

# BuyLines

DEPARTMENT OF ADMINISTRATIVE SERVICES

MARCH 4, 2011

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## DAS' Small Business Certification Process is Now Paperless

Applying for state certification to the DAS Supplier Diversity program just took a huge step forward on March 1.

Customers can now upload their corporate documents 24/7 as part of their certification process. No longer do customers need to gather, copy and mail their information. If the information is already electronic, it can be sent securely to DAS' Supplier Diversity Unit.

"It's a business friendly and green initiative that is the next logical step in making our program more efficient," said Supplier Diversity's Program Manager Meg Yetishefsky. "In 2007 we created an online application, now, as part of our process, uploading electronic documents is paperless and secure."

The system upgrade also benefits existing customers who can upload their documents when it is their time to recertify.

"It's a natural progression of technology," said Yetishefsky. "Technically speaking, we've taken customers from the post office, to fax machines to email, now to online applications and now the paperless uploading of documents."

[Visit the Supplier Diversity Homepage here.](#)

## NASPO 2011 How to Market to State Governments

The NASPO How to Market to State Governments Meeting (April 3-5 in Boston, Massachusetts), developed and presented by state government purchasing officials, is designed to help large and small companies learn how to eliminate unnecessary roadblocks to doing business with states. Average conference attendance includes government representation from 40+ states and more than 350 private sector representatives.

[For more information, click here.](#)

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## Contracts Awarded over the last 14 Days

Click on the category to see the contract  
Adobe Acrobat Required

**10PSX0308 - Environmental Services for the CT Dept. of Transportation, All Using State Agencies and Political Sub-Divisions of the State**

**10PSX0318 - Glass Spheres for the Department of Transportation**

**10PSX0336 - Bituminous Concrete Liquid**

**11PSX0015 - Bobcat 5600 Turbo Toolcat per specifications**

## Athletic and Recreational Equipment Contract

DAS Procurement has an Athletic and Recreational Equipment contract that will expire on June 30, 2011.

WE NEED YOUR INPUT. DAS is reaching out to all state agencies and political subdivisions of the state for suggestions on the new contract award. DAS would appreciate it if you would complete the following Pre-Itemized Purchase Requisition. Feel free to make changes or additions on this form.

**The Pre-Itemized Purchase Requisition is due back on March 30, 2011. Please fax to: 860-622-2961.**

Thank you in advance for your input and suggestions. Please contact Contract Specialist Janet DelGreco Olson at 860 713-5079 or [Janet.DelGreco@ct.gov](mailto:Janet.DelGreco@ct.gov) with any questions you have.

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## Change to the P-Card

There has been a significant change to the state P-Card Program - there are no longer any restrictions for using the P-card to purchase services.

Cardholders still need to use their cards with contract award vendors, but they no longer need to consult a "Comptroller's Service Provider Listing." It is anticipated that this change will lead to increased activity on the P-Card, resulting in fewer invoices, vouchers and purchase orders.

Before today, cardholders could only use their P-Card with service provider vendors that were approved by the Comptroller's Office - there were IRS regulations in place that required the service provider vendor to be incorporated, in order for our cardholders to purchase services. The purchase of commodities on the P-Card from non-incorporated, state contract award vendors was always permissible, but service provider vendors had to be on the approved list.

Due to a new IRS requirement, financial institutions are responsible to report all credit card payments to the IRS, therefore, it is no longer necessary for agencies to submit to the Comptroller's Accounts Payable Division, names of service vendors for approval on the Service Provider List. The Service Provider List will be removed from the OSC website.

For example, under the old rules at Fleet Operations, if DAS Fleet needed a vehicle muffler and went to Joe's Garage (sole proprietorship [NOT incorporated]), a cardholder could purchase the muffler (a commodity) from Joe's Garage on their P-Card, BUT, the installation of that same muffler could not be charged on the P-Card, because the installation is a service. Under the new rules, the P-Card can be used to pay for the muffler and for the installation.