

The background of the slide is a photograph of the Pennsylvania State Capitol building in Harrisburg. The building is a grand, Gothic Revival style structure with a prominent central dome. The image is taken from a low angle, looking up at the building against a clear blue sky with a few wispy clouds. The text 'Buying Basics State Procurement 101' is overlaid in the center of the image in a white, serif font.

# Buying Basics State Procurement 101

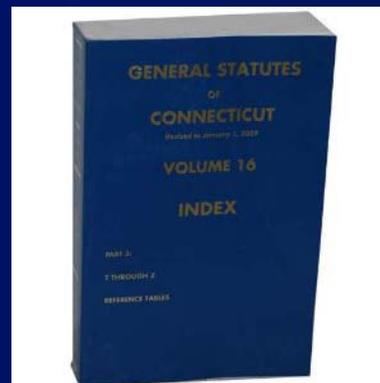
# What's up with Public Procurement?

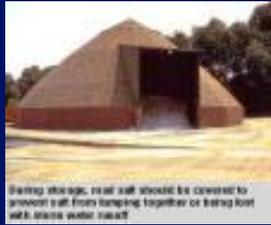
- Buying "Stuff" is very different than in the private sector.
- The Process is Different
- Objectives are Different
- Public Policy dictates how purchases can be made.



# Why is Procurement Important?

- Safeguarding Public Funds (integrity of spending public funds)
- Efficiency and Effectiveness (leverage \$\$; economies of scale, value)
- Public Confidence (ethical and prudent)
- Supplier Confidence (provides for real competition, fair)
- Public Policy and the Law (open, fair and transparent to all - Contracting Officer has no authority to deviate from laws and regulations)





During storage, this roll should be covered to prevent roll from hanging together or being lost with other water rolls.



*DAS Procurement Services is charged with the purchase, lease or contract for all supplies, materials, equipment and contractual services required by any state agency.*



# Department of Administrative Services (DAS) Scope of Contracts

- **Products**: Food; office, industrial, agricultural supplies; office, industrial, agricultural, educational equipment; clothing; medicines; materials; furnishings; fuels; vehicles; police, emergency and safety equipment and supplies; financial products; roadway materials; IT hardware/software, Telecomm hardware/software and more.
- **Contractual Services**: Equipment maintenance agreements; HVAC services; janitorial services; rubbish removal services; food services; printing services; facility related services; mail and courier services; environmental services and other professional services;

# DAS Procurement Contracting Summary

- Currently about 1000 active Contracts
- Average Contract Term 3-5 years
- Total Contract Value: \$2.4 billion
- 27 Dedicated Contracting Staff
- Interactive Website – 24/7 (includes wealth of policy, procedural and general procurement information for your staff; including active contract information): [www.das.ct.gov/Marketplace](http://www.das.ct.gov/Marketplace)

The screenshot displays the DAS Procurement website interface. At the top, the browser title is "DAS - eProcurement Home Page - Microsoft Internet Explorer". The website header includes the DAS logo, the text "State of Connecticut Department of Administrative Services", and navigation links: "About DAS", "FAQ's", "Press Room", "Site Map", "Contact Us", and "Home".

The main content area features a search bar with the text "eProcurement" and a "Special Notices" section. A "Featured News" section highlights "STATE CONTRACTING STANDARDS BOARD - Members" with a date of "NOVEMBER 22, 2005". Below this, there is a section titled "Read the reactions to this years show!" and a link to "Governor's Task Force on State Contracting Reform".

The left sidebar contains navigation menus: "DAS SEARCH", "DAS COMMENT", "DAS FEEDBACK", and "DAS CONTACT". The right sidebar includes sections for "ALERT", "OUTLOOK LINKS", "BUSINESS", "STATE AGENCIES", and "VENDOR".

At the bottom, there is a "Contracts" section with a search bar and a "Find contracts by" dropdown menu.

A photograph of four business professionals in a meeting. They are seated around a table, looking at documents and a laptop. The scene is dimly lit, with the primary light source coming from the laptop and some overhead lights, creating a professional and focused atmosphere.

**How does DAS Procurement  
administer the Contracts?**

## Bid Process

- Specification driven
- Advertised
- Sealed bid & public bid opening
- Awarded to lowest, qualified, responsible bidder
- No ability to negotiate

## RFP Process

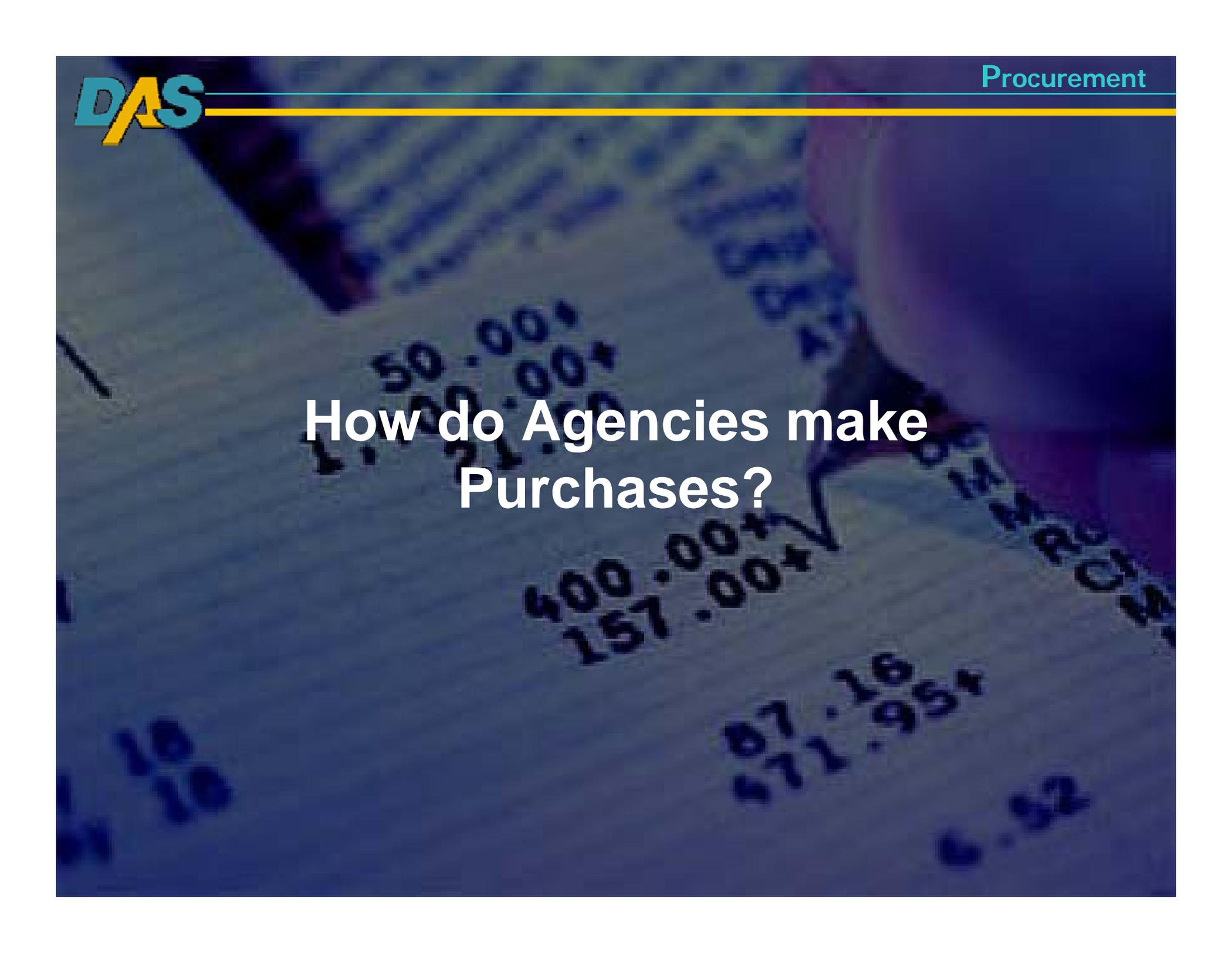
- Problem statement
- Seeking best overall solution
- Advertised, sealed response
- Permits other criteria for award besides low bid
- Utilize evaluation teams & group scoring of RFP
- Negotiation permitted

# In What Circumstances are the Bid/RFP Processes Waived?

- Emergency conditions
- Sole Source
- Special market condition (ie., compatibility with existing equipment)

Reference: CGS 4a-58(b)

-INSTRUCTIONS FOR SUBMITTING WAIVER REQUESTS CAN BE FOUND ON WEBSITE.

A close-up, slightly blurred photograph of a hand holding a pen and writing on a document. The document has various numbers and text, including '50.00', '100.00', '157.00', and '171.16'. The background is a dark blue gradient.

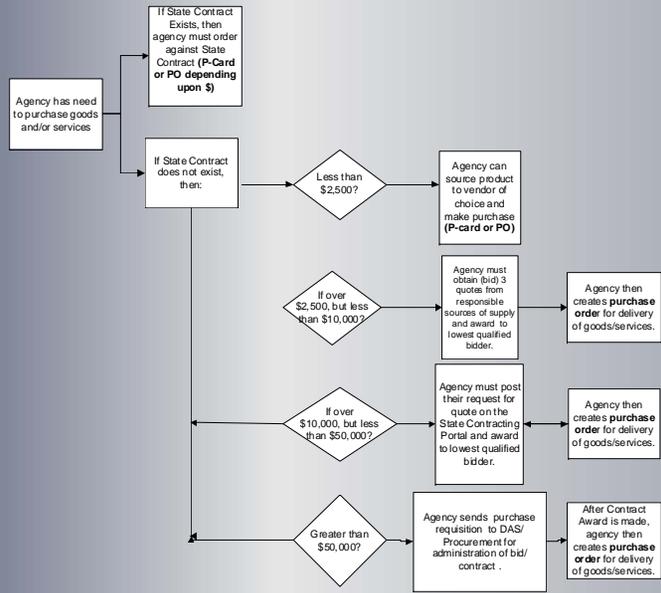
# How do Agencies make Purchases?

- Use active State Contract (See State Contracting Portal)
- If no Contract, review General Letter #71 (handout) (Gives instruction for getting quotes and making purchases up to \$50,000) -When Doubt, call DAS!
- If >\$50,000, DAS must conduct public bidding Process - Agency initiates Core-10 requisition to get the contracting process initiated.
- IT/Telecomm purchases also must have technical review/approval by DAS/Bureau of Enterprise Systems and Technology (BEST) prior to DAS/Procurement acting.

January 19, 2010

# Purchasing Workflow

CSW



# How to Use State Contracts:

- Find the Contract on the State Contracting Portal (session this afternoon on this).
- Read the Contract!
- Contact the Contract Specialist listed with any questions.
- Create your Purchase Order in accordance with Contract.

# Contract Components

- Contract Award Page (summary of contract term, vendors, instructional page)
- Contract
- Exhibit A (Description of Goods or Services)
- Exhibit B (Price Schedule)

\*Tip – Use the Bookmarks!

http://www.biznet.ct.gov/SCP\_Documents/Results/ SCP Contract Details biznet.ct.gov

DAS Procurement (2) CGS 2013 version State of Connecticut Tele... DASHBOARD REPORTS Google DAS-Intranet Home

Save a Copy Search Select 100% Sign

Options x

Bookmarks

- Contract Award
- Contract
- Exhibit A
- Exhibit B
- Exhibit C

Pages

Attachments

Comments

CONTRACT AWARD  
SP-38 New 8/16/2012  
Prev. Rev. 8/7/12

**STATE OF CONNECTICUT**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT DIVISION**  
**165 Capitol Avenue, 5th Floor South**  
**HARTFORD, CT 06106-1659**

**Contract Award No.:**  
13PSX0014

**Contract Award Date:**  
8 February 2013

**Bid Due Date:**  
1 February 2013

**Contract Specialist:**  
Patriek DeConti  
(860)713-5061  
Telephone Number

**CONTRACT AWARD**  
**IMPORTANT: THIS IS NOT A PURCHASE ORDER. DO NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.**

DESCRIPTION: 2013 Honda Accord Coupe LX-S

FOR: Department of Administrative Services

TERM OF CONTRACT:  
Date of Award through December 31, 2015

AGENCY REQUISITION NUMBER: 0000000150

| IN STATE (NON-SB)<br>CONTRACT VALUE | DAS CERTIFIED SMALL<br>BUSINESS CONTRACT VALUE | OUT OF STATE<br>CONTRACT VALUE | TOTAL CONTRACT<br>AWARD VALUE |
|-------------------------------------|--|--------------------------------|-------------------------------|
| \$75,000.00                         |  |                                | \$75,000.00                   |

**NOTICE TO CONTRACTORS:** This notice is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made.  
**INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.**

**NOTE:** Dollar amounts listed next to each contractor are possible award amounts, however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.

**NOTICE TO AGENCIES:** A complete explanatory report shall be furnished promptly to the Procurement Manager concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

**CASH DISCOUNTS:** Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.

**PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

**CONTRACTOR INFORMATION:**  
REFER TO THE CONTRACT ON THE DAS PROCUREMENT WEB PAGE FOR THE MOST CURRENT CONTRACTOR INFORMATION. (<http://das.ct.gov/imp1.aspx?page=8>)

**Company Name:** Manchester Sports Center Inc. dba Manchester Honda  
**Address:** 24 Adams Street, Manchester, CT 06040  
**Tel. No.:** 860-645-3100  
**Contact Person:** Craig Peters  
**E-mail Address:** [craig.peters@manchesterhonda.com](mailto:craig.peters@manchesterhonda.com)

**Terms:** Net 45 Days  
**Certification Type:** none  
**Supply Political Subdivisions:** Yes  
**Fax No.:** 860-646-8861  
**Website:** [www.manchesterhonda.com](http://www.manchesterhonda.com)

The signature below by the DAS Contract Specialist evidences that DAS is bound by all of the terms and conditions of the Contract or

8:46 AM  
8/29/2014

http://www.biznet.ct.gov/SCP\_Documents/Results/

SCP Contract Details biznet.ct.gov

DAS Procurement (2) CGS 2013 version State of Connecticut Tele... DASHBOARD REPORTS Google DAS-Intranet Home

Save a Copy Search Select 123% Sign

Options x

Bookmarks

- Contract Award
- Contract**
- Exhibit A
- Exhibit B
- Exhibit C

Pages

Attachments

Comments

**CONTRACT**  
**13PSX0014**

Between

**THE STATE OF CONNECTICUT**

Acting by its

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

AND

**Manchester Sports Center d/b/a Manchester Honda**  
Awarded Contractor

8:48 AM  
8/29/2014

http://www.biznet.ct.gov/SCP\_Documents/Results/ SCP Contract Details biznet.ct.gov

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Options x

Bookmarks

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Contract # 13PSX0014  
Rev. 6/25/2012 - Prev. Rev. 4/26/2012

**EXHIBIT A**  
**DESCRIPTION OF GOODS AND SERVICES**

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**1. The Vehicles to be delivered by the Contractor pursuant to the Contract (the "Vehicles") shall be delivered new and shall be of current production year model. The Vehicles shall have the following features and meet the following requirements.**

- a. Automatic transmission.
- c. Include manufacturers' standard equipment.
- d. Conform to all applicable federal and state statutes, regulations, ordinances and codes pertaining to the operation and safety of motor Vehicles. All applicable guards, warnings and warning labels must meet the conditions as required by law.
- e. Be delivered clean, and ready for immediate service.
- f. Be delivered with a full tank of fuel.
- g. Be free of dealer signs and emblems.
- h. Include a certificate of origin corresponding with the information on the purchase order that is issued.

**2. Omission of Details**

8:56 AM  
8/29/2014

http://www.biznet.ct.gov/SCP\_Documents/Results/ SCP Contract Details biznet.ct.gov

DAS Procurement (2) CGS 2013 version State of Connecticut Tele... DASHBOARD REPORTS Google DAS-Intranet Home

Save a Copy Search Select 123% Sign

Options x

Bookmarks

- Contract Award
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- Exhibit C

Pages

Comments Attachments

**EXHIBIT B, SP-16  
PRICE SCHEDULE**

**CONTRACT NO: 13PSX0014**

|                  |  |                |            |
|------------------|--|----------------|------------|
| CONTRACTOR NAME: | MANCHESTER HONDA                       |                |            |
| DELIVERY:        | 30-60 DAYS from receipt of order (ARO) | CASH DISCOUNT: | 0 % 0 Days |

**1. Honda**

| line | Description of Commodity | Model | Base Model Price | Percentage Off MSRP Aftermarket Option | Percentage Off MSRP Options | Contractor       |
|------|--------------------------|-------|------------------|--|-----------------------------|------------------|
| 1.   | 2013-Accord Coupe        | LX-S  | \$22,738.00      | 15% off                                | 10% off                     | Manchester Honda |

The following is the labor rate to install any and all aftermarket options that may be purchased through the percentage off options listed above.

**Manchester Honda's labor rate is \$90.00 per hour**

8:58 AM 8/29/2014

# Do's & Don'ts of Interacting with Vendors



## Become Familiar with State Ethics Policies

- Guide to the Code of Ethics for Public Officials and State Employees
- Guide to the Code of Ethics for Current or Potential State Contractors
- OSE will provide training

Review Guidelines for Communicating with Vendors (handout)



**Questions?**