on how we can continue to be "green", we would love to hear from you. All you need to do is contact Barbara or Peppy.



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 03/21/05

Contract #	Contract Name	For:	Contract Term
04PSX0281	Diplomas, Diploma Cases & Inserts	DAS for CSDE (Regional Voc Tech Schools) and Department of Higher Education (State Community Colleges)	Notice of No Award
04PSX0373	Rental of Uniforms for Connecticut Mental Health Center, AUSA, Political Sub Divisions	CT. Mental Health Center	March 23, 2005 through December 31, 2009.
04PSX0414	Contaminated Soil Management Services for the CT Dept. of Transportation.	CT Department of Transportation	March 17, 2005 through March 17, 2007
05PSX0022	CADD Supplies for the Department of Transportation, All Using State Agencies, Political Sub-Divisions, Municipalities, Schools and Not-For-Profit Organizations	Department of Transportation, All Using State Agencies, Political Sub-Divisions, Municipalities, Schools and Not-For-Profit Organizations	April 1, 2005 through March 31, 2008
05PSX0029	Lease of Telescopic Boom Lift (2005 JLG - 600S)	DMHAS Fiscal Bureau Services All Using State Agencies & Political Subdivisions	April 1, 2005 through December 31, 2009
05PSX0043	Photographic Services	The Department of Environmental Protection All Using State Agencies and Political Subdivision of the State	March 17, 2005 through February 28, 2007
05PSX0052	Professional Grade Engineering & Drafting Supplies	DOT, All Using State Agencies, Political Sub-Divisions, Municipalities, Schools and Not-For-Profit Organizations	Notice of No Award

Contracts Expiring

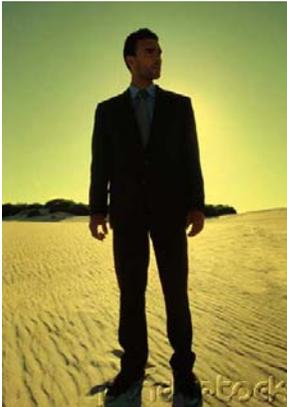
Did you know that our state contracts are reviewed one to three months prior to the actual expiration date? During this review process, the contract specialist examines the specifications and products/services included within each contract.

[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...

Gerald J. Foley for the City of Norwalk will be receiving 5 CT \$shops commemorative retractable name badge holders!* *Why you ask? He submitted a quote and it was selected to appear in WIN this week.**



"The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy"

Dr. Martin Luther King Jr.

Gerald J. Foley
Purchasing Agent
City of Norwalk



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

Closing Requisitions that are Personal Templates



Do not close requisitions that were used to create personal templates. By closing the requisition using the requisition reconciliation workbench we have discovered that the template lines are set as canceled. If you then use the Personal Template to create a new order the lines remain in the canceled state and will not source to a Purchase Order.

Core-CT has a fix for this problem and it will be applied in our upcoming Post SP2 Bundle fix tentatively scheduled for May 2005. After this fix is applied we should be able to close requisitions that are Personal Templates with no adverse effects to the Personal Template line information.

If you find that you have a Personal Template for which the associated requisition has been closed, you will need to recreate a template in e-Procurement through use of the item catalog. Please make sure that you delete the Personal Template that has the canceled lines.

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

F12 Key...Finesse

Here's a quick tip for my readers who love to use the function keys. It turns out that the F12 key is very versatile in MS Word, Excel and PowerPoint.

Are you interested in its abilities? Was that a "yes" I heard?

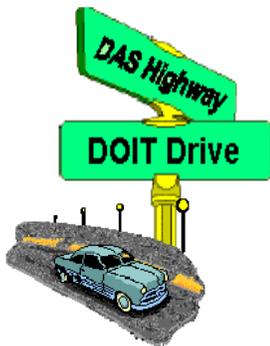
Good, so let's take a look at its uses.

- **F12** (alone) is the Save As command.
- **Shift + F12** is the Save command.
- **Ctrl + F12** is the Open command.
- **Ctrl + Shift + F12** is the Print command.

Now I realize there are other key combinations that will accomplish these same items, but for those of you who learn better when it all revolves around a single key, this one is for you!

THANKS [WorldStart](#) FOR THIS TIP

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

DOIT



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 or fax it to her at 860-622-2940. Once she gets the information, they will be added to the “**WIN**ner” 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>