

BuyLines

DEPARTMENT OF ADMINISTRATIVE SERVICES

JANUARY 2012

Contracts

Procedures fo GSA

Important Information about the State's New Computer Contract

Important information about the State's new Computer Contracts:

Recently the DAS Procurement Division executed two new contracts for computer equipment from the Western States Contracting Alliance (WSCA) Cooperative Contract. These contracts provide the State with a huge opportunity to leverage our purchases and receive deeper product discounts. Currently HP and Dell products are available. A link to these contracts is provided:

HP 11PSX0247 http://www.biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=10236.
Dell 11PSX0248 http://www.biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=10238

DAS Procurement is working closely with the new DAS Bureau of Enterprise Systems and Technology (BEST) to allow for the State's standard product configuration to be packaged and priced out through these contracts and we will soon have further updates and instructions for users on this Connecticut pricing package. In the meantime, unlike past computer contracts, these contracts have ceiling prices and allow for agencies to work with the contractors to configure their packages and seek additional discounts. We strongly encourage agency purchasing staff to not simply accept the ceiling pricing, but to negotiate additional discounts for their purchases. Agencies are asked to review the Executive Branch Agencies Instruction Sheet attached to the contracts. For additional questions and guidance about the pricing configurations and order processing, please contact Jean Del Greco at 860-713-5623 (jean.delgreco@ct.gov) for desktops, Liz Basso at 860-713-5611 (elizabeth.basso@ct.gov) for laptops, and Daniel Melesko 860-713-5627 (daniel.melesko@ct.gov) for servers.

Stay tuned to future BUYLINES editions for updated contract and pricing information.



DAS Procurement Services is looking for volunteers from state agencies that currently use Contract Award 11PSX0029, Purchase, Repair and Reconditioning of Athletic Equipment, that would like to participate in a round table quarterly meeting with several of those awarded contractors for discussions and ideas.

If interested please contact Contract Specialist Janet DelGreco Olson at janet.delgreco@ct.gov. First meetings will be scheduled in the beginning of 2012!

► **Bid Notice Postings**

► **Contact Us**

Contracts over the last 14 Days

Click on the category to see the contract
Adobe Acrobat Required

11PSX0115 - Fleet Maintenance Management Program for the Department of Public Safety

11PSX0158 - Comprehensive Computer Numerical Control (CNC) Educational Training Package

11PSX0185 - Catering Services for Harkness Memorial State Park in Waterford, Connecticut

11PSX0256 - Installation of Asphaltic Plug Expansion Joint Systems & Elastomeric Concrete Expansion Joint System

11PSX0269 - Data Capture/Entry Services

11PSX0278 - Ready-Mixed Concrete Using Certified Portland Cement

11PSX0280 - Armored Car Service

11PSX0286 - Facility Management Services

11PSX0296 - White and Yellow Pavement Marking Paint, DOT

11PSX0305 - Cement Patching Materials

11PSX0314 - Purchase of Rooftop Heating, Air Conditioning and Ventilation Units and Related Equipment for DOC-Wi

11PSX0323 - PC Deployment Services

11PSX0328 - Magazine Subscriptions

11PSX0334 - School Interoperability Framework

Procedures to use a GSA Contract

In certain circumstances, the Department of Administrative Services/Procurement Division (“DAS”), through CGS 4a-66b, can approve agency use of certain federal General Service Administration (“GSA”) contracts. In making such requests to DAS, the agency must provide written details about the GSA contract they are interested in utilizing (i.e., Contract #, description, Vendor, costs, etc), the justification and benefits of utilizing the GSA contract, the rationale for not utilizing a state contract (if one exists) or the rationale for not bidding the needs separately (if a state contract doesn’t exist), and any savings that would be achieved.

For general products and services, this information along with any pertinent attachments/documentation should be sent via email to: Carol Wilson, Director of Strategic Procurement, carol.wilson@ct.gov. DAS will respond in writing to the agency with rejection or approval of the request.

For Information Technology or Telecommunications products or services (“IT”), this information along with any pertinent attachments/documentation and quote should be submitted through Core-CT via a Core-10 requisition (e-Pro) as IT procurement always requires input from the DAS/Bureau of Enterprise Systems and Technology (“BEST”) IT Architecture and Standards area. Upon their review and approval, the Core-10 requisition will be routed to the DAS IT procurement staff for final review and determination as to the best procurement methodology.

If approval for use of a GSA contract is granted by DAS, when creating the purchase in Core-CT the new Translate Value 4a-66b is located in the line details page for e-Pro Requisitions and on line Purchase Orders.

Agencies should then follow the Core-CT purchase methodology for all purchases against a GSA contract, this includes purchases valued under \$1,000.00. To make the purchase, please review the job aid Contract Type/PO Type/Purchase Authority and Creating Contracts, Purchase Orders and e-Pro Requisitions.

In the event that the approved purchase needs to be increased in quantity or services to be provided, additional documentation must be submitted to DAS for approval prior to the agency giving authorization to the vendor to provide such increased goods/services.