To: All State Agencies  
From: DAS Procurement  
Date: December 16, 2014  

As part of a recent LEAN process, the DAS Procurement Services team and the DAS/Core-CT team have developed a new requisition process for Product Schedule Updates (PSU). This new process will take effect on Tuesday, December 30, 2014.

The new requisition process was created to separate Information Technology (IT) purchases that require a PSU from IT purchases of products and services which are on existing state contracts. Purchases for IT products and services under contract will continue to utilize the ITD-10 process but will no longer require DAS Procurement’s approval.

A PSU is required when the product or service is not listed on the current product schedule for that contract or the product or service pricing does not match the current contract product schedule.

The new requisition process will remove DAS Procurement from the ITD-10 process and re-focus on requisitions that require a PSU. The objective is to improve turn-around time for PSUs and ITD-10s.

In Core-CT choose the “New” Core-10 value of PSU on the requisition for Product Schedule Update requests. Additionally, please insert “PSU” at the beginning of your description. This will help approvers at BEST identify and expedite your PSU. To review the new PSU process for Core-CT, please use the following link to view the PSU Job Aid. http://www.core-ct.state.ct.us/financials/epro/pdf/Creating_PSU_Req.pdf.

Prior to creating an ITD-10 requisition or a PSU requisition in Core-CT, please review the following decision tree to determine the appropriate steps you need to take to make your IT purchase.

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• Determine if the product or service is covered under a current state contract.
• To make this determination, search for the contract using a “Keyword” or “vendor name” on the State Contracting Portal.
• If a contract is located on the State Contracting Portal, drill down through the contract links to review the associated PSU documents to determine if any of the PSUs are applicable.
• If it is determined that the product or service is covered through the contract, or on an existing PSU, and the pricing matches the quote provided to you buy the Vendor, an ITD-10 may be issued in Core-CT. The ITD-10 will not require approval by DAS Procurement.
• If you are not sure if the product or service is on contract, the contractor can provide a copy of the approved PSU or contract supplement where the product or service is listed, or you may call Procurement Services for assistance (860) 713-5623.
• If the product or service needed is not listed on the contract, and is within the scope as the original contract, the contractor must submit a PSU in writing to DAS Procurement to add the item(s) to the product schedule of the contract. The contractor must submit a signed PSU request letter, a valid quotation (expired quotations will not be accepted) referencing the contract number, pricing and item. The agency must also send a PSU request through the new PSU requisition process to initiate the PSU as further described below.
• If services are being extended, check the terms of the contract to determine if the increase is within the allowable percentage or consumer price index.

All PSU requests must be addressed to:
Jean Del Greco  
Contract Specialist  
State of Connecticut  
Department of Administrative Services  
Procurement Services  
165 Capitol Avenue 5th Floor South  
Hartford, CT 06106-1658  
(860) 713-5623

The request should be emailed by the contractor to the requesting agency and DAS Procurement at Jean.DelGreco@ct.gov.

When the PSU is received, the contractor’s quote, (referencing the contract and the PSU request) must be attached to the Agency’s Core-CT PSU request and entered into the approval process.

Upon receipt of the PSU Request, DAS Procurement will review the quote to ensure the item is within the scope of the contract and the pricing is in accordance with the contract. DAS Procurement will approve the PSU request or contact the Contractor to clarify any questions. If there is a price discrepancy, the Agency may need to revise the PSU request, by obtaining and attaching a revised quote.

After DAS Procurement approves the PSU request, an acceptance letter is prepared and emailed to the Contractor. The PSU is posted to the corresponding contract on the State Contracting Portal.

Please Note: All PSUs issued prior to December 30th and in process will be not be affected.
If you have any questions pertaining to the new PSU process, please contact Jean Del Greco at (860) 713-5623 or email at Jean.DelGreco@ct.gov.