



# BuyLines

DEPARTMENT OF ADMINISTRATIVE SERVICES

MAY 2016

[Contracts](#)

[Printing Contract](#)

[Vendor Information](#)

## **SAVE THE DATE !** **2016 Procurement Agency Training Event**

Friday, September 16, 2016  
2016 Fall Procurement Agency Training Event!  
“Moving Towards the Future”  
Goodwin College, East Hartford, CT  
Agenda and Registration Details to come this Summer!  
Watch Buylines for further Details!



Expect to see a presence on “green” purchasing and “reduce, reuse, recycle” throughout our event this year.

## **Matchmaker Helps Connecticut Entrepreneurs Find the Perfect Match**

***Event connects product/service providers with potential new business***

CT Business Matchmaker is among Connecticut’s largest events designed to pair small, established businesses with prime contractors, government agencies, and municipalities who are actively interested in increasing their supplier lists. The seventh annual event will be held on the campus of the University of Hartford in June, and registration is now open. The Connecticut Department of Administrative Services (DAS) is one of the event sponsors.

CT Business Matchmaker 2016 will offer an invaluable opportunity for small business owners to expand their contracting opportunities. During the event, attendees will present their products and services to potential customers in a series of ten-minute, one-on-one interviews with matchmaker participants. Among those participants

*continued...*



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## Contracts Awarded over the last 14 Days

Click on the category to see the contract  
*Adobe Acrobat Required*

**14PSX0301** Case Management System

**15PSX0281** Hay Erosion Control for Department of Transportation

**15PSX0292** Various Steel and Carbide Snow Plow Blades

**16PSX0021** Biodegradable Asphalt Solvent

**16PSX0026** Filing Systems and Supplies

**16PSX0059** Maintenance and Service for Three (3) Cessna Aircraft

**16PSX0064** HVAC System maintenance at the CT Agricultural Experiment Station - New Haven

**16PSX0068** Contract Administration Services for Air Emission Reduction Programs for the CT D.E.E.P.

**16PSX0079** Lawn and Grounds Maintenance Services for 61 Woodland St., Hartford, CT

**16PSX0083** Lawn and Grounds Maintenance Services at 1 Undercliff Road, Meriden, CT

*...Matchmaker continued*

are state and federal agencies, large corporations, municipalities, and educational institutions, all of whom come into the event with business needs they are seeking to fill. A full list of participating organizations follows.

“This event gives DAS the opportunity to put small and minority owned businesses in direct contact with large state and federal contractors who could potentially use their services. This helps these small Connecticut based companies get work while assisting the contractors in meeting their small and minority business set aside goals,” said DAS’ Supplier Diversity Program Manager Meg Yetishefsky.

CT Business Matchmaker 2016 will be held from 7:00 am until 3:00 pm on Thursday, June 2, at the Gengras Student Union at the University of Hartford. Small business registration is now open, and a discounted registration fee of \$50 is available until May 13. From May 14 through 26, the fee is \$65. Advance registration is required, and attendees will have the opportunity to sign up for five matchmaker appointments immediately upon registration. Space is limited.

To sign up or learn more, visit [www.hartford.edu/matchmaker](http://www.hartford.edu/matchmaker).

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## State Supplier Diversity Certifications Issued over the last 14 Days

The State’s Supplier Diversity program targets at least 25% of the state’s business be transacted with small businesses including those owned by minorities, women and the disabled. To participate, fill out an application with the Department of Administrative Services. Once certified, you can bid on contracts covered by the program as well as all other state contracts.

[Use this link to see the companies the DAS State Supplier Diversity program has certified over that past 14 days.](#)

# ***REPRINT: Contract Award 05PSX0362 (Printing Services) expires on February 28, 2016***

Agencies are advised that Procurement Services will not be re-issuing and awarding the above mentioned contract for offset printing services. Beginning March 1, 2016, Client Agencies will begin to utilize their General Letter 71 (GL-71) purchasing authority for offset printing needs previously purchased under this contract.

Simply put:

- Purchases under \$2,500 may be made without obtaining quotations or bids
- Purchases over \$2,500 and up to \$10,000 (annually) must be based upon, when possible, at least three written quotations or bids, from responsible and qualified sources of supply
- Purchases over \$10,000 and less than \$50,000 (annually) must be based upon, when possible, at least three written quotations or bids, from responsible and qualified sources of supply. Client Agencies must also publish their request for quotation or bid notice on the State Bid/Contracting Portal in accordance with the provisions in Connecticut General Statute 4e-13.
- Purchases over \$50,000 must be submitted to DAS for solicitation.

[Click on the following link to view GL-71 in its entirety: General Letter Number 71 \(GL-71\)](#)

Client Agencies wishing to continue to use CT certified Small and Minority businesses, may search the Supplier Diversity webpage at: [SBE/MBE Company Directory Search](#) Simply choose “Printing and Related Services (0083)” in the “Class” field and hit the grey “search” bar at the bottom of the page.

Any questions regarding printing may be directed to Teresa Dupont at [Teresa.Dupont@ct.gov](mailto:Teresa.Dupont@ct.gov) or 860-713-5072.

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## ***An update for our Vendors***

The DAS Goods and Services as well as IT Contract and the Agency Contract available for GL-71 or other non-DAS administered contracts have been updated. The following lists the sections updated with a brief description of the updates:

1. Price Schedule, Payment Terms and Billing – Updated to incorporate the Comptroller’s ACH payment requirement. Vendors will have to pay via ACH going forward unless exempted by the Comptroller or utilizing the P-Card.
2. Audit and Inspection of Plants, Places of Business and Records – Updated to clarify payment responsibility for audits.
3. Health Insurance Portability and Accountability Act – Updated to reflect technical changes and to require an up-front statement as to the vendor’s status as a business associate. If the new HIPAA clause is a part of your contract you must make a determination that the vendor is a business associate and include a statement of that determination either in the body of the contract (with appropriate approval) or in Exhibit A of the contract.