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Noteworthy News

Big Changes will help *Small Businesses!*

Change is good. Really. If a proposal currently working its way through the legislature passes, beginning July 1, 2005, the rules will change for small businesses. Read the following excerpt that was taken from Melissa Nicefaro's article that was published in New Haven Business on March 31, 2005.



A bill introduced in the General Assembly provides the Department of Administrative Services (DAS) some flexibility in defining what constitutes a "small business." Currently, as defined by state law, a small-business contractor is any contractor, subcontractor, manufacturer or service company under the same ownership in the state for at least a year and has gross revenues not exceeding \$10 million in the most recent fiscal year. After July 1, the \$10 million cap will be replaced by a set of size parameters to be established by the DAS.

"Right now, a small business is defined as anything under \$10 million and that amount changed from \$5 million a few years ago," says Fred McKinney, executive director of the Connecticut Minority Supplier Development Council in Hamden.

"The change they're considering implementing is to give the flexibility to use size standards," he adds. "That acknowledges that a small business in one industry is not necessarily a small business in another. If you're in the [information technology] industry, you could be considered a small business if you're under \$22 million, but you'd be a small business in some agricultural business if you're under \$1 million.

"The purpose there is to help the greatest number of businesses that do not have market power," says McKinney. "That's one of the litmus tests to determine if a business is small or big. In some manufacturing markets, the \$10 million [ceiling] still applies."

The federal government is also considering basing standards on workforce size.

The bill also codifies the amount of work that a small company must actually perform in fulfilling its contract with the state. The purpose of this change is to ensure that businesses with state contracts are not simply minority or small-business brokers securing contracts and then passing the work on to non-minority and/or large firms.

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.

REMINDER Ford Explorer Cut-Off Date April 29th!



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.

Get the Max from OfficeMax



OfficeMax has done some "comparison shopping" under the current contract award for General Office Supplies, Paper and Toner **04PSX0016**. Customers can save money by purchasing OfficeMax brand products rather than the traditional brand name items. Typically, these items may be the manufacturer's item simply with the OfficeMax label attached.

For customers placing orders through Core-CT, the items will be loaded as alternates to some of the Fixed Price items currently under contract.

Annual estimated savings on 19 of the General Office Supplies is \$2,705,40 and; Annual estimated savings on 164 Toner Cartridge items is \$103,321.65.

<http://www.das.state.ct.us/rfpdoc/OfficeMaxTonerComparison0405.xls>

<http://www.das.state.ct.us/rfpdoc/OfficeMaxGeneralOfficeSuppliesComparison0405.xls>

Questions regarding the above contract may be directed to Cindy Milardo at cindy.milardo@po.state.ct.us or 860-713-5084.

The Art of the Deal

School Specialty has been able to hold and/or reduce pricing on the Fixed Price items under contract **02PSX0006** (Old Contract Award #RFP012-A-14-0501-C) for the past two years; but effective April 25, 2004 there will be a price increase on some - but not all - of the Fixed Price items.



Customers placing orders prior to April 25, 2005 will receive pricing in effect before the effective date of the increase.

Linked is a copy of **Supplement #6** to the contract indicating new contract pricing as of April 25th.

Questions regarding the above contract may be directed to Cindy Milardo at Cindy.Milardo@po.state.ct.us or 860-713-5084.

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Environmentally Preferred Purchasing

Recycled Paper – How Some State Agencies Do the Right Thing



The last few weeks, we've been doing a lot of talking about paper. We've covered the environmental and institutional impacts of using paper. In the past, we've talked about what type of paper state agencies are required to buy. Following our Procurement Learning Center class entitled "Environmental Requirements for State Contracting," we received quite a few requests from state agencies interested in finding out how well they're doing when it comes to buying recycled paper. Based on those requests, we'd like to make mention of two state agencies that have an excellent record when it comes to consistently buying recycled content paper.

Marianne Courchaine from the **Office of the State Comptroller** sent us an e-mail asking for a rundown following her attendance at the Environmental Requirements class. After looking at the numbers specific to their buying habits, we were happy to send back an e-mail telling Marianne that the **Office of the State Comptroller has purchased 95% of their 8 ½ X 11 copy paper as 30% post consumer waste recycled content paper!**

Deborah McMullen and **Kerry Robinson** of the **Department of Social Services** both e-mailed us after Kerry attended the Environmental Requirements class. DSS makes a habit of buying recycled content paper because they try to adhere to the state statute. **DSS purchases a lot of paper and still managed to purchase 94% of their 8 ½ X 11 copy paper as 30% post consumer waste recycled content paper!**

Way to go Office of the State Comptroller and the Department of Social Services! Both are great scores and, hopefully, there'll be more like you as we get the word out!

If you'd like to know how your state agency score for buying recycled paper, let us know via e-mail and we'll send you the numbers! We'd also like to hear from state agencies on how they manage their paper use. Do you have a plan in place to reduce your paper usage?



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

EPP at Home!



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

Have you ever wondered why you pay an extra \$1 to a conservation fund every time you pay your utility bill? The purpose of that fund is for 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!

Registration for Bid Portal continues to grow!



To date, people from over 270 Connecticut State Agencies, Cities, Towns and Schools and Not for Profit Organizations continue to respond to Governor Rell's Executive Order No. 3. We would like to welcome the most recent State Contracting Portal registrants to the State Contracting Portal (SCP).

Welcome New State Contracting Portal Registrants!	
CT Innovations & Clean Energy Fund	Smith-Menard, Barbara
CT Transit	Sheridan, Bonnie
Salisbury, Town of	Bernardonni, Val
Suffield Public Schools	Basile, Edward

What's this? You haven't registered yet?

Did you know that using the SCP offers many additional advantages for your agency/organization? Here are some of the ways the SCP will help you:

- Promotes more active participation in the state contracting process by small businesses and women and minority owned enterprises**

Always looking for ways to increase your purchases from Small and Minority Business Enterprises? With a single place for vendors to access all Bid, RFP, PSA or POS documents, certified SBE/MBEs can learn many more opportunities for business. That could help you to be successful in meeting your set-aside goals.
- Satisfies a growing demand for information in electronic form and for direct access to electronic records**

No more making copies, filing records or trying to locate a paper version of a bid document that may have disappeared from your desk. When it is posted on the portal, you simply go online to access the documents.
- Makes state bids and contracts easily available to the public and vendor community at all times in a single electronic location to increase the ease in which information is exchanged**

Forget about sending courtesy bids. Forget about dealing with vendor phone calls requesting that you mail them a copy of the bid. Vendors register online for automatic email notifications of bid opportunities for their chosen commodities and services. All bid opportunities are available on the SCP website 24 hours a day, 7 days a week. If a vendor is interested in a particular bid they simply download it, complete it and submit it.

4. **Increases the potential for vendor interest in submitting competitive bids**
With a single location for bid opportunities for goods and services, you may expect more competition, which often results in better products and services, at lower prices.
5. **Reduces postage and paper expenses, internal staffing time and advertising costs to the extent permitted by state law and as reasonably practicable and will increase the efficiency of the procurement process**
Wouldn't you love to save money on postage, paper, advertising and staffing costs? The State Contracting Portal will help you with that as well!

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



EPartners



Help! Ajuda! Aide! Hilfe!



A brand new contract for **Telephone Translation Interpretation Services**, contract number [04PSX0419](#), has been awarded to **Language Line Services, Inc.** The contract will be effective from May 1, 2005 through April 30, 2009 and is available to All Using Connecticut State Agencies, Political Sub-divisions, Cities, Towns, and Municipalities, as well as qualified not for profit organizations.

Through this contract, Language Line Services will provide unscheduled over-the-phone language interpreter services for clients needing immediate interpreter assistance. Through the use of state-of-the-art call center technology, Language Line Services interpreters are able to identify and assist Limited-English Proficient (LEP) speaking customers

unable to speak English, uncomfortable speaking English, or who's English is not clearly understood.

The major users of this contract are anticipated to be the Department of Children and Families, the Department of Social Services and the Department of Public Safety who intends to fund this service for the Public Safety Answering Points (PSAPs) within Connecticut. They also operate the statewide 911 emergency telephone systems. Keep in mind that municipalities and other political subdivisions wishing to use translation services for purposes other than 911 call-handling may procure such service through this contract.

Also, in conjunction with this contract, a new contract for **In Person Interpretation/ Translation Services**, [05PSX0001](#) has also been awarded. Use the linked contract number to find out more details. Any questions regarding these contracts may be directed to DAS Contract Team Leader **Don Casella** at Donald.Casella@po.state.ct.us or 860-13-5150.

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!

<http://www.das.state.ct.us/Purchase/ePartners/epartners>.

Questions, comments, suggestions? Send them to epartners@po.state.ct.us or contact Maureen Friedman at maureen.friedman@po.state.ct.us.

“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, and 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 04/11/05

Contract #	Contract Name	For:	Contract Term
05PSX0086	Purchase and installation of a 10-ton a/c self-contained indoor system.	The Connecticut Agricultural Experiment.	April 13, 2005 through October 13, 2006
05PSX0092	Printing: NP-3 and NP-4 Contract Booklets	Office of Policy and Management	April 15, 2005 through October 12, 2005
04PSX0419	Telephone Translation / Interpretation Services	DSS, DCF, DPS All State Agencies, Political Subdivisions, Cities, Towns, Municipalities and qualified not for profit organizations	May 1, 2005 through April 30, 2009
05PSX0112	Custodial Services for the DMHAS Facility in, Danbury CT.	Department of Mental Health & Addiction Services	July 1, 2005 through June 30, 2006

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...

"Treat the earth well: it was not given to you by your parents, it was loaned to you by your children. We do not inherit the Earth from our Ancestors, we borrow it from our Children."



Ancient Indian Proverb
(EARTH WEEK IS APRIL 18 – 23)

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



Solutions for Encumbrance Reversal Problems

Core-CT has identified several problems with Purchase Order (PO) encumbrance reversals. We have encountered several situations that appear to be the cause of these problems. The two most common occurrences are when transactions are processed out of sequence and when they happen as the result of a known PeopleSoft bug.

These situations are:

1. A PO that has been fully matched and paid must be closed. Creating change orders against fully Matched POs can create encumbrances that are not reversed.

2. Moving funds from the 71000 account to an expense line, after the voucher has been created, will create encumbrances that are not reversed.

3. Forgetting to budget check a PO change order, then closing that PO, will encumber funds.

4. A bug in the PeopleSoft system caused a transaction-sequencing problem in the PO change order process. In some cases, vouchers created after the change order did not reverse encumbrances. A fix was applied to Core-CT on March 30, 2005.



How do I fix these problems?

The following steps done in this order can be used to release encumbrances on POs:

1. Ensure that all currently entered vouchers are either closed/deleted or approved and paid. DO NOT add any additional vouchers.

2. If the PO is fully matched, skip to step 4 and close the PO.

If the PO is not fully matched, create a change order to bring the PO down to expended amount.

To view the match status of a PO, use the following navigation:

Purchasing -> Purchase Orders -> Maintain Purchase Orders -> PO Schedule Page – Schedule Details Hotlink.

The Match Status should not = Matched.

To view the amount or quantity expended on the PO use the following navigation:

Purchasing -> Purchase Orders -> Review PO Information -> Activity Summary

3. Approve and budget check the change order. **DO NOT SKIP THIS STEP.**

4. Close the PO.

5. Budget Check the PO.

6. Review your PO accounting entries to ensure that the encumbrance has reversed. The encumbrance amount should equal the reversal amount, which will equal your expended amount on the PO.

7. If there is a related requisition for this PO, you must close the requisition and budget check.

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

Searching for answers... searching...searching...

Ever find yourself searching through your files, looking – no - wishing there was a faster way to find it?

If you're one of those people who knows that the file is there - somewhere - but you just can't seem to remember file names then maybe this is a solution for you.

Did you know that you can choose to enter information pertaining to the file—known as file properties—and then use that information later for many things including file searches?

To use the Office Assistant's words, “file properties” are details about a file that help identify it. For example, a descriptive title, the author's name, the subject, plus keywords that identify topics or other important information in the file. Use document properties to display information about a file or to help organize your files so that you can find them easily later. You can also search for documents based on document properties.

Properties could be a very useful organization tool and it's really just a matter of knowing where to find them and then entering whatever information you'll find helpful.

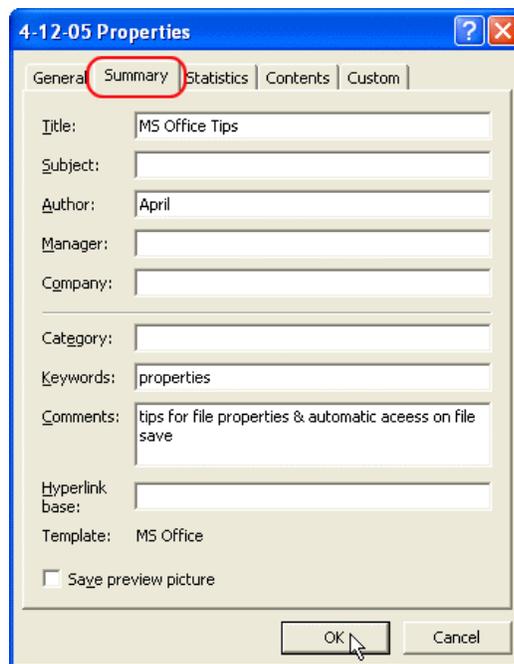
File Properties can be found in the **File** menu, **Properties** choice.

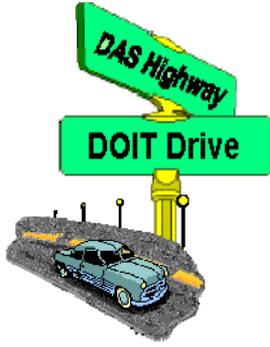
When you navigate there a window like this will open.

As you can see there are several tabs within the window—it's on the **Summary** tab where you can enter keywords, summary and other information pertaining to the file.

By entering information here you can then use it to locate files via the search feature in the "Open" window as well as draw on this information for headers, footers and other features within the program.

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>