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## Noteworthy News

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### Don't Be A Victim



“For as long as I've been in the business, I've seen this scam going on,” said Procurement Specialist Joe Giliberto.

Here is an example of how they work the scam. A person claiming to be your copier vendor will call you saying they need to send you toner for your copier. They will then ask you for the model number and the serial number of your copier to make sure they send you the correct toner and to verify your address. Once they have this information, they then send you usable toner and an invoice. The amount of the invoice can be as much as ten times what the toner is worth.

When you call to question the invoice, this is when they try to get the final hook into you. For example, they will claim that you authorized the purchase of the toner, that they have a recording of the conversation, and will threaten to call your supervisor if you do not pay the invoice.

“It's such a scam,” said Giliberto. “First of all don't pay it, even if you've used the toner. Tell them to send you the original purchase order they received from the State as proof, and they'll usually give up,” said Giliberto.

“But first and foremost, 99.9 percent of the copiers in the state are on contracts that include toner. We build them into the contract because that's what our customers ask for, and because it makes good business sense.” This also means that your copier vendor will never call you for your model number or serial number. They know what equipment you have. That is their business.

If they continue to harass you, then you should contact DAS Procurement for help.

Email [Joe.Giliberto@po.state.ct.us](mailto:Joe.Giliberto@po.state.ct.us) if you have more questions about toner scams.

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### 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.

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## MRO Survey – Please Reply

The Buy Smart/Buy Together Maintenance, Repair & Operation Product Contract [04PSX0028](#) had been in effect for just about a year. This contract contains products such as Electrical, HVAC, PVF, Janitorial and Industrial Supplies. DAS would appreciate it if you would take a few minutes to fill out the attached survey. **Surveys are due back by June 3, 2005.** Thanks in advance for your help.



[Click here](#) to fill out the survey and e-mail it back to [Pamela.Anderson@po.state.ct.us](mailto:Pamela.Anderson@po.state.ct.us) or fax to 622-2930.

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## Give Us 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.

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## EPartners



## State Contracting Portal Information Presented at PPAC Meeting

The Public Purchasing Association of Connecticut (PPAC) held its annual meeting on May 13, 2005 at the West Hartford Town Hall. One of the topics discussed was the State Contracting Portal (SCP).

Maureen Friedman of DAS Procurement Services provided a presentation explaining what the SCP is, why it was created and how municipalities can benefit from utilizing it.

In short, the establishment of the Portal is a direct result of a recommendation offered through Governor Rell's Contracting Reform Task Force. [Executive Order No. 3](#) signed by the Governor in December 2004 states:

"The Department of Administrative Services shall establish and maintain a single electronic portal available on the World Wide Web and located on the Department of Administrative Services' website (the "State Contracting Portal") for purposes of posting all contracting opportunities with state agencies in the executive branch and all higher education agencies and institutions."



The Portal allows suppliers access bid opportunities in one location and supports the Governor's wish to have state government contracting processes and procedures open, honest, fair and accessible at all times.

Municipalities are not required to use the SCP but there are many reasons why you may want to use this no cost service to advertise your bids.

Use the links below for more information on the State Contracting Portal and the Powerpoint presentation that Maureen gave at the meeting. Why not find out about the Portal's many advantages and benefits?

[State Contracting Portal Document](#)

[State Contracting Portal Powerpoint Presentation](#)

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

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## Environmentally Preferable Purchasing

### Just the Facts Website

Have you ever wanted just the facts when it comes to environmental issues? Okay, maybe you haven't, but I sure have. A friend sent me this link last week and, although you may never have to come up with a good environmental argument, you may be just curious enough to check this out.



How about some information on how establishing an average fleet fuel economy of 40 mpg by 2015 would cut our national oil use by 2.3 million barrels per day. Doesn't interest you?

How about: by 2010, new wind-driven power plants will generate energy much more cost-effectively than new coal or gas-fired power plants? Or, bird deaths from wind turbines are small compared with other human structures?

The website\* is maintained by the Union of Concerned Scientists and has some information on just about every environmental topic you can think of.



**\*\*Please remember many state agencies have policies for Internet usage. Please check them before clicking.**

[http://www.ucsusa.org/just\\_the\\_facts/index.html](http://www.ucsusa.org/just_the_facts/index.html)

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

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## 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.

## 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/>



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## 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](#)

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## Contract Information: DAS Contracts

The following is a listing of contracts issued during the week of 05/16/05

| Contract #                | Contract Name  | For:  | Contract Term                        |
|---------------------------|--|---|--------------------------------------|
| <a href="#">05PSX0012</a> | Purchase Hybrid & Compressed Natural Gas Vehicles  | DAS/Fleet Operations and All Using State Agencies and Political Subdivisions of the State | May 12, 2005 through March 31, 2008  |
| <a href="#">05PSX0068</a> | Liquid Bituminous Materials  | DOT and All Using State Agencies and Political Subdivisions of the State                  | Date of Award through March 31, 2006 |
| <a href="#">05PSX0122</a> | Rubbish collection and disposal service for the DMHAS facilities at CVH.                       | Dept. of Mental Health and Addiction Services.  | June 1, 2005 through May 31, 2007    |
| <a href="#">05PSX0130</a> | Interior Plantings (Plantscape) and Maintenance Services for the Connecticut Convention Center | Department of Administrative Services   | May 19, 2005 through June 30, 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!

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## Peppy’s Points to Ponder...

**The real art of conversation is not only to say the right thing at the right time, but also to leave unsaid the wrong thing at the tempting moment.**

-Unknown



**Come on WINners! Send them in!** Please take a minute to send your quotes and quips to me at [peppy.procurement@po.state.ct.us](mailto:peppy.procurement@po.state.ct.us) and watch for them to appear in future issues of WIN.

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## 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.

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## Messages from Core-CT



### **New Catalogs in PeopleSoft**

PeopleSoft has added two more catalogs to the Message Board of our website.

- Crown Battery (00PSX0086AF) Automotive Parts Preferred Provider Network
- Traffix Devices (01PSX0088AA) Traffic Channelization Drums

Any questions should be directed to [Maureen.Blackburn@po.state.ct.us](mailto:Maureen.Blackburn@po.state.ct.us)

### **OSC Publishes FYE 2005 Instructions**

The Office of the State Comptroller has issued the Core-CT Fiscal Year-End Instructions for 2005. This nine-page document may be found at

[http://www.core-ct.state.ct.us/user/finjobaids/docs/fy05\\_instrctns.doc](http://www.core-ct.state.ct.us/user/finjobaids/docs/fy05_instrctns.doc)

### **HRMS Job Aid for Financials 2005 Fiscal Year End Processing**

The HRMS 2005 Fiscal Year End job aid is now available. This will assist you in understanding the connection points between the HRMS and Financials applications. This job aid covers the events and steps leading to the start of the new fiscal year in the HRMS system. It will also identify the period of 'lockdown' required to facilitate the transition to the new fiscal year and what users should be doing before this 'lockdown'. Find the job aid at

[http://www.core-ct.state.ct.us/user/finjobaids/docs/hr\\_2005\\_fye.doc](http://www.core-ct.state.ct.us/user/finjobaids/docs/hr_2005_fye.doc)

### **Extended Schedule of Operation for Year End**

Core-CT hours of operation will be extended on the weekends for Fiscal Year-end processing. The workflow, approval, budget checking, matching and billing batch processes will be run on Saturdays and Sundays beginning May 21 and continue through July 10. The Monday through Friday hours continue to be 6 a.m. to 7 p.m. and weekend hours are from 6 a.m. to 4 p.m. On the Monday Memorial Day holiday (May 30) the system will be available 6 a.m. to 7 p.m.

Please note that there is no helpdesk support scheduled for these holiday / weekend hours.

### **Asset Management Hands-On Training to Begin June 6**

Asset Management classroom training is now open for registration by agencies. Classes begin June 6 and specific dates have been assigned to each agency. Please contact your agency's Training Registration Contact with any questions. See <http://www.core-ct.state.ct.us/user/training/financials.asp> to find your agency's Training Registration Contact information.



If you have a question, try the Core-CT web site at <http://www.core-ct.state.ct.us>. If you can't get your answer there, please contact the Core-CT Helpdesk at (860) 622-2300. Or you may send e-mail to [core.support@ct.gov](mailto:core.support@ct.gov)

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## 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](#)

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## Tech Tips

### A 10-point presentation skill checklist (not a very "technical" topic, but still useful)

Although it can be difficult to remember to remain somewhat still while facing a large crowd, excessive movements and automatic gestures can detract from your show. Have a coworker or friend observe your next presentation and ask them to watch for a few key trouble points.

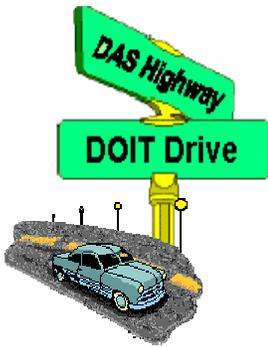


1. Excessive hand gesturing (or not enough animation).
2. Encouraging tone of voice when answering questions.
3. Positive facial expression when presenting and answering questions.
4. Pacing (or not enough movement).
5. Adequate eye contact with audience.
6. Talking too fast.
7. Too many filler words (um, ah, you know...)
8. Hesitation before speaking
9. Allowing time for follow up questions
10. Proper vocal volume

Simply asking the observer to answer "yes" or "no" to each point can give you a heads-up as to what skills you might work on -- and you can take it from there!

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)

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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.

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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** 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!



The catalog items for the following vendors are now loaded into Core-CT/PeopleSoft:

|                                       |             |  |
|---------------------------------------|-------------|--|
| <b>Access Catalog Supply</b>          | 03PSX0264AA | Commissary Products  |
| <b>ADT Security Services</b>          | 97PSX0001AA | Security Monitoring Services.  |
| <b>All State Dist. NE</b>             | 03PSX0264AB | Commissary Products  |
| <b>American Institutional Supply</b>  | 03PSX0264AC | Commissary Products  |
| <b>Crown Battery</b>                  | 00PSX0086AF | Automotive Parts   |
| <b>The Dietary Shoppe</b>             | 03PSX0032AC | Dietary Supplements  |
| <b>Eastern Bag &amp; Paper</b>        | 00PSX0079AB | Disposable Paper Supplies  |
| <b>Freihofer</b>                      | 01PSX0209AA | Bakery/Bread Products  |
| <b>G &amp; G Dairy Express</b>        | 03PSX0297AC | Dairy/Milk Products  |
| <b>Guida Dairy</b>                    | 03PSX0297AA | Dairy/Milk Products  |
| <b>H. P. Hood Dairy</b>               | 03PSX0297AB | Dairy/Milk Products  |
| <b>Keefe Supply Co</b>                | 03PSX0264AG | Commissary Products  |
| <b>Marcus Dairy</b>                   | 03PSX0297AD | Dairy/Milk Products  |
| <b>Mead Johnson Nutritional Group</b> | 03PSX0032AA | Dietary Supplements  |
| <b>Moore Medical</b>                  | 01PSX0219AG | Medical/Surgical Supplies  |
| <b>Mountain Dairy</b>                 | 03PSX0297AE | Dairy/Milk Products  |
| <b>OfficeMax</b>                      | 04PSX0016AB | Office Supplies  |
| <b>Seder Foods Corp.</b>              | 03PSX0264AF | Commissary Products.   |
| <b>Shetucket Indus. Supply</b>        | 04PSX0028AJ | Maintenance, Repair &<br>Operation Products. Janitorial,<br>Plumbing, HVAC |
| <b>Sunshine Dairy</b>                 | 03PSX0297AF | Dairy/Milk Products  |
| <b>Traffix Devices</b>                | 01PSX0088AA | Traffic Channelization Drums   |
| <b>US Foodservice</b>                 | 00PSX0079AA | Food   |
| <b>Vanguard Direct</b>                | 96PSX0003AA | Forms  |

**NOTE: All Dairies under Contract Number [03PSX0297](#) are now loaded to PeopleSoft.** To Search for items under this contract, it is probably best to search the Description. The Description contains the Town, Facility Name, Item Description and Item Packaging. Searching for the Town will get you all items for one or more facilities in that town. Searching for the Facility will get you all items available on the contract for that facility only. This may be the best method of searching. If you have questions concerning the ordering of milk or dairy products, contact Jim Gotta at [jim.gotta@po.state.ct.us](mailto:jim.gotta@po.state.ct.us) or (860) 713-5074.