



**TABLE OF CONTENTS**

**NOTEWORTHY NEWS .....2**

- DAS Works With American School For The Deaf.....2**
- WIN Newsletter Survey .....2**
- Small Business Conference.....2**
- CT Small & Minority Business Enterprises Awarded.....3**
- Promotional Items Contract .....3**
- Choosing Commodity Codes and the Commodity Code Structure.....3**
- We Need Your Feedback .....4**
- Attention Towns and Municipalities .....4**
- SMALL Business is BIG Business! .....4**

**EPARTNERS .....5**

- When Will Contracts Be Posted On the State Contracting Portal? .....5**

**ENVIRONMENTALLY PREFERABLE PURCHASING.....6**

**CERTIFICATION CENTRAL.....6**

**BID NOTICE POSTINGS .....7**

**CONTRACT INFORMATION: DAS CONTRACTS .....7**

- Contracts Expiring.....7*

**PEPPY’S TOOLBOX.....8**

- Message from Core-CT .....8**
- Looking for Catalog Items in Core-CT/PeopleSoft?.....9*

**TECH TIPS.....9**

**DEPARTMENT OF INFORMATION TECHNOLOGY .....10**

- DOIT Bid/ Proposals .....10*
- DOIT Contract Awards.....10*

**CONTACT US .....10**

- Miss a Previous Issue of WIN? .....10**

## Noteworthy News

---

### DAS Works With American School For The Deaf

The American School for the Deaf (ASD) is the oldest special education school in the Western Hemisphere and the only school in Connecticut exclusively devoted to the education of deaf children. The amplification system currently used in the Elementary School has not been replaced since 1998, and the Junior/Senior High School system has not been replaced since 1993 - and the system is not compatible for use with 28 students who have cochlear implants at the school.

The current system used at the school requires each student to replace a "boot" (attachment on the bottom of the hearing aid) every time they move from classroom to classroom to match the frequency set for the classroom. The "boots" are frequently lost or damaged, which can be costly to the school.

The new system locks into set frequencies for each classroom and automatically "adjusts" as students move from classroom to classroom. The new system also allows for team teaching (more than one teacher in a classroom). The system is portable, and is usable in instructional settings including science labs, food service areas and vocational/technical classrooms. Mats are no longer required in order to pick up the frequencies in particular classrooms.

Awarded contractor for the system is Phonak, LLC and Oticon, Inc. for various hearing aids. Contract Award number is [04PSX0363](#).

---

### WIN Newsletter Survey



Now that there's a new editor for WIN, we'd like to ask you five quick questions about your usage of WIN, and your opinions about the newsletter. Please take a few moments to complete the survey. Thanks!

[WIN Newsletter Survey](#)

---

### Small Business Conference

There will be a "State of Small Business in Connecticut" conference on Monday, May 16 from 8:45 a.m. to 12:00 p.m. at the Gateway Community College in New Haven. There will be a host of small business specialists including DAS' own Meg Yetishefsky, a networking opportunity, and a panel discussion on SBA Small Business Champions.

If you are interested in attending or want more information, contact Georgetta Sharpe at 203-285-2198

---

## CT Small & Minority Business Enterprises Awarded Promotional Items Contract



The **Promotional Items** contract [05PSX0036](#) has been awarded to **16 certified small and minority businesses in the State of Connecticut!** Did you know that by using this contract, you not only will be getting great products at contract prices, you will be helping to fulfill your CHRO goals and helping the small businesses located in our own State of Connecticut! The next time you are looking for those yearly service award certificates or promotional items for an event you are planning, contact any of the vendors listed on the contract award. They are more than willing to help you out and answer any questions

you may have.

The contract is available to All Using State Agencies, CT Political Subdivisions and Not-For-Profit Organizations and will be in effect from May 1, 2005 through April 30, 2010. Any questions you may have regarding the contract award may be directed to [Teresa.Dupont@po.state.ct.us](mailto:Teresa.Dupont@po.state.ct.us) or 860-713-5073.

---

## Choosing Commodity Codes and the Commodity Code Structure

Commodity Codes consist of two parts, Class and Sub-Class. There are approximately 80 separate Classes. The Class part consists of 4 numerals while the Sub-Class has three. Class/Sub-Class combinations are written as: 0040-005 (for example) where 0040 is the Class and 005 the Sub-Class. Each Class and Sub-Class has a brief description. In this case:

**CRACK  
THE  
CODE**

0040 - Building or Roadway Construction and Related Services Contractor Provided

005 – Masonry Work

### Use of Commodity Codes for Bid Notification:

Bids are sent out to registered suppliers at the Class level only. You cannot email bids or register for notification at the Sub-Class level. However, you can use Sub Class information to confirm that you are emailing bids or registering for bid notification in the proper Class.

Class/Sub-Class information is available on the DAS Procurement web site. Navigating to this URL will take you to the proper area:

<http://www.das.state.ct.us/Purchase/Commodity.htm>

There are instructions on the page that explain its use. You can use this page to determine:

- Which Sub-Classes are in a particular Class
- Which Class(es) contains the word you entered in the Description field

With this information you can determine which Class is appropriate for the bid you are posting.

For more information, email [Jim.Passier@po.state.ct.us](mailto:Jim.Passier@po.state.ct.us) or call him at 860-713-5086.

## We Need Your Feedback



By the end of the year we have several furniture contracts expiring and DAS is reaching out to the State Agencies for feedback and contract suggestions. DAS would appreciate it if you would take a few moments to answer the attached furniture survey. Surveys are due back by **May 31, 2005**. Thanks in advance for your help.

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

Please e-mail responses back to [Susanne.Hawkins@po.state.ct.us](mailto:Susanne.Hawkins@po.state.ct.us) or fax to (860) 622-2941.

## Attention Towns and Municipalities

The Connecticut Conference of Municipalities (CCM) is hosting a conference on May 24 from 8:30 a.m. to 3:00 p.m. at the Omni-New Haven Hotel at Yale. Keynote speaker Peter Harkness, editor of *Governing Magazine* will speak along with several workshops and a trade show. For more information and to download the registration form visit: <http://www.ccm-ct.org/education/conntech05/>

## SMALL Business is BIG Business!

As part of our continuing effort to promote Connecticut small and minority businesses, we offer a column called, **3 questions with...** This column, presented in a question and answer format, features a Connecticut small and minority business that holds a current state contract. Through their answers, you will learn more about the local businesses that can provide you with products and services through their state contract(s).

### 3 Questions with...



**1. Can you give us some background about your company? (products/services offered, company location, number of years in business, company contact(s), certification type)**

Answer: Connecticut Advertising Services has been in the promotional products business for over 25 years. Located in East Windsor we supply a diverse range of promotional products including but not limited to imprinted clothing, safety wear and ad specialties. Our in-house

facilities are dedicated to providing a first class service and fast turnaround for your entire promotional product needs. We are a certified Minority Business Enterprise.

**2. What State of Connecticut contract(s) do you currently hold?**

Answer: We currently hold state contract number O5PSX0036 valid until April 30, 2010. This contract covers Promotional Products. Examples of promotional products included but not limited to in this bid are pens, totes, awards, clothing (tees, sweatshirts, fleeces, etc) safety wear and mugs. We supply both American manufactured and imported products.

**3. If there were one thing you would want people to know about your company, what would it be?**

Answer: We are a certified Minority Business Enterprise dedicated to providing first class customer service & support throughout the promo products market. Whatever your promotional products requirements, we are committed to being your one stop call for all your needs.

Contact Info:

Call Karen Depray or our dedicated customer service team at 888-523-6656 or visit us online at [www.usasportswear.net](http://www.usasportswear.net)

If you are a Connecticut certified Small or Minority Business Enterprise (SBE/MBE) that holds a current state contract and would like to be featured in this column or if you know of one that you would like to see in 3 questions with... email [John.McKay@po.state.ct.us](mailto:John.McKay@po.state.ct.us)

---

## EPartners



### When Will Contracts Be Posted On the State Contracting Portal?

**More and more people are contacting Procurement Services with that question, so we want to give all of our WINners the latest information.**

In accordance with Executive Order #3, all state agencies and Higher Education are required to post their contracts on the State Contracting Portal. That means that once the contract-posting feature in the Portal is rolled out and information/training is provided, all contracts that are awarded subsequent to the initiation of the contract-posting feature will need to be posted on the Portal.



The plan for the rollout of this new Portal feature is to 1) pilot the contract posting process with state agencies that have volunteered to test the system, 2) notify everyone of the “go live” date and 3) provide instructions and training.

Stay tuned to WIN for more contract posting information as it becomes available.

For more information about the State Contracting Portal email [Jim.Passier@po.state.ct.us](mailto:Jim.Passier@po.state.ct.us) or call him at 860-713-5086.

---

## Environmentally Preferable Purchasing

### U.S. EPA to Honor Connecticut Climate Change Leadership



(Rocky Hill, Conn). – The U.S. Environmental Protection Agency (EPA) has named the state of Connecticut’s Governor’s Steering Committee on Climate Change as a recipient of one of its 2005 Annual Climate Protection Awards. The awards honor extraordinary accomplishments of individuals and organizations that have made significant contributions to protecting the environment.

The Governor’s Steering Committee on Climate Change was selected for the award because of its groundbreaking work in developing a plan for reducing Connecticut’s emission of greenhouse gases, pollutants that contribute to climate change. Reducing fossil fuel consumption through increased use of energy from clean sources is a major component of the plan.

The steering committee, which was appointed in 2003, consisted of the chairman of the Connecticut Clean Energy Fund (CCFE), commissioners of the Departments of Environmental Protection, Administrative Services, Public Utility Control and Transportation; and the undersecretary of the Office of Policy and Management. To read the full press release, [click here](#).

To learn more, visit these websites: [CT Climate Change](#), and [CT Clean Energy Fund](#)

For any EPP purchasing questions email: [Barbara.Moser@po.state.ct.us](mailto:Barbara.Moser@po.state.ct.us)

---

## Certification Central



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 the 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](http://www.das.state.ct.us/Purchase/ePartners/ep_whats_new.asp#Vendors)

Questions regarding the Supplier Diversity Program can be directed to Meg Yetishefsky, Supplier Diversity Manager, at [Meg.Yetishefsky@po.state.ct.us](mailto: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 05/13/05

Contract #	Contract Name	For:	Contract Term
<a href="#">04PSX0044</a>	Office Equipment (Digital Network Copiers / Network Printers / Fax Machines)	All Using State Agencies and Political Sub Divisions	See individual contracts for specific dates per vendor
<a href="#">04PSX0363</a>	Amplification System (For Use by Students Who Are Deaf and Hard of Hearing)	Department of Administrative Services for The Department of Education	June 1, 2005 through June 1, 2010
<a href="#">05PSX0076</a>	Landscaping Services for DPW buildings under DeMarco, Miles & Murphy, Inc.	DPW Agent: DeMarco, Miles & Murphy, Inc. 117 Murphy Road Hartford, CT 06103	Date of Award through November 30, 2006
<a href="#">05PSX0091</a>	Industrial - Kitchen Equipment - All Manufacturer Lines	FOR: Department of Administrative Services for Department of Education, Department of Correction, All Using State Agencies and Qualified Not-For-Profit Organizations	Date of Award through April 30, 2010
<a href="#">05PSX0101</a>	Influenza Virus Vaccine (2005-2006 Season), Pneumococcal Vaccine Polyvalent and Misc. Vaccines	All Using State Agencies and Connecticut Political Sub-Divisions/Not-For-Profits	Date of Award through May 31, 2006 with the option for extension for a one (1) year period through May 31, 2007
<a href="#">05PSX0110</a>	Tire Removal services for the Department of Transportation at various locations.	The Department of Transportation	May 15, 2005 through May 14, 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 Toolbox



Click on the “**toolbox**” on the left to help yourself to any of the helpful “**tools**” (electronic forms) that are available to you.

---

## Message from Core-CT

### *Upcoming Year-End AP/PO User Group Meetings*

Core-CT has scheduled two Year-End Accounts Payable/Purchasing User Group meetings, on Monday, May, 16 and Monday, May, 23. Both meetings are 1:00 p.m. to 4:00 p.m. and will be held in Room 1002 A/B at the Core-CT office at 101 East River Dr. in East Hartford.

The meeting presentation will be made available on the Core-CT website shortly after the meeting, and users are encouraged to download the PowerPoint presentation and read 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>

Items to be discussed include:

#### Accounts Payable

- Updates from the Bundles
- More Year-End Instructions
- Transfer Invoice Processing
- Reversal and Adjustment Vouchers - Importance of Timing

#### Purchasing

- Updates from the Bundles
- Rolling of POs
- Year End Instructions
- 71000 Account
- Up and Coming New Requirements

---

## 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 Tips

### *Resending Messages Quickly*

There are probably instances where you need to resend a message.

Whether you want to send this message to different recipients, or resend the message to the same recipients with changes, either option is easy. Open the message from the Sent folder (or the location to which your Sent messages are saved). Then, choose Actions | Resend Message from the Message form's menu bar. At this point, you can change any text, add attachments, and change recipients. Then, click the Send button on the form's Standard toolbar to resend the message. This technique won't work if you don't have Outlook set to save your sent messages.



Question, problem or perhaps just something you would be interested in learning about. You can email me at: [John.McKay@po.state.ct.us](mailto:John.McKay@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** John.McKay@po.state.ct.us. Once he 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.

### Miss a Previous Issue of WIN?

[Click here](#) to jump to the DAS Newsletters web page, scroll down to Weekly Information Newsletters (WIN) and click on the issue you missed!