



TABLE OF CONTENTS

NOTEWORTHY NEWS2

- Check Out the “New & Improved” CADD Supplies Contract2**
- TOPOFF 3 Event Scheduled for April 4 - April 8, 2005.....2**
- STOP! Don’t Sign That Enterprise Form!.....3**
- 2005 Ford Explorer E-85 FFV Cut-Off Date is Just Around the Corner!3**
- Governor Rell Issues Crackdown on Use of 411 Service3**
- State Contracting Portal4**
- New Bid Posting Checklist.....4*

ENVIRONMENTALLY PREFERRED PURCHASING5

- Paper Cuts - No Band-Aid Required.....5*

EPARTNERS6

- New Contract Offers Wide Variety of Photographic Services.....6*
- Inquiring Minds Want To Know...How Can I Get One?.....6**

“CERTIFICATION CENTRAL”7

- Annual Business Filings Can Now Be Submitted On-Line.7*

BID NOTICE POSTINGS8

CONTRACT INFORMATION:8

- DAS Contracts.....8*
- Contracts Expiring.....8*

PEPPY’S POINTS TO PONDER...9

PEPPY’S TOOLBOX.....9

CORE-CT INFORMATION9

- Looking for Catalog Items in Core-CT/PeopleSoft?.....9*

TECH TALK WITH MS. BITS N’ BYTES10

- Extra Excel Sheets? Far to Few?.....10*

DEPARTMENT OF INFORMATION TECHNOLOGY11

- DOIT Bid/ Proposals11*
- DOIT Contract Awards.....11*

CONTACT US11

- Miss a Previous Issue of WIN?11*

Noteworthy News

Check Out the “New & Improved” CADD Supplies Contract

A new contract [#05PSX0022](#) **CADD Supplies** for specialty drafting and engineering products was issued on April 1, 2005. This contract is available to All Using State Agencies, CT Political Subdivisions and Not for Profit Organizations. Please take a moment and look at this new contract for better negotiated pricing and shorter delivery lead times on the awarded specialty paper and ink cartridges. This contract was awarded to **Corporate Express ICGS** and **Joseph Merritt & Company** and will be in effect until March 31, 2008.



Questions? Susanne Hawkins, DAS Contract Specialist, will be more than happy to help you out. Susanne can be reached via email at susanne.hawkins@po.state.ct.us or by calling her at (860) 713-5064.

TOPOFF 3 Event Scheduled for April 4 - April 8, 2005

TOPOFF 3, is a Congressionally mandated exercise sponsored by the U.S. Department of Homeland Security’s Office of State and Local Government Coordination and Preparedness. TOPOFF 3 will be the most comprehensive terrorism response exercise ever conducted in the United States.

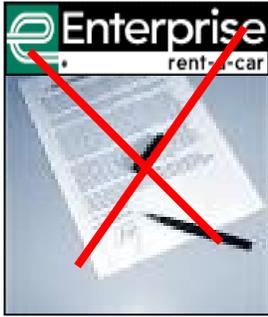


The State of Connecticut is one of two state venues selected to participate in TOPOFF 3. The exercise will test the state’s ability to coordinate inter-agency preparedness and response to a terrorist-generated chemical incident. Connecticut will use this exercise to examine the strengths of its preparedness and response plans and to follow up by making any necessary modifications.

In a press release dated March 29, 2005 **Governor, M. Jodi Rell** announced that Connecticut will test the capabilities of state, local and federal government agencies to respond to a terrorist attack in a full-scale, national terrorism response exercise scheduled to take place April 4-8, 2005. To view the release in it’s entirety and to find out more information, click on the following link <http://www.das.state.ct.us/rfpdoc/TOPOFF.doc>.

DAS Procurement Services has been working with the TOPOFF 3 project group to provide control fencing and transportation services for the 1,500 + participants. Role players, press and observers will converge upon the exercise site from multiple locations at different times. A wide variety of vehicles such as school busses, shuttles, vans and motor coaches will be used to move the participants. The service providers will utilize a communications network to coordinate the vehicles and ensure that the complex schedules are met.

STOP! Don't Sign That Enterprise Form!



We are talking about the Rental Agreement Form that you need to sign whenever you rent a car from Enterprise. Supplement #3 of Contract [03PSX0308](#), **Rental of Vehicles**, has an **updated** "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 updated "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.

2005 Ford Explorer E-85 FFV Cut-Off Date is Just Around the Corner!

Don't miss this opportunity to purchase your **2005 Ford Explorer E-85 Flexible Fuel Vehicle (FFV)** for only **\$19,099.00** each. That's right! A new contract [05PSX0012 Purchase Flexible Fuel Vehicle \(2005 Ford Explorer E-85\)](#), has been awarded to Warnock Automotive Group, Inc. and is available to All Using CT State Agencies, CT Municipalities and Not-for-Profit Organizations.



But, you must hurry! Order cut-off date is **April 29, 2005** and according to Ford Motor Company, there may not be a 2006 FFV.

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

Governor Rell Issues Crackdown on Use of 411 Service

In the press release dated [March 25, 2005](#), Governor Rell urged agency heads to ensure that employees exercise more caution and discipline in using the 411 service. "411 is a useful service, especially if a number cannot be found through any other means," Governor Rell said, But it should be used judiciously."

In response to Governor Rell's directive, DAS's Michelle Burns and Linda Hubeny have submitted these great alternatives to dialing 411 by using a modern day technically advanced method...the Internet. Each of the following sites is easily accessible and more importantly...**free!** Add them to your "Favorites" and you will always have the phonebook right at your fingertips (literally)!



* <http://www.anywho.com/>

<http://www.superpages.com/>



*** Please remember many state agencies have policies for Internet usage. Check with your agency to confirm you are authorized to use these links.**

State Contracting Portal



New Bid Posting Checklist

Checklist Offers Valuable Tips for Posting Bids & Addendums

The good news is that in accordance Executive Order No. 3 that was issued by Governor M. Jodi Rell, more and more agencies are posting their bid documents on the State Contracting Portal (SCP). The bad news is that there are specific areas in the posting process that have proved to be a cause of confusion.

Be sure to **CHECK** our "Valuable Tips!"



With that in mind, we have developed a bid-posting checklist for you to refer to when posting your bid documents. The first page contains a checklist of the basic steps to post a bid. The second page lists the steps to post a bid addendum (change or modification to the original bid document). Within the checklist there are "valuable tips" that offer in-depth information designed to help you in the areas where we get the most questions.

Our goal is to make the use of the SCP a quick and easy process for you and your prospective bidders. Use the link below to access and download the bid-posting checklist. A link to the checklist is also available to you when you login to the SCP. If you find this checklist helpful, please let us know. Happy bid posting!

[Bid Posting Checklist](#)

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

Print double-sided to save money and resources!



Environmentally Preferred Purchasing



*If you are thinking a year ahead, sow seeds;
If you are thinking ten years ahead, plant a tree;
If you are thinking one hundred years ahead, educate the public.*

-Kuan Tzu, 500 BC

We **ARE** thinking 100 years ahead so we're going to do our best to educate you about ways to reduce, recycle & recycle. Our first area of environmental education will be paper. This is the first article in our educational series called –

Paper Cuts - No Band-Aid Required

The Hidden Cost of Paper

Did you know that, according to the EPA, American office workers use a sheet of paper every 12 minutes?

With that sheet of paper we use every 12 minutes there are environmental costs that we don't think about. Consider this:

- 1.2 million acres of forests are cleared for paper in the U.S. This contributes to habitat loss, species endangerment, global warming, erosion, air pollution, and water pollution.
- Speaking of pollution, pulp and paper mills in the U.S. produce about 245 metric tones of toxic air pollutants per year.
- Pulp and paper manufacturers are fifth in world consumption of energy.
- Paper is the single largest component of municipal solid waste – a whopping 38% off all landfilled materials.
- Paper has to be transported at all phases of its lifecycle - from the forest to the mill; from the mill to the retailer; from the retailer to you.

How can we avoid the majority of these environmental costs? It's easy – buy recycled content paper!

Over the next few weeks, WIN will be covering a variety of ways to reduce the paper you use in your office.



CT DAS state contracts offer a number of environmentally preferable products and services. Recycled content paper is available on DAS Contract No. [04PSX0016](#). 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 (86

EPartners



New Contract Offers Wide Variety of Photographic Services

Municipalities, schools and not for profit organizations can take advantage of a new contract for photographic services.



The contract for [Photographic Services #05PSX0043](#) is in effect now through February 28, 2007. You will find pricing for black & white and color prints, reprints and enlargements in sizes ranging from 5" x 7" up to 20" x 30" poster size. Other services include film and slide development, photo mat transfers, panalures and more. Pricing is offered for both normal delivery (5 days after receipt of material) and rush delivery (2-3 days after receipt of material).

Awarded vendors are located in Stamford, Newington and Hartford. With regard to pick up and delivery, the contract states that customers within 10 miles of the vendor facility will deliver and pick up material. Customers located in excess of 10 miles from the vendor's place of business have the option to deliver or mail their material and the vendor is responsible for delivery of the finished product to the customer with delivery charges prepaid by the vendor, F.O.B. destination.

Questions regarding this contract may be directed to Janet DelGreco at janet.delgreco@po.state.ct.us or 860/713-5079.

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!

Inquiring Minds Want To Know...How Can I Get One?



You are probably noticing that your co-workers have started wearing the cool, yet extremely useful CT \$hops 2004 commemorative retractable badge holder! You say to yourself..."Hey, How come I don't have one? How can I get one?" Well you can get not only one, but five badge holders that you can share with your co-workers and friends! **"How"** you ask? It's easy! All you need to do is contribute information that we can share with our readers. Here are some suggestions to get you started:

- **\$avings** – How much time and money did you save by using one of our contracts. Which contract? Have we helped you by the use of our website?
- **Winning Ways** – Do you know a co-worker who is always going above and beyond? How about a vendor that consistently gives you great customer service?
- **EPP** – Are there any questions you have regarding environmental issues? Are there upcoming EPP events in your town that you would like others to know about? How about ways you save on energy in your office or home?
- **Ask Peppy** – Ask him any question you have regarding purchasing. If you have a question, chances are others do to. Don't be afraid to ask.
- **Suggestions** – Suggestions you have to improve our newsletter are always welcome. Send them in.
- **Peppy's Point to Ponder** – Now here is a great place to share those positive quotes, thoughts and encouraging words that you have found helpful in some way.
- **Tech Talk** – The only silly question is the one that doesn't get asked. We know you have questions regarding technology. If only one person learns from the answer, we have done our job. How about keyboard or program tips, tricks and shortcuts that will help others?



And so much more! Help us get good information out to all of our WINners. Start sending in those emails to teresa.dupont@po.state.ct.us. If your contribution makes it into WIN, you too will be able to wear your own CT \$hops exclusive commemorative badge holder.

By the way, there's another reason why you'll want to get the holder. It will remind you to sign up for our next CT \$hops - it's the vendor show that you won't want to miss! Keep watching upcoming issues of WIN for new information!



“Certification Central”

Annual Business Filings Can Now Be Submitted On-Line.

Great news! Connecticut businesses that need to complete business filings to the Secretary of State now have the ability to do so...electronically! As you know, in order to get certified as a Small Business Enterprise (SBE) or Minority Business Enterprise (MBE) in the State of Connecticut, most companies need to complete and submit Annual Business Filings. This form, better known to Incorporated companies as the “\$75 Report” (LLP, LLC know it as the \$10 report) can now be submitted on-line! Prior to this, all forms needed to be hand delivered in person or submitted via the mail. By filing these forms on-line, the turn around time of processing these forms will be greatly shortened to save you time as well.

To access these forms all you need to do is go to www.concord.sots.ct.gov. Choose Business Filings (located under On-Line Filings in the Main Menu) and follow the instructions from there. Also note the “Help” link right below if you should have any questions regarding these filings.

We are sure you will find this new process to be much more effective and timely.



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 03/28/05

Contract #	Contract Name	For:	Contract Term
05PSX0001	In Person Interpretation/Translation Services	Department of Social Services, Department of Children and Families and Department of Mental Health	May 1, 2005 through April 30, 2009
05PSX0012	Purchase Flexible Fuel Vehicle (2005 Ford Explorer E-85)	DAS/Fleet Operations, All Using State Agencies and Political Subdivisions	March 29, 2005 through April 29, 2005
05PSX0067	Rubbish Removal and Recycling Services for Bradley Airport	DOT - Bradley Airport	May 01, 2005 through June 30, 2007
05PSX0002	Retrieval and Sale of Aluminum (Marker Plates) and associated hardware for the CT Dept. of Corrections	CT Department of Corrections	March 31, 2005 through February 28, 2007

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...



Is there really such a thing as spring fever?

Yes. True spring fever occurs when a cool spell is followed by sudden warmth and our body is slow to catch up. Physiological changes in the body prompt a feeling of lassitude.

The Old Farmer

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



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

Extra Excel Sheets? Far to Few?

Have you ever noticed that an Excel workbook opens with lots of sheets? If you don't use them did you know you have the option to change your settings so they don't appear every time you open an excel spreadsheet? Or what if you always want more sheets when you start a new spreadsheet? In case you didn't know there is a way to change the default to set the number of the sheets to your own personal preference. The next time you are in Excel, all you need to do is:

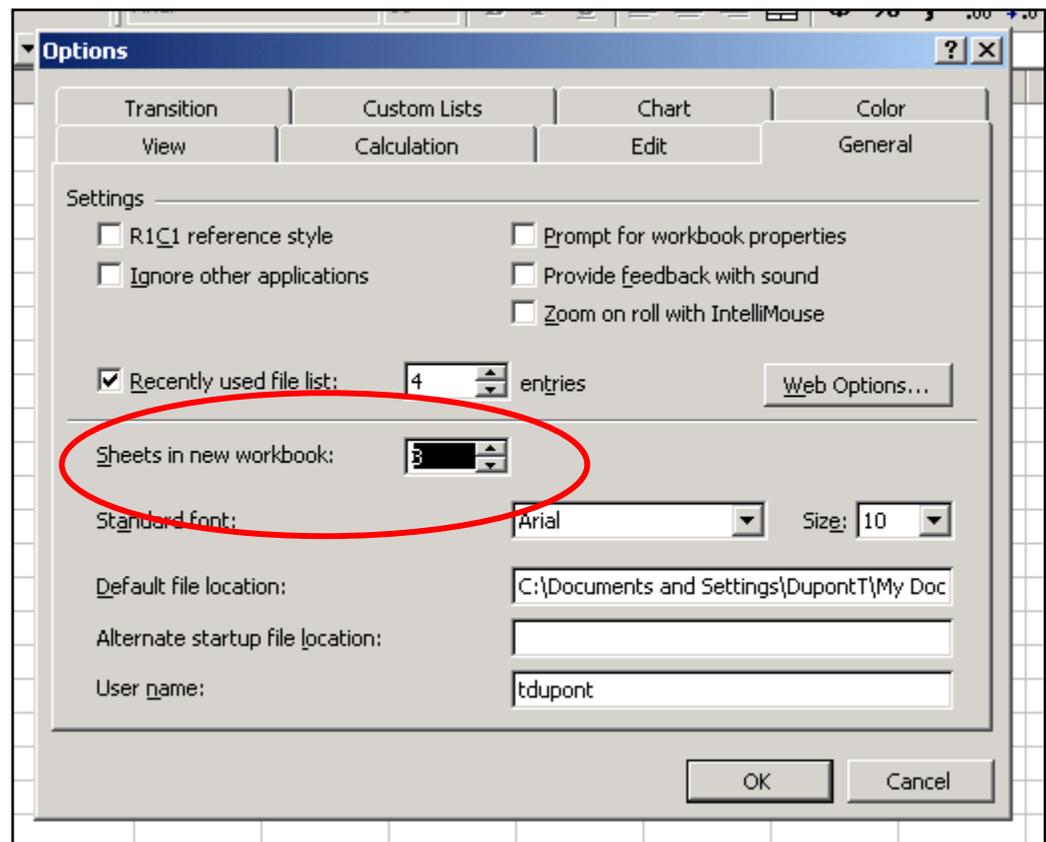
- Go to **Tools** menu
- **Options**
- **General** tab.

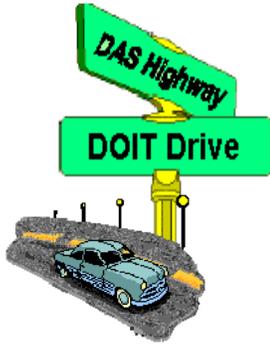
Here you will see the Sheets in new workbook box.

Just change the number in this box to the amount of sheets you want and click ok. (This will only change the sheets you do from now on after this change.) Pretty neat trick, don't you think?

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>