NAVIGATING THE STATE CONTRACTING PORTAL

Todays Topics:

1. Attend a "DAS Public Bid Opening"	2. Find your Contract
3. Keywords	4. Bid History
5. Affidavits and Insurance	6. Vendor Performance
7. Buy-Lines	

1. Attend a DAS bid opening

http://das.ct.gov/cr1.aspx?page=12

http://das.ct.gov/cr1.aspx?page=12

SCP Solicitation Docu... | State Contracting P... | CT SCP | Core-CT Portal

File Edit View Favorites Tools Help

Convert Select

Core-CT - Help | CORE Sign-in | Google | Company Search | SafeStat Maint | ADMINS | Bids List | Results List | Role Maintenance | SCP | Page | Safety | Tools

CONTRACTING PORTAL

Department of ADMINISTRATIVE SERVICES

Home | About Us | Reports/Publications | FAQ | Contact Us

Administrative Services | Boards and Commissions | Construction Services | Information Technology (BEST)

Click here for **How-To** videos and instructions to help you manage your BizNet account.

On-Line Bidding Graphic

Connecticut still revolutionary

Log On to BIZNET

Center

Subscribe to receive a daily e-mail alert when new bids/RFP's are issued.

Subscribe to DAS' BuyLines newsletter: A biweekly publication with information on state contracts, news, and procurement information.

Subscribe to receive e-alerts for Property Auctions/Vehicle Auctions

Quick Links

Business Friendly Initiatives
General Procurement Info
Resident Bidder Program

Doing Business with the State

Our new advanced state contracting portal engine allows you to search state contracts, and solicitations as well as vendor information. Set the parameters to be as wide or as narrow as you need. Keywords, vendor names, SBEs are just some of the fields to search. Click the highlighted links below.

Please Read: State Contracting Portal Contract Search Instructions

Search for all:

- **CURRENT SOLICITATIONS**
- **CONTRACTS AND SOLICITATION RESULTS**
- **VENDORS (general information and contract/program information)**

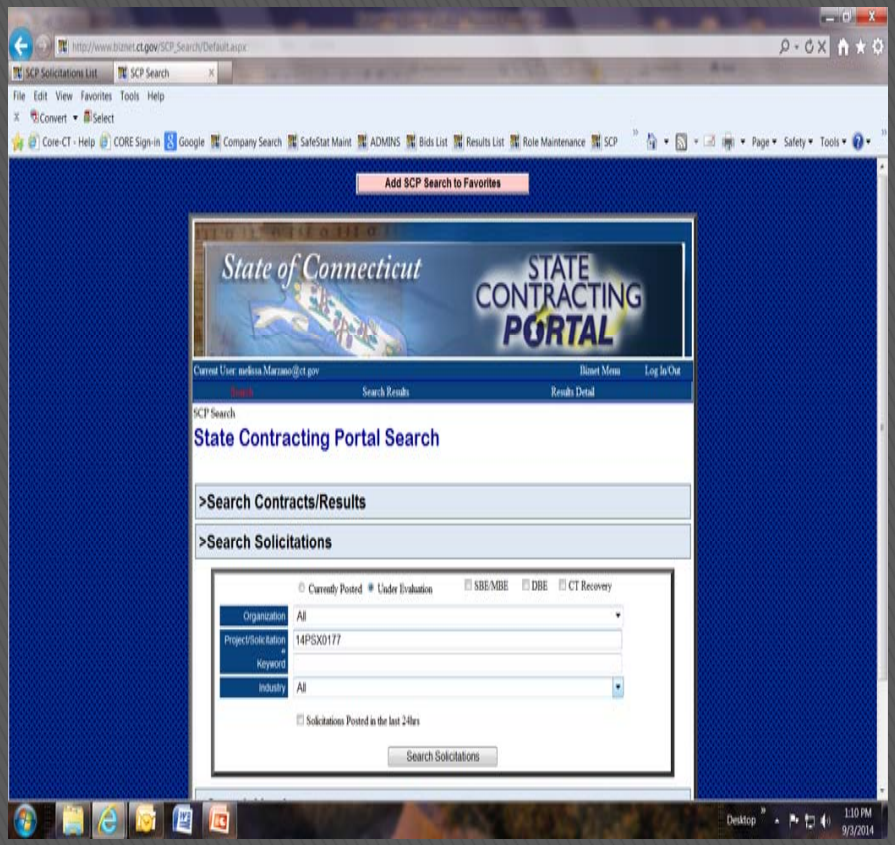
Questions regarding the State Contracting Portal? Call 860-713-5095

http://das.ct.gov/cr1.aspx?page=371

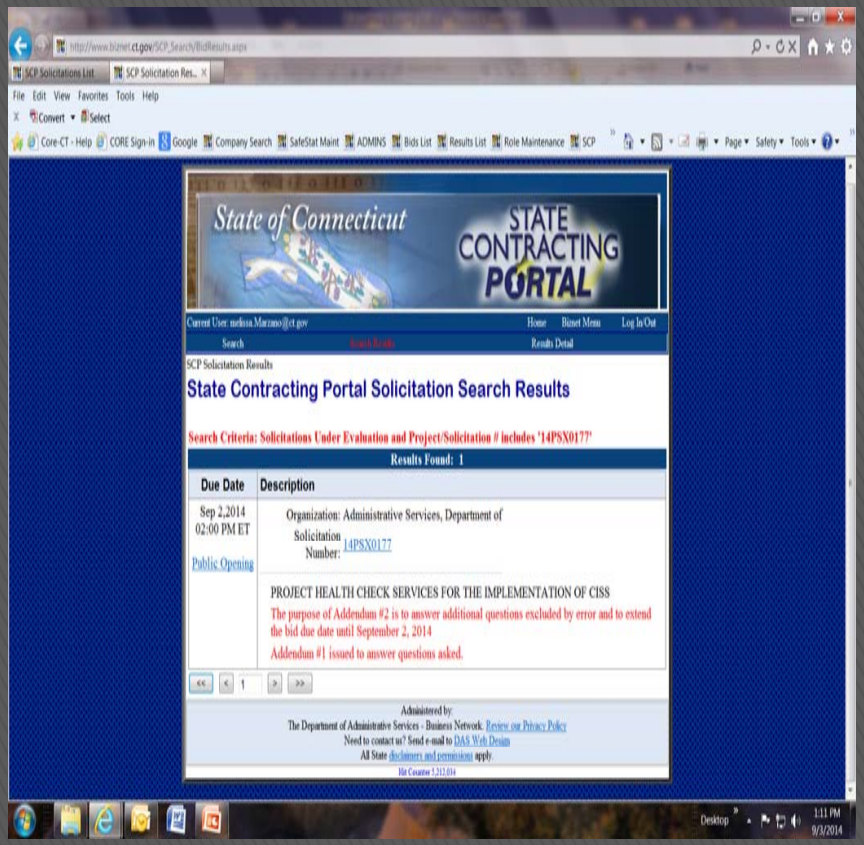
Desktop 11:47 AM 9/4/2014

Current solicitations

1. Attend a DAS bid opening



Select: Under evaluation
Enter: Bid number
Hit search



Click: Public Opening

1. Attend a DAS Bid Opening

http://www.biznet.ct.gov/SCP_Search/SolicitationDocs.aspx?recno=33264

SCP Solicitations List | SCP Solicitation Doc...

File Edit View Favorites Tools Help

Convert Select

Core-CT - Help | CORE Sign-in | Google | Company Search | SafeStat Maint | ADMINS | Bids List | Results List | Role Maintenance | SCP | Page | Safety | Tools

State of Connecticut — STATE CONTRACTING PORTAL

Current User: melissa.Marzano@ct.gov | Home | Log In/Out

SCP Solicitation Documents

State Contracting Portal Solicitation Results

14PSX0177

PROJECT HEALTH CHECK SERVICES FOR THE IMPLEMENTATION OF CISS
Contact: Aimee Cunningham
E-Mail: Aimee.Cunningham@ct.gov
Phone: (860) 713-5250
FAX: (860) 622-2869

Clear Document Grid

Abator Information Services, Inc.
Berry, Dunn, McNeil & Parker, LLC
Qualis Health

Company Documents

Solicitation Documents

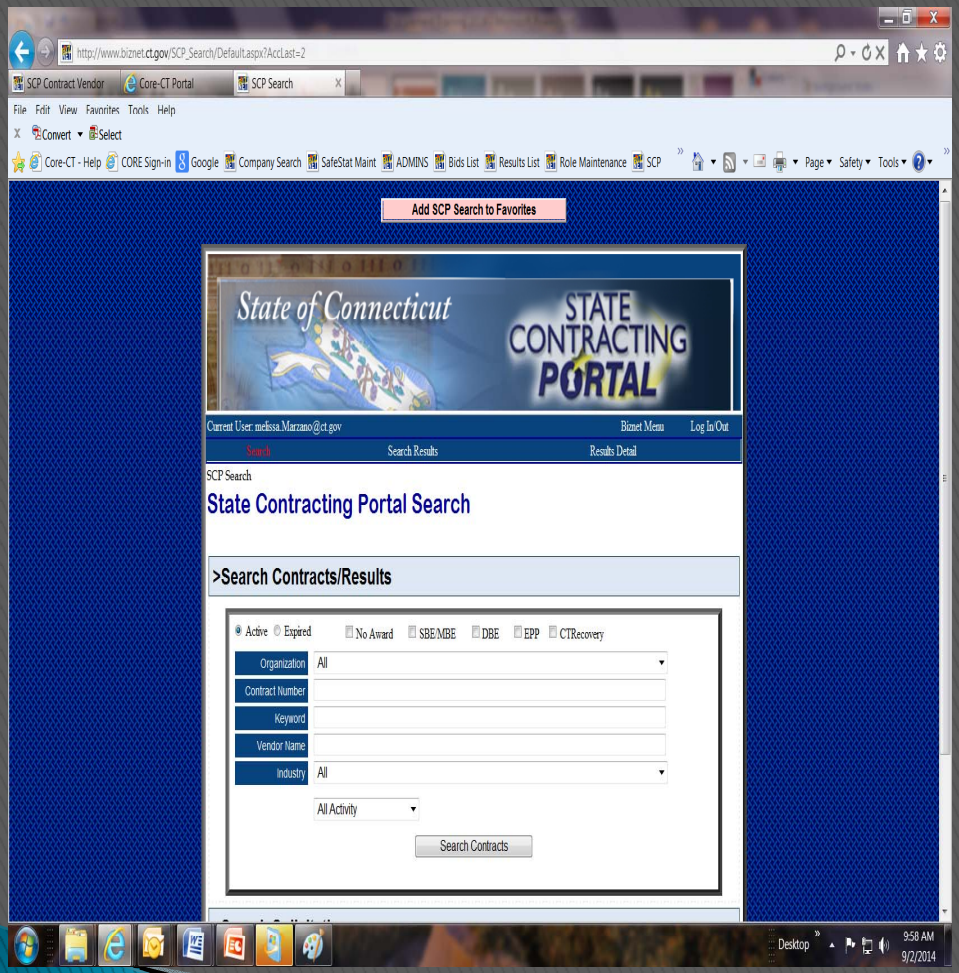
Administered by:

Desktop 1:13 PM 9/3/2014

Double click each vendor

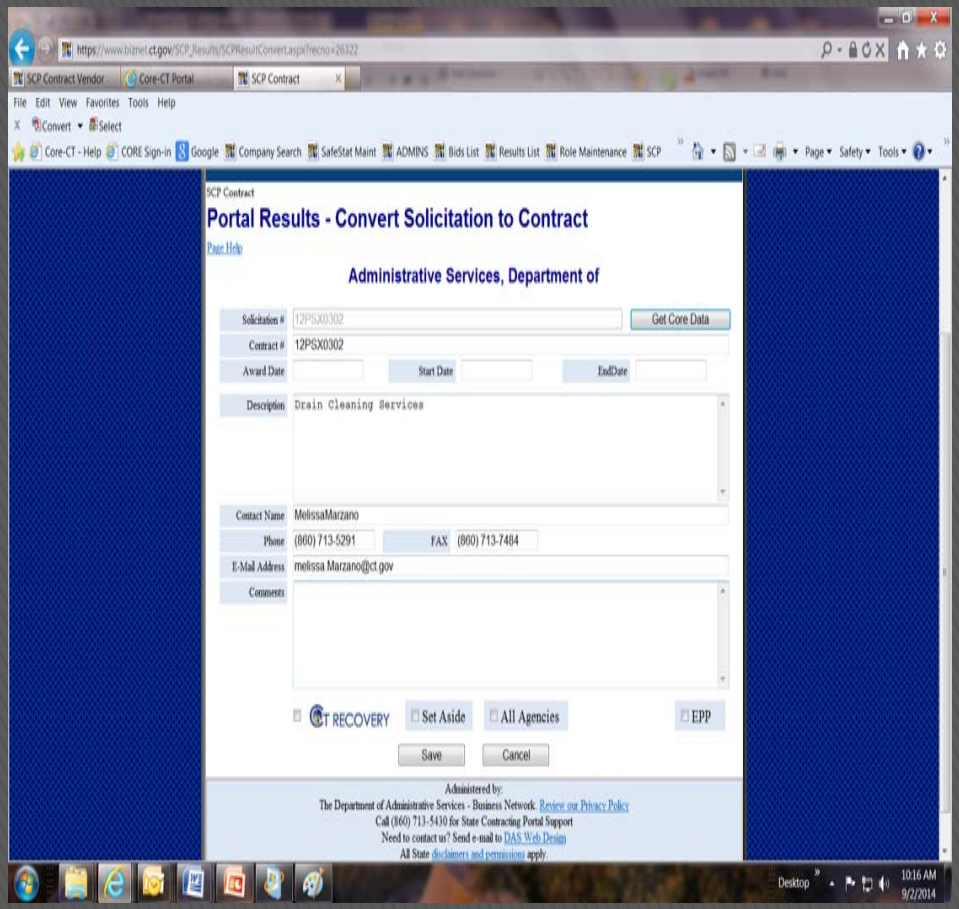
Scroll to view price schedule

2. Find your Contract
Tips when posting your results



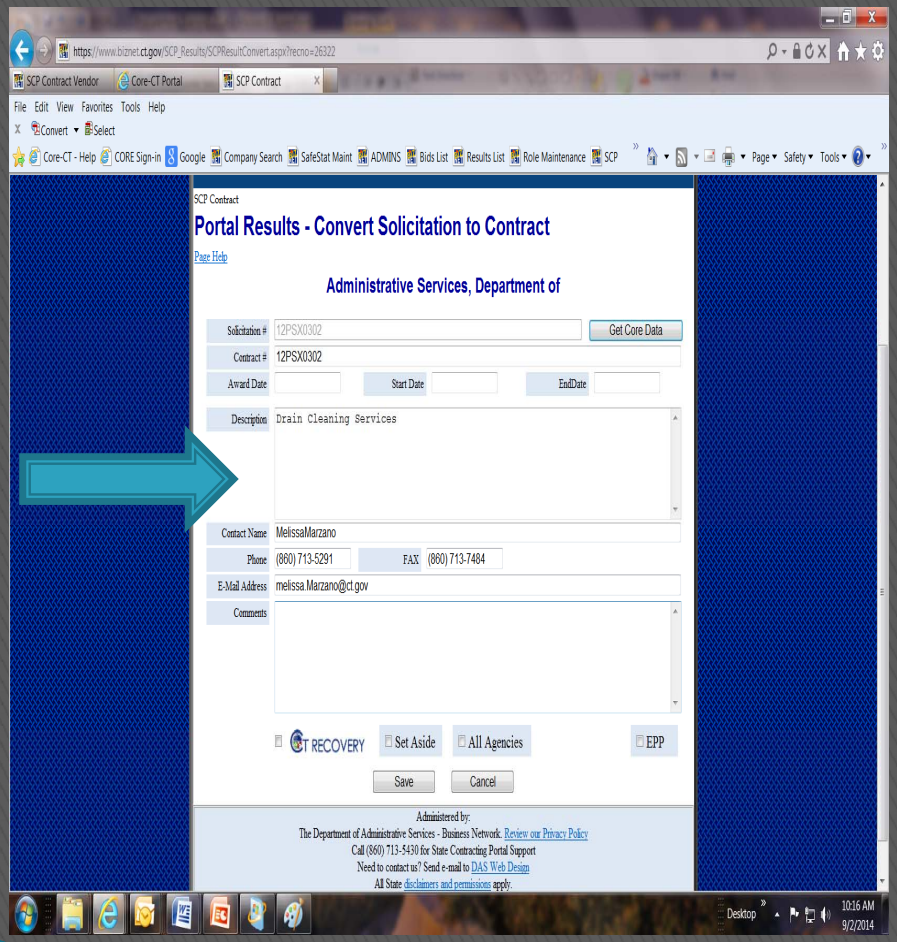
- Vendors look for results on the portal
- Vendors generally look for active contracts

2. Find your Contract



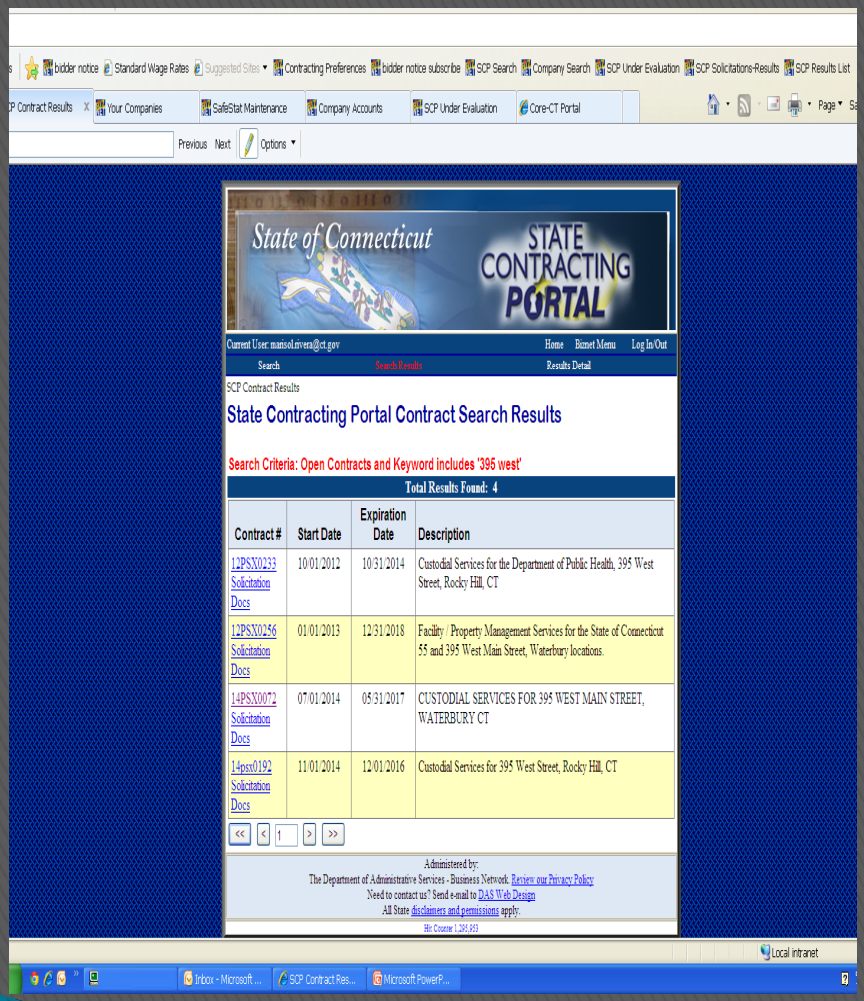
- Active date: Date your result will show on portal
- Start date: Contract start date
- End date: Contract expired date
- Bid and buy: End date can be set months out so vendors can find it

3. Keywords



- Words added to the contract description will become a "keyword"
- email bidposting@ct.gov to add keywords to a commodity code

3. Keywords



Search Tips

- Less is Best!!– start with less and work your way up.
- Example –searching for Moving and Storage Services contract use moving or mov.
- If you add location address to the description section, you can use it to search.

4. Bid History

Original bid details available after your contract is posted.

http://www.biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=13846

SCP Contract Details

File Edit View Favorites Tools Help

Convert Select

Core-CT - Help CORE Sign-in Google Company Search SafeStat Maint ADMINS Bids List Results List Role Maintenance SCP Page Safety Tools

CONTRACTING PORTAL

Current User: Home Biznet Menu Log In/O

Search Search Results Results Detail Solicitation Detail

SCP Contract Details

State Contracting Portal Contract Results

Administrative Services, Department of
Contract Detail Info For # 14PSX0012

Dates

Award Date	Start Date	End Date
05/21/2014	07/01/2014	06/30/2019

Description

Custodial Services - DOT Lab & Annex Building, 280 West Street, Rocky Hill

Comments

Restrictions

Set Aside	DBE	Political Subdivisions	Agencies	CT Recovery
No	No	No	No	No

Contact(s)

Contact	Telephone	FAX	E-Mail
MelissaMarzano	(860) 713-5291	(860) 713-7484	melissa.Marzano@ct.gov

Desktop 10:56 AM 9/2/2014

4. Bid History

Find all your original documents too!

http://www.biznet.ct.gov/SCP_Search/BidDetail.aspx?CID=31800

SCP Solicitation Det...

File Edit View Favorites Tools Help

Convert Select

Core-CT - Help | CORE Sign-in | Google | Company Search | SafeStat Maint | ADMINS | Bids List | Results List | Role Maintenance | SCP | Page | Safety | Tools

Search | Search Results | Results Detail

SCP Solicitation Details

State Contracting Portal Solicitation Details

Organization Administrative Services, Department of
Project/Solicitation # 14PSX0012
Solicitation Type Invitation to Bid
Due Date 04/28/2014
Set-Aside NO
Summary Custodial Services - DOT Lab & Annex Building, 280 West Street, Rocky Hill

Addendum(s)
- Addendum 2 - No questions were submitted
- Addendum 1 - New section added to Exhibit A

Contact Name Melissa Marzano
E-Mail melissa.Marzano@ct.gov
Phone (860) 713-5291
FAX (860) 713-7484
WebSite www.das.state.ct.us

Additional Description

Documents
- Contractor Authorization Guide (DAS-28) Note: Contractor shall upload their Contractor Authorization or Secretary's Certificate or Corporate Resolution here by clicking on the Upload button. The Contractor Authorization Guide (DAS-28) shall not be uploaded – this form is for your reference only.
- Statement of Qualifications (DAS-14)
- Standard Terms and Conditions (SP-19)
- Invitation to Bid

Desktop 11:00 AM 9/2/2014

5. Affidavits and Insurance

DAS Business Friendly Initiative

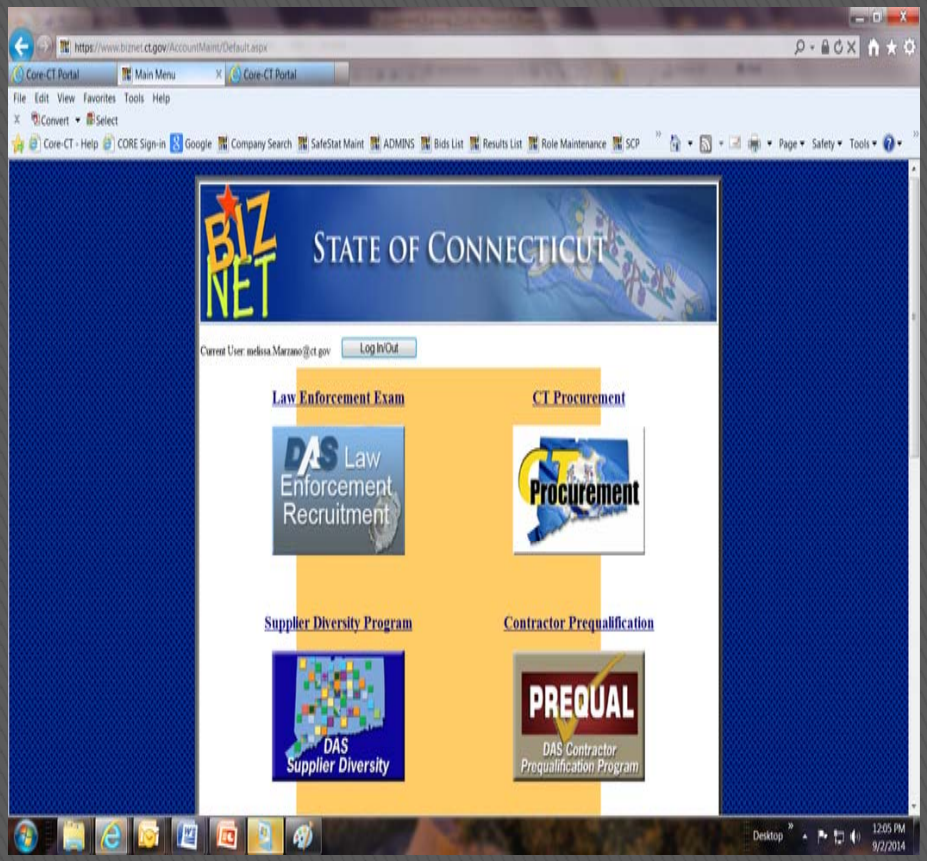
No requesting documents over and over and over…
Login to Biznet and access common documents. See your portal administrator or call Procurement for assistance.

Before

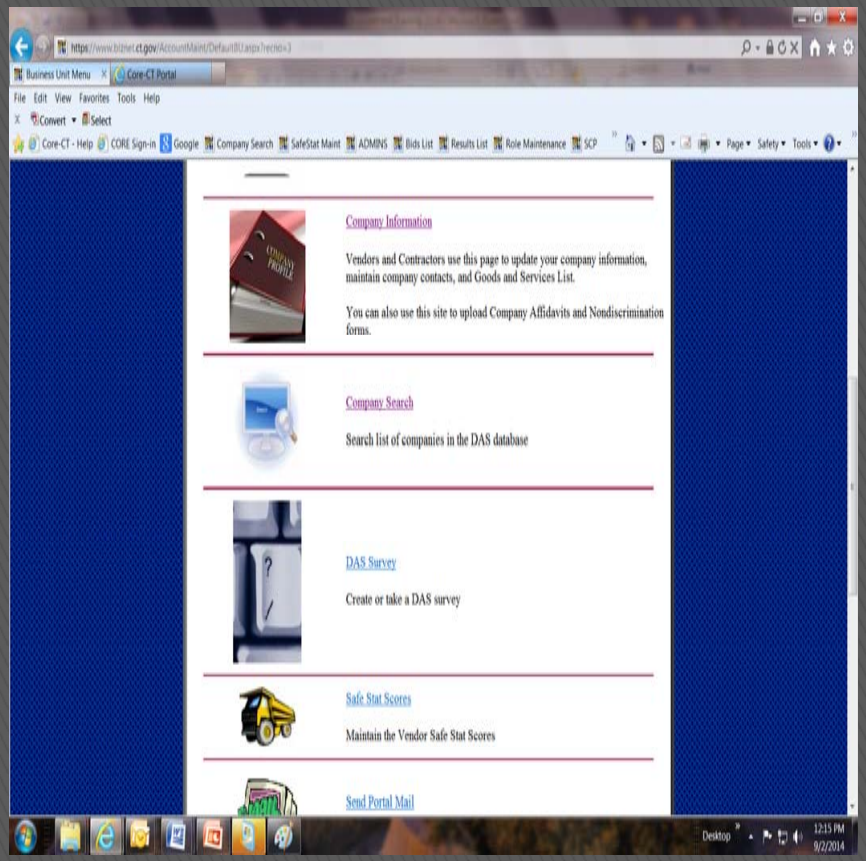
After

5. Affidavits and Insurance

Portal LOGIN: https://www.biznet.ct.gov/AccountMaint/Login.aspx

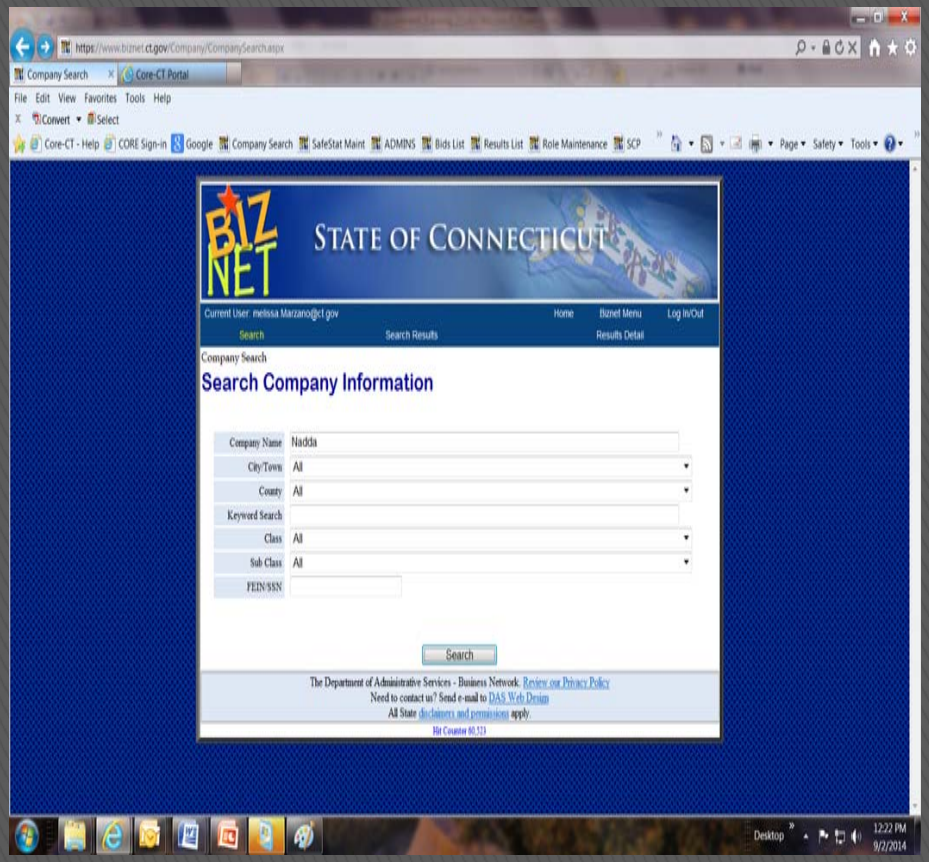


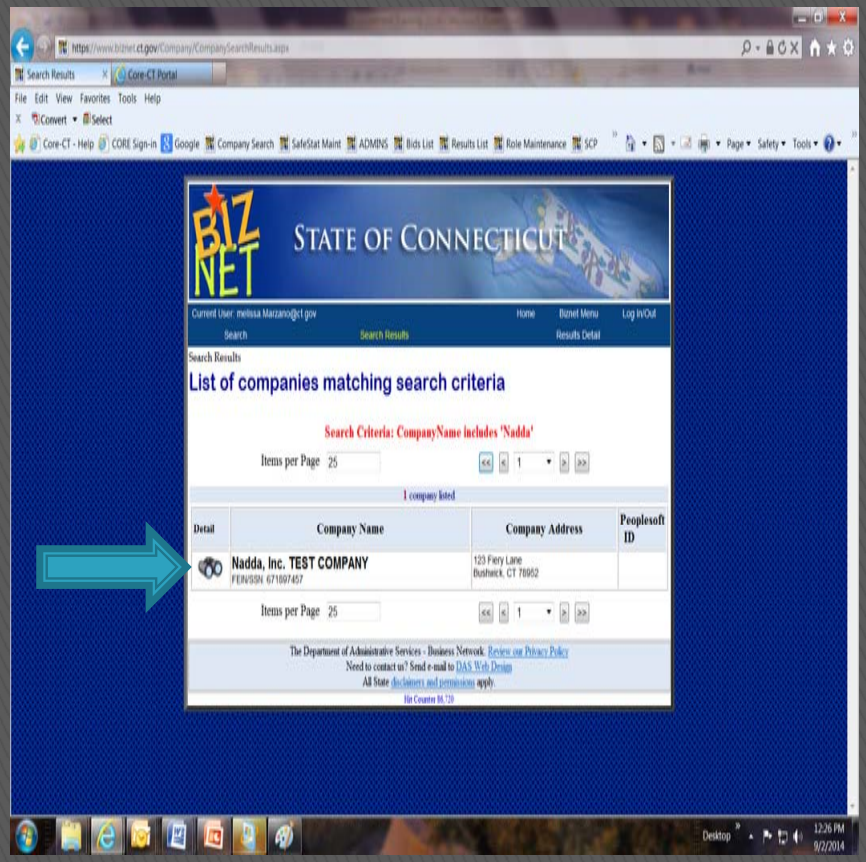
Select:
CT Procurement



Select:
Company Information

Affidavits and Insurance





Enter Company Name
Hit: Search

Click binoculars

5. Affidavits and Insurance

https://www.biznet.ct.gov/Company/CompanySearchDetails.aspx?CID=16907

Search Results Detail | Core-CT Portal

File Edit View Favorites Tools Help

Convert Select

Core-CT - Help | CORE Sign-in | Google | Company Search | SafeStat Maint | ADMINS | Bids List | Results List | Role Maintenance | SCP | Page | Safety | Tools

0031	Food Preparation and Serving Equip. and Supplies, Purchase, Rental, and Maint. Of	Electrical Appliances: Household Small (030)
0803	Transportation Related Services (Not Public Service Related)	General Motor Vehicle Transportation Services (001)

Documents

Upload Info	Description
Date: 8/28/2014 1:47:35 PM By: melissa.Marzano@ct.gov Name: test_doc.docx	Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6)
Date: 10/21/2013 1:35:27 PM By: linda.dutkiewicz@ct.gov Name: Certificate_of_Authority_for_Corporation.pdf	Certificate of Authority for Corporation
Date: 5/19/2014 11:24:27 AM By: linda.dutkiewicz@ct.gov Name: CHRO Form	Commission On Human Rights and Opportunities (CHRO) Workplace Analysis Affirmative Action Report Employee Information Form (DAS-45)
Date: 2/28/2014 9:54:24 AM By: teresa.dupont@ct.gov View Form	DAS-46

Affidavits

Insurance Declaration

InsUploadInfo	Description
Date: 8/29/2014 10:14:51 AM By: melissa.Marzano@ct.gov Name: InsuranceDeclaration.docx	InsuranceDeclaration.docx

Insurance docs

Company Affiliates

Affiliate Name	Description

Supplier Diversity Certificate History

Expiration Date	Certificate Type	Woman	Disabled	Class Description

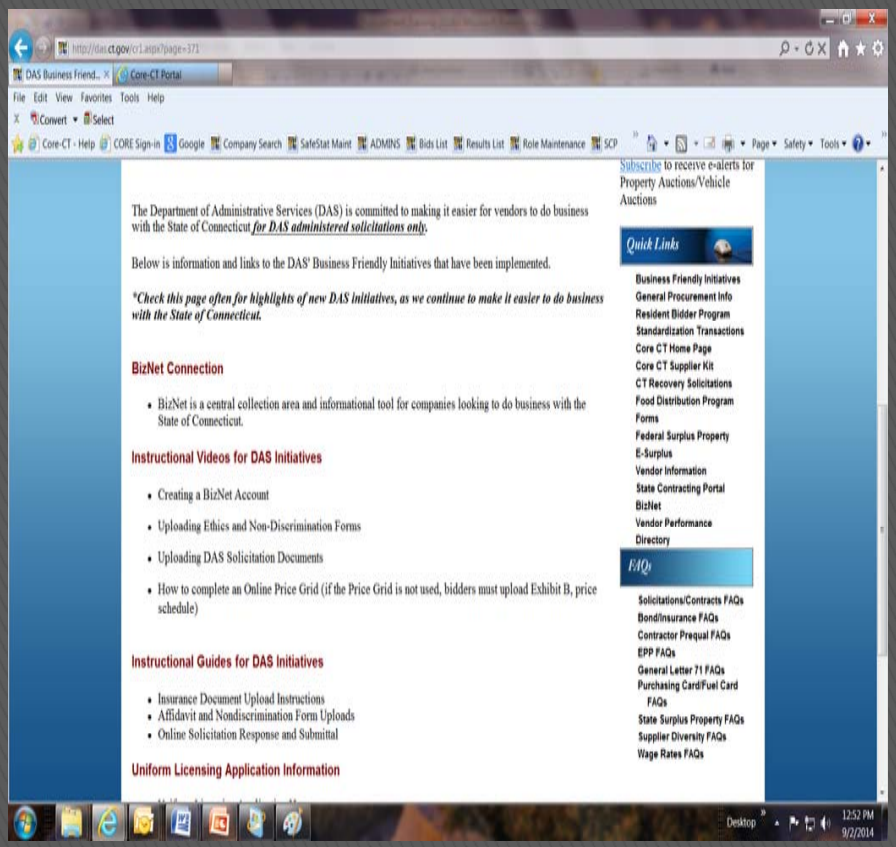
The Department of Administrative Services - Business Network. Review our Privacy Policy

Desktop 12:28 PM 9/2/2014

5. Affidavits and Insurance

Guide your Vendors to DAS Initiatives…

http://das.ct.gov/cr1.aspx?page=371

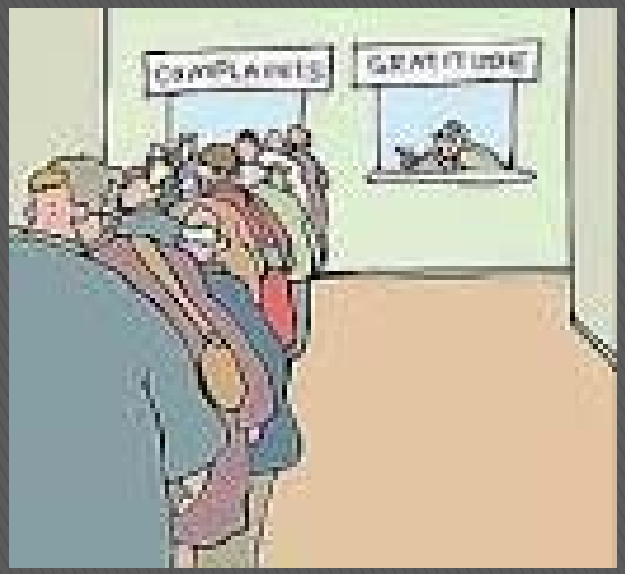


Go to:
DAS Business Friendly Initiatives

Instructional
Videos and Guides

6. Vendor Performance

When and why you should enter a report

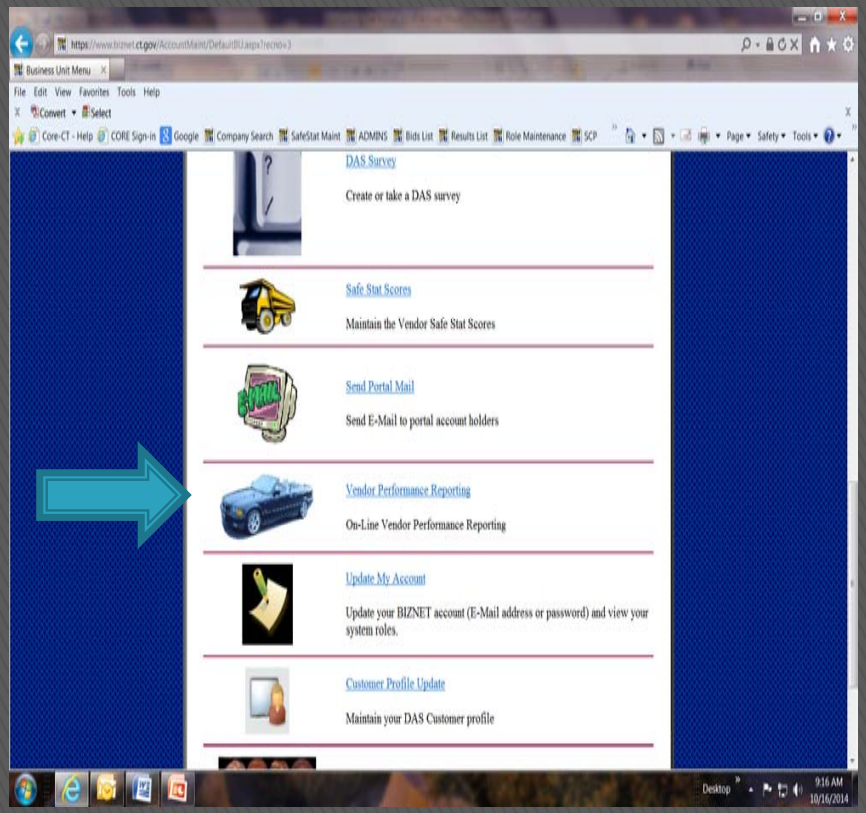


- Vendor Performance Report is a permanent record.
- DAS Procurement utilizes Vendor Performance when evaluating bid proposals for awards.
- Agencies should create a report when they cannot resolve contractual issues with contractor.

6. Vendor Performance

How to add a new report

Select:
CT Procurement



Select:
Vendor Performance

6. Vendor Performance

http://www.biznet.ct.gov/VendorPerformance/VPSearch.aspx

State Of Connecticut
Department of Administrative Services
Business Network

Current User: eva.orlinski@ct.gov

Home Menu Log In/Out

Reports

Select a report

Select either Open or All reports then select the criteria for the report. Selecting no options will produce a report with all data.

Page Help

Add New Report

Customer	All
Vendor	All
Contract	All
PO/ Req Number	All
Commodity	All
Contract Specialist	All

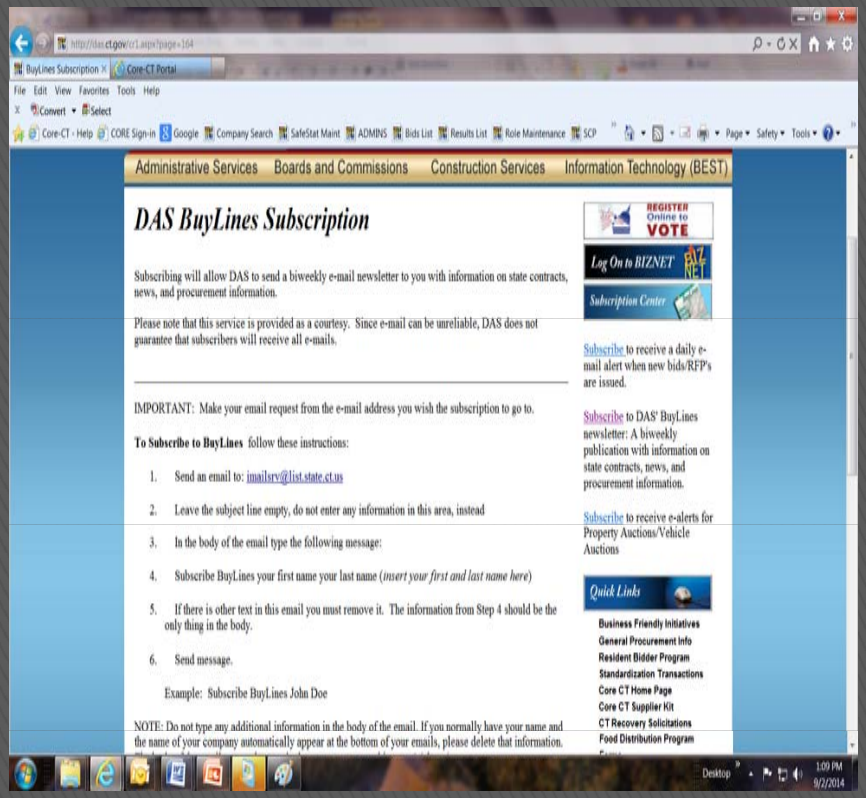
View Open Reports View All Reports

Fiscal Year			
Date Range - From:		To:	

Find

7. BUY-LINES

SUBSCRIBE TODAY!



http://das.ct.gov/cr1.aspx?page=164

A biweekly publication with information on state contracts, news, and procurement information. This NEW feature offers an open forum to agency purchasers to bring to us any procurement related questions.

7. Buy-Lines

"What's Your Problem???"

New column dedicated to YOU!

Submit a Problem

Receive a solution

Navigating the State Contracting Portal

- Melissa Marzano
- Eva Orlinski
- Marisol Rivera

Contracting Purchasing Assistants
Bidposting@ct.gov
860-713-5095

Thank you for Coming

Contract Team Structure 860-713-5095

Joe Giliberto - 5096	Tina Costanzo – 5068	Cindy Milardo - 5084	Don Casella - 5150
Melissa- 5291 Team Purchasing Assistant	Marisol – 5435 Team Purchasing Assistant	Marisol - 5435 Team Purchasing Assistant	Eva – 5083 Team Purchasing Assistant
Aimee Cunningham - 5250	Greg Mooney - 5755	Arlene Watson-Paulin - 5237	Ada Rivera - 5048
Bryan Jorge - 5168	Lynn Peccerillo-Hills - 5255	Janet DelGreco-Olson -5079	Ann Simeone – 5051
Dan Melesko - 5627	Rob Zalucki - 5139	Jill Belisle - 5149	Marcie Wilson - 5622
Kris Wohlegmuth - 5606	Pam Anderson - 5088	Linda LoSchiavo - 5078	Mark Carroza- 5047
Elizabeth Basso- 5611	Patrick DeConti - 5061	Susanne Hawkins - 5064	Paul Greco- 5189
Jean DelGreco - 5623	Peter Hunter - 5257	Teresa Dupont- 5073	
Michael Baczewski -5169			
Tony DeLuca -5070			