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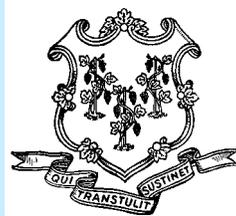
CONTACT US11

Miss a Previous Issue of WIN?11

Important!



Memo Regarding Contract Consulting Agreements



EXECUTIVE CHAMBERS
OFFICE OF THE SPECIAL COUNSEL FOR ETHICS

RACHEL RUBIN

MEMORANDUM

TO: All Commissioner and State Agency Heads

FROM: Mrs. Rachel Rubin, Esq.

DATE: April 7, 2005

RE: Contract Consulting Agreements

In the continued quest for open, fair and transparent government and contracting, Governor Rell recently issued a press release requesting the Dept. of Public Works and the Dept. of Administrative Services to obtain information regarding the use of consulting contracts by those conducting business with the State.

Governor Rell has asked that request be extended to all agencies that anticipate entering into, or renewing, an agreement for procurement of goods or services having a total value to the state of more than fifty thousand dollars in a calendar or fiscal year. For your convenience, I have attached the instructions and affidavits that shall accompany the requests for procurement. The instructions and affidavit shall accompany all requests for procurement effective April 6, 2005. Questions regarding this policy should be directed to Mrs. Anna Ficeto, Department of Administrative Services, at 713-5100.

Enc. *

*To access the enclosure of this memo which includes the instructions and affidavits that will be required, use the following link:

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

State Contracting Portal



TOO IMPORTANT TO MISS!!

In last week's issue of WIN, we ran the following article with information on how to post bids to the State Contracting Portal. Please take a moment to read it (or reread) to ensure that you or your agency personnel are submitting the bids to the State Contracting Portal correctly. By doing so, it will only help to eliminate any errors and get your bids posted accurately in a timely manner.

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.

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

Environmentally Preferable Purchasing

The Institutional (and Hidden) Costs of Buying Paper

Last week we ran an article on the Environmental Costs of Buying Paper. This week we're going to look at institutional and hidden costs because these costs go beyond what we pay per ream. As a matter of fact, the hidden costs go into our business practices and how we view business.

Paper Cuts - No Band-Aid Required

The Hidden Cost of Paper

When we consider the cost of buying and using paper, we think about the cost per ream, which for the purpose of the article we'll use a ballpark figure of \$2.00 per ream. However, what we don't take into account is the cost of the way we do business in our paper-based offices. Add in the costs of printing, copying, recycling, disposal, storage, and postage and you quickly come up with a number that can be as much as 31 times the cost of that ream of paper. According to a paper published by Citigroup and Environmental Defense that ream of paper can end up costing you \$62 per ream. A synopsis of this study can be found at http://www.environmentaldefense.org/documents/2860_Citigroup_CopyPaper.pdf

So, what can YOU do to reduce the environmental and institutional costs of paper?
USE LESS PAPER!

Next week, we'll be covering the many ways your office can use less paper. In the meantime, remember that the three arrows of the well-known recycle symbol stands for "Reduce, Reuse, Recycle" - in that order! Reduce first, and you won't have to worry about the rest.



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 (860) 713-5081.

EPP at Home!



Energy Star Lighting Sale
April 20th and 21st (Earth Day Week)
State Office Building
Room G-19 from 10:00 to 3:00

Have you ever wondered why you pay an extra \$1.00 to a conservation fund every time you pay your utility bill? That money goes into an energy conservation fund, the purpose of which is to

fund educational and energy saving events geared towards state residents. The energy conservation fund has hired a vendor that will come into your business and provide Energy Star rated lighting fixtures and lamps that will save you money in your home while decreasing the demand for energy in Connecticut. The prices are phenomenal, **and** the products keep saving you money once you get them home. Such a deal! See you there!



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EPartners



Looking for a ride? How about in a 15 Seat Passenger Van?

A new contract, **Purchase 15-Passenger Vans** [04PSX0411](#) has been partially awarded and is now available to All Using State Agencies and Political Subdivisions of Connecticut. This award became effective on March 30, 2005 and will be in place until October 31, 2006.



Theresa Anderson, DAS Contract Specialist, has negotiated with **Wagner Ford** and they have come up with some great pricing for the **2005/06 Ford 15-Passenger Econoline E-350 Van**. Take a look at the contract and see the options that are available to you as well as the substantial savings this contract will bring you.

For more information, click on the contract number listed above. Questions regarding this contract may be directed to Theresa Anderson, theresa.anderson@po.state.ct.us or 860/713-5063.

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!



“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 **04/04/05**

Contract #	Contract Name	For:	Contract Term
04PSX0375	Wide (Large) Format Multifunction Printer/Scanners	Dept. of Transportation	March 30, 2005 through December 31, 2006
04PSX0411	Purchase 15-Passenger Vans (Ford Econoline and Chevrolet Express)	All Using CT State Agencies and Political Subdivisions	March 30, 2005 through October 31, 2006
04PSX0425	Maintenance & Repair of CT River Ferry Boats	Dept. of Transportation	March 18, 2005 through December 31, 2005
05PSX0001	In Person Interpretation/Translation Services	DSS, DCF, DMHAS and All Using State Agencies and Political Subdivisions as well as certain Non Profits	May 1, 2005 through April 30, 2009
05PSX0003	Ground Transportation Coordinator Services for DOT at Bradley International Airport	Dept. of Transportation	April 1, 2005 through March 31, 2011
05PSX0049	Preservation Microfilming of Newspapers	Connecticut State Library, All Using State Agencies, Political Sub-Division, Municipalities, and Not For Profit Organizations	April 1, 2005 through June 30, 2008

05PSX0083	Diplomas, Diploma Cases and Inserts (For Regional Vocational Technical Schools and Community Technical Colleges)	DAS/Procurement Services for Department of Education	April 5, 2005 through June 30, 2007 (Graduation Years 2005, 2006, & 2007)
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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...



Spring is arriving. Like the sunrise, it never arrives all at once. It comes – slowly emerging from the sleep of winter...stretches...dozes a little more...opens its eyes, exploring its landscape...and moves into its awakening.

-Unknown

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.

Accounting Date on AP Payments



Starting on April 15, 2005, the accounting date on payments created in AP will be the payment date (check date). The difference users will notice is that the payments tab will now show the accounting date to be the same as the payment date. The accounting date has been the payment creation date, which is usually the day before. This has caused some reconciliation problems, which should be alleviated with this change.

Recommended Billing/AR Business Practices

The following four items are recommended business practices (helpful hints):

1. Complete Contact Information:

Billor Name and Phone Number information should be filled for each bill so that if either a customer, Core-CT, or OSC has any questions, they would know that this would be the person to contact at the agency.

2. Reviewing Accounting Entries on a Bill to Ensure Accuracy:

To look up accounting entries associated to an invoice/item created in billing, navigate to Billing>Review Billing Information>Review Entries by Invoice

3. Reporting on Direct Journals and Payment Details - There is no single report that contains payment details against items and direct journals. Direct journals and payments applied to items are contained in two separate tables. Users are looking for accounting information as well as the payment information.

The following navigation and run control selections will allow you to review payment and accounting entries.

Navigation: Accounts Receivable>Payments>Reports>Accounting Entries and change the Journal Template on the Run Control to view: AR_DIRJRNL for Direct Journals; AR_MAINT for Maintenance Worksheets; AR_PAYMENT for Payment Worksheets; BI_BILLING for Billing Entries; AR_BILLING for Pending Items.

4. Reporting Based Upon MOD_CASH and MOD_ACCRL - Keep in mind, when looking at reports using MOD_ACCRL this needs to be combined with MOD_CASH to get the current data. Core-CT is developing a report / EPM query that will combine this information.

Upcoming AR-GL-BI User Group Meetings



Core-CT has scheduled two AR/GL/BI User Group meetings, on Monday April 11 and Monday April 18. Both meetings are 1 p.m. to 4 p.m. and will be held in Room 4214 at the Core-CT office at 101 East River Dr. in East Hartford. The course number is FUG100 and the session numbers are 25 and 26.

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 file and to view the Notes Pages for additional information about each slide.

As seating is limited, agencies are asked to consider limiting their representation to two users. Please do not come to the meeting unless you are registered first. If you are interested in attending this meeting, contact your agency's training registration coordinator. A list may be found at

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

Pre-Encumbrance/Encumbrance Balance Report Combining MOD_ACCRL and MOD_CASH for reporting EPM Journal Transaction Query

Items to be discussed include:

<p>Accounts Receivable/Billing Topics:</p> <ul style="list-style-type: none"> ▪ Start Cleanup Now for Year End ▪ AR / Billing Labs ▪ Aging Reports ▪ Pending Receipts ▪ Credits ▪ On Account Payments ▪ Maintenance Worksheets ▪ Billing Types - ET, ST, GT ▪ Correct Accounting Codes ▪ Splitting Deposits - Workaround ▪ Payment Predictor Can Work for You ▪ Auto Maintenance Creates \$0 Deposits ▪ Useful AR Reports & EPM Queries 	<p>General Ledger Topics:</p> <ul style="list-style-type: none"> ▪ Critical Reminders ▪ Budget Journal Date ▪ Report Processing 	<p>Hot Topics:</p> <ul style="list-style-type: none"> ▪ CFSR Reports ▪ Pre-Encumbrance/Encumbrance Balance Report Combining MOD_ACCRL and MOD_CASH for reporting EPM Journal Transaction Query
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Web Learning Assistant (WLA)

Several users have experienced problems using the Core-CT Web Learning Assistant on their computers. This problem was due to an incompatibility between the WLA product and the Sun Java Virtual Machine. This incompatibility has been eliminated and the WLA will now function on all computers that have the Sun JVM. If you are still experiencing problems with the Web Learning Assistant, please contact the Core-CT help desk. The help desk can be reached at core.support@ct.gov or (860) 622-2300.

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

The Wonders Of F2 In MS Excel

When you're working in Excel and you need to edit something that is already in a cell what do you do?



Do you click on the cell, and then click into the formula bar to edit the contents?

Next time you need to edit a cell, simply select it
Now hit the **F2** key.

If the cell contained a formula then you should now see it displayed right there in the cell and you have a cursor for editing.

If the cell contained text or numeric data then you can see all the text or the data with a cursor as well.

When you finish your editing simply hit the **Enter key** to have Excel accept your changes. Check it out! It is really a “key” saving tool for you to use!

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



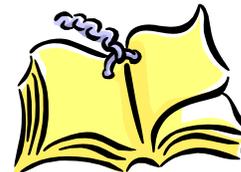
Keep up to speed with what's happening in the

Department of Information Technology



Directory Assistance (411) Resources

A list of Directory Assistance Web Sites has been compiled as part of DOIT's continuing effort to assist agencies in reducing telecommunication costs. These sites may be utilized as alternatives to 411.



List of Web Sites:



<http://www.ct.gov/doit/cwp/view.asp?Q=290870&A=1244>

Agency business offices may request telephone directories by submitting an online telecommunication service request (TSR) to 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.

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>