Answers to questions from breakout session: Navigating the State Contracting Portal

Q1. How can an agency run a expiring contract report?

A. In Core, use the "contract expiration report". Query Navigation: Core-CT Financials > Procurement Contracts > Reports > Contract Expiration

Q2. When searching for an item on contract, can you search for the "item" that would bring up the vendors for an item with price and discounts?

A. How to find a contract:
The search engine offers a keyword search; keywords that fit into a main commodity class (a.k.a. industry code). Your "item" could be used as a keyword. Other search options are using a commodity code or vendor name.

From your search "result", use the description of each contract to locate contract of interest. Click the contract number link to find the contract summary. Summary page includes contract: dates, descriptions, comments, restrictions, contact, common documents and vendor(s). Click contract document and locate exhibit B for pricing. Any questions should be directed to the contact person listed in the summary.

Can't find a contract:
Call DAS Procurement, we can help! You can request to have keywords added to our main commodities. Let us know your keyword you used that didn't work.
860-713-5095

Q3. Assignment and Assumption; Entersys changed name to Extreme Networking. This assignment has been pending for a year and a half. How does the agency proceed pending the update?

A. The Office of the State Comptroller is in the process of an assignment and assumption of Enterasys to Extreme Networks. Until this process is complete, the vendor will accept payments under Enterasys.

Q4. What software does DAS uses to standardize all legal documents?

A. HotDocs is document automation software that our Procurement staff uses to build our bids, RFP's and contracts with. Through customized templates, we build our documents by answering questions pertaining to that specific solicitation. This eliminates redundant data entry and ensures the staff is consistently producing correct and up to date bids, RFP's and contract document. In addition, you can save your answer files so if you need to issue an addendum or supplement there is no need to re-enter common information. The software is not free so your agency would need to purchase user licenses and have an IT person customize the templates to fit your needs.
Contract 12PSX0045: http://www.biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=10850

Q5. Does DAS have standard contractual forms that agencies can use?

A. The form contract (found within the link below) provided by the office of the Attorney General for use with such purchases and should be used by state agencies when making purchases under General Letter #71. http://das.ct.gov/cr1.aspx?page=240