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JULY 2013

DAS TIMES

Welcoming DCS into the New DAS

by Jeffrey Beckham

The 2013 legislative session was one of the most active in recent memory, with many proposals that impacted DAS.

At the beginning of the session, Governor Malloy renewed his proposal to merge the Department of Construction Services (DCS) into the Department of Administrative Services (DAS). That proposal was finally approved and we will begin integrating the two agencies this summer. That process may involve some challenges and some degree of restructuring. Briefings with relevant staff have already begun and no doubt there will be a lot of work around this process as we move through the next few months.

For DAS employees who may not be familiar with DCS, the department had been created in 2011 in the initial round of state government mergers and consolidations proposed by Governor Malloy. Effective July 1, 2011, DCS consolidated services provided by the Bureau of Design and Construction from the former Department of Public Works (DPW), the Bureau of School Facilities from the State Department of Education (SDE) and the Division of Fire and Building Services from the former Department of Public Safety (DPS), which includes the Office of the State Building Inspector, the Office of Education and Data Management and the Office of the State Fire Marshal.

DCS is the state's primary agency for: design and construction services to the executive and judicial branches; administration of the state school construction grant program; and development, administration and training of state building and fire safety codes.

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First Meeting of the School Safety Infrastructure Council

by John McKay

In response to the tragedy in Newtown last December, the General Assembly created a School Safety Infrastructure Council to develop new standards to improve or enhance safety and security in the public schools in Connecticut. The council's first meeting was held on Friday, May 31, 2013 in Room 1A of the Legislative Office Building, in Hartford.

The council is made up of the DAS Commissioner Donald DeFronzo, who chairs the council, the Commissioner of Emergency Services and Public Protection, the Commissioner of Education and six members appointed by the six top leaders of the General Assembly. The legislative appointees include a person with expertise in building security, a professional engineer, a public school administrator, a firefighter, a school resource officer and a teacher.



Commissioner Donald DeFronzo addresses a question to Commissioner Pryor of the State Department of Education

The council's work will address access to school buildings and classrooms and will examine a variety of school security measures, including the feasibility of reinforcing entryways, use of ballistic glass, solid core doors, double door access, computer-

controlled electronic locks, remote locks on all entrance and exits and buzzer systems. The group will also explore the use of cameras in school facilities as a method of enhancing security.

Commissioner Donald DeFronzo remarked: "In Connecticut today there are approximately 1,300 public schools with a student population of 600,000. We all want to believe that these schools are the safest places for children to be when they are not at home with their parents. Our task, on this Council, is to make that so."

The council is required to submit the new standards to the Commissioners of Emergency Services and Public Protection and Education, the School Building Projects Advisory Council, and the Public Safety and Education committees of the General Assembly on or before January 1, 2014. More information on the council and its work, including a list of council members, can be found at the council's webpage: <http://das.ct.gov/ssic>.

Heroes 4 Hire and Urban League Job Fairs

by Nina Ritson

On Tuesday, April 16, Connecticut Career Fairs, affiliated with the state Department of Labor hosted the 9th Annual Heroes 4 Hire event from 11 a.m. to 3 p.m. at the Rentschler Field ballroom, specifically focused



Left: Deb Mainville, Human Resource Specialist and Alicia Nuñez, Equal Employment Opportunity Manager assist job seekers

on job placement for veterans and their spouses who are seeking employment.

The veterans-only event, which began in 2007, was sponsored by the state Departments of Labor and Veterans' Affairs, The U.S. Chamber of Commerce, the Connecticut Business and Industry Association, Travelers, CBS Radio, and local Chambers of Commerce.

“We had a huge crowd,” said Francine Dew, DAS Human Resources Consultant, “I believe 1,100 people came through to speak with 80 employers. Some of the many companies participating included The Travelers, Connecticut State Police, municipal police departments, Mohegan Sun, CBS Radio, Whole Foods and security companies. In addition, representatives came from the state colleges to speak to veterans about utilizing their education benefits to earn degrees.”

Along with Francine Dew, Debra Mainville, a Human Resources Specialist and Alicia Nuñez, an Equal Employment Opportunity Manager, were on hand to assist job seekers with information about getting a job with the state, taking an exam, signing up for e-alerts or just navigating the DAS website. Alicia said, “We were

happy to be able to show people things like reading an exam announcement and we reviewed the State examination application (the HR-12). These are things we take for granted working at DAS, but many people are unfamiliar with how to navigate the DAS website.”

Deb Mainville noted, “Many women and men came through –all ages – it was a good mix of people and we had a perfect location there this year. DAS was front and center, located very close to the entrance. Francine added, “We also had people asking about how to become certified as a small business or minority owned business – so I was happy to be able to forward them to Meg Yetishefsky for more information.”

“This event is well attended each year and Rentschler is a great venue to accommodate a crowd plus it is conveniently located on the bus line in East Hartford,” Francine added. Along with hiring companies, government agencies were on hand including CT Works, U.S. Veterans and Social Security to assist and provide info in one central location.

On Thursday, May 2, the team returned to Rentschler to be greeted by another 800 job seekers looking for employment at the Employment Empowerment Expo job fair sponsored by The Urban League of Greater Hartford. Also held at Rentschler, this event featured employers like ConnectiCare, UConn Health Center, Wheeler Clinic, Prudential, CVS, Foxwoods, Barnes, Chubb, Comcast, Travelers, Martin Brower and Wal-Mart. Job seekers came for resumé critiques, interviewing advice, advice on how to start their own business and money management tips.

Both events were hugely successful and support this administration's objective and priority to get Connecticut back to work!

That's A BIG Check!

by John McKay

It's become an annual rite of spring. The trees begin to turn green, flowers begin to bloom and JPMorgan Chase presents a rebate check to the Connecticut Comptroller.

This year, the total rebate check for 2012 was over \$800,000 with some money going back to individual municipalities' and not-for-profits. In the end, over \$600,000 was deposited into Connecticut's General Fund. DAS and the Connecticut Comptroller's office co-sponsor the P-Card program.

Like many personal credit cards, the state purchasing cards have a rebate attached.

Additionally, two big changes in the P-Card program came through memorandum via the Comptroller's office. Effective July 1, 2011, payments for purchases by all state agencies under \$1,000 shall be made using the State of Connecticut purchasing card. Plus, an additional change to the legislative language effective July 1, 2012, increased the single purchase limit for P-Card transactions from \$10,000 to \$250,000.

Purchasing cards (P-Card) must be used for payments to any vendor that provides commodities, services and/or utilities. Agencies are encouraged to continue the use of P-Cards for all transactions within their agency purchasing policies.



From left to right: Rich Esten(OSC), Sam Johns (OSC) Greg Powell (JPMorgan), Comptroller Kevin Lembo, Don Casella (DAS), DAS Commissioner Donald DeFronzo, J.Carlos Velez (DAS), Kerry DiMatteo (DAS), Michael Moschetti (OSC), DAS Deputy Commissioner Martin Anderson, Tim Nicole (JPMorgan), Jeffrey Baker, and Peter Johnson (JPMorgan).

P-CARD PROGRAM REBATE STATISTICS *(Calendar Year 2012):*

Calendar Year's Rebate Check Total:	\$800,633.00
• Reflects an increase of :	\$340,099
• In percentage terms reflects an increase of approximately:	74%
• Amount directly deposited to the State's General Fund:	\$635,413.95
• Reflects an increase of :	\$238,709.79
• In percentage terms reflects an increase of:	60%

Currently Number of organizations participating in P-Card Program:	136
• Executive Branch Agencies:	75
• State Universities:	5
• Towns/Cities:	13
• Nonprofits & public schools:	43

Example of some high rebates:	
• City of Norwalk	\$ 51,388.80
• City of Norwich	\$ 21,290.60
• Ct Institute for the Blind at Oak Hill	\$ 21,437.57
• CCSU	\$ 65,892.41
• UCONN	\$ 175,326.83

“It’s a great partnership between DAS, the Comptroller’s office and JPMorgan Chase who each work to make this a working, beneficial program for the state of Connecticut,” said DAS Commissioner Donald DeFronzo.

DAS/BEST and Veterans' Affairs are partnering up to improve IT services

by John McKay

“The DVA is very pleased to have the opportunity to partner with DAS/BEST,” said DVA Deputy Commissioner Joseph Perkins. **“It will allow us, over time to upgrade our older systems, cut some of our costs and still be provided high quality and efficient IT services.”**

The Department of Veterans' Affairs (DVA) and the Department of Administrative Services, Bureau of Enterprise Services and Technology (DAS/BEST) will be joining together to provide IT services for DVA. Over the past several months, DVA and DAS/BEST have evaluated the DVA Information Technology Support Services and

determined that IT services can be more efficiently provided to DVA if IT support were consolidated into DAS/BEST. Migrating DVA's IT Service Support functions and oversight to DAS/BEST will reduce redundant service costs to the State.

“We see a real opportunity to help DVA to perform their primary service which is assisting our state's veterans while allowing DAS/BEST to manage their IT infrastructure,” said BEST CIO Mark Raymond. “We also believe this change will allow us to more effectively support a new Patient Care System for DVA,” added Raymond. “The current system is outdated, unstable, and has very limited ability to keep updated with new VA billing rules.”

“The DVA is very pleased to have the opportunity to partner with DAS/BEST,” said DVA Deputy Commissioner Joseph Perkins. “It will allow us, over time to upgrade our older systems, cut some of our costs and still provide high quality and efficient IT services,” added Perkins. “I am very pleased with the transition plan that DAS/BEST and the DVA team developed to insure a smooth transition. The plan actually educated the DVA team on several IT subjects which will make us a better team member.”

DAS/BEST will oversee a number of DVA information technology functions including: Network, Platform, Data, Operation, Application, Security, and Collaboration and Communication services. The Information Technology Service Migration went into effect June 14, 2013.

DAS/BEST and DVA Human Resources have worked together over the last few months in preparation for the transfer and relocation of the following four employees to DAS/BEST from the Department of Veterans' Affairs: Dave Weathers, Boris Gorfinkel, Mike Armentano, and Eleonora Hadzhiyska.

“I want to welcome our four new employees to the DAS/BEST family,” said Raymond. “This highlights a great opportunity to combine our skills and resources to provide high quality and efficient IT services.”

“We will miss our fulltime IT employees but we have full confidence they will be a great asset to the entire DAS/BEST team,” said Perkins. Tina Good, an IT Manager within DAS/BEST, drove the analysis project and developed the plan to collect the information required for the move. Making a transition of this type is not a simple matter. There are many details to be examined before the change can be made.

Dave Weathers, an IT Manager making the move to DAS/BEST will serve DVA as the IT Transition Service Delivery Manager to ensure a smooth transition of staff and IT Services over to DAS/BEST. As both agencies transition, Dave will work with DVA's IT Liaison, Babatunde Green and the DAS/BEST information technology Service Area Directors to address any gaps in service, procedures, and processes.

DAS Blood Drive

by Teresa Dupont

DAS Blood drive Chair Teresa Dupont was happy to report that DAS and State Office Building employees had two options of where they could make their blood donation at the last blood drive. Employees could go to Room G-38, or inside the Red Cross mobile donation bus which was parked outside the entrance of the State Office Building.

Because the Red Cross was changing over their computer system that afternoon, all donors had to be signed in by 11:30 a.m. in order to make the cut-off into the new paperless system which is why there was an additional location in the bus located outside the building. DAS had set a goal of 40 pints and, not surprisingly, we exceeded our goal by 6 pints!

Teresa said, "Thanks to all the awesome people who work in the state office building for helping us accomplish that! A very special thanks goes out to Peter Boucher and the great Red Cross staff who made things run so smoothly. In addition, thank you to Don Poulin and his crew, along with Erika Carcano, Will Hauschulz, Susanne Hawkins, Juanita Lentocha, Eva Orlinski, Marisol Rivera, Lilka Valle and Dina Ziolkowski for their generous donation of time and/or food. Without all of us working together, we could never have such successful drives! Thank you!"

The next blood drive is scheduled for August 8, 2013. Please remember that the summer need for blood is always higher and every time you give blood - you save a life. We hope to see you there!"

Welcoming DCS into the New DAS

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The DCS has three main components: the Division of Design and Construction which implements and administers state capital project planning and management for the majority of state agencies; the Division of Fire and Building Services, including the offices of the State Building Inspector, State Fire Marshal, and the Office of Education and Data Management, all of whom work with the State Codes and Standards Committee to develop, adopt and administer state building and fire safety codes and the fire prevention code; and the Bureau of School Facilities which evaluates and processes school construction grant applications from municipalities, regional school districts, and other statutorily eligible entities.

The proposals made this year affected a significant number of people and Commissioner DeFronzo recently stated his appreciation for the patience and continued diligent work while the proposals were debated over the last several months. As we move through the middle of 2013, it is clear that DAS continues to grow and change. This presents us with a number of opportunities for renewal and improvement. For those of us with a number of years in state service, we know that state government is always a work in progress.

Second Annual School Breakfast Summit

by Jeffrey Beckham

You may not realize it, but DAS plays a significant role in meeting the nutritional needs of Connecticut school children.

The State of Connecticut receives surplus food from American farmers through the Federal Foods Distribution Program, administered by the United States Department of Agriculture (USDA). DAS distributes the USDA foods through our Connecticut Food Distribution Program (FDP).



From left to right: James Arena-Derosa, Regional Administrator USDA Food and Nutrition Services Northeast Regional Office, Commissioner DeFronzo, Maureen Nuzzo, Old Saybrook School Food Service Director and the first place winner of the USDA Foods School Breakfast Innovation Challenge, Commissioner of Agriculture, Steven Reviczky

About \$8 million in food assistance is provided through the program to Connecticut schools each year. The Food Distribution Program (FDP) manages the statewide distribution of USDA Foods to eligible Connecticut school districts.

In addition to improving the overall program, FDP has pioneered a partnership with the Department of Defense's (DoD) Supply Center in Philadelphia and the DoD wholesale vendor to purchase Connecticut Grown fresh fruits and vegetables. In school year 2012/13, \$210,000 locally grown produce was purchased through the DoD Fresh Program, this is a 200% increase from the prior school year.

FDP is continually responding to the dynamic needs of the Connecticut school districts by educating school food professionals about the quality and nutritional profile of products provided. FDP is better accommodating schools' needs through such innovations as USDA's on-line ordering system, offering a wide variety of USDA Foods products, and increasing the availability of locally grown produce. As the world economy becomes more competitive, USDA Foods will continue to be an important resource for schools, and an effective tool for supporting Connecticut agriculture.

DAS is proud to be part of the Connecticut School Breakfast Expansion Team and on April 26, Commissioner DeFronzo spoke at the second annual School Breakfast Summit held at Rentschler Field. School officials from districts all over the state were in attendance as the commissioner announced the winners of the USDA Foods - School Breakfast Innovation Challenge. As part of our continuing efforts to increase the availability of school breakfasts, we challenged the school districts of this state to find innovative ways to improve quality of food, control costs or increase participation in the School Breakfast Program.

The districts in Old Saybrook and New Milford were honored for their achievements.

Commissioner DeFronzo announced Old Saybrook Food Service Department and New Milford Food and Nutrition Services as the first and second place winners, respectively, of the USDA School Breakfast Innovation Challenge. He also acknowledged the hard work and dedication of school food service staff around the state and remarked that food service workers sometimes reach into their own pockets to pay for meals for children because the breakfast and lunch they get at school may be the only, or at least the best, meals some kids get all week. All of us at DAS can be proud to be a part of a system working to help those kids.

Suspicious Mail Training

by Nina Ritson

A letter arrives at your office and it is not addressed to anyone in particular. There seems to be additional comments handwritten on it like Personal and Open Immediately. It has been postmarked in Oregon, but the return address says Fairfield, CT. It is highly unlikely that the letter came from your old high school friend who you happen to know now lives in Fairfield - so what do you do? Or a better question would be what shouldn't you do?

This was a topic covered recently at the Suspicious Mail training held at the State Office Building for DAS Print, Mail and Courier employees on Monday, June 3. The class was presented by Ken Morales of Statewide Security, who collaborated with DAS Learning Center Director, Peggy Zabawar, to prepare a comprehensive Power Point presentation and discussion that heightens the awareness of the danger of mail in the office.

The objective of this training was to heighten awareness among all state employees to recognize suspicious packages or envelopes, take appropriate steps to protect themselves and others from a suspicious mail item (with or without powder), to let supervisors know, and follow agency protocol regarding suspicious mail.

The scenario above is not limited to workplace mail-rooms, and, in fact, could happen in any building of which the state has hundreds, and to any employee who receives and opens mail for their office. "I have responded to over fifty incidents of suspicious mail – in the end none have been a real threat. It is usually someone who is seeking attention. But what is real is that this is disruptive. When a call comes in for suspicious mail, effective immediately operations at that facility come to a halt. This is disruptive to business and it disrupts people's lives – especially when employees are forced to remove and incinerate clothing that may have come in contact with the mail piece. I was recently on a call that forced all employees in the building to gather in one area away from the threat. Those employees had to stay in that area for the next six hours until the matter was cleared. Do the math – 200 employees times their hourly rates times six hours. That's disruptive and it is costly!" Ken Morales spoke as a matter of fact.

The guidelines in this training were developed jointly by the Department of Administrative Services State-wide Security Unit, along with information from the Center of Disease Control and Prevention, US Postal Service, and the FBI.

So, what makes mail 'suspicious'?

- Excessive postage
- Handwritten or poorly typed addresses
- Misspelling of common words
- Strange return address or no return address
- Incorrect titles or title without name
- Not addressed to a specific person
- Marked with restrictions, such as "Personal", "Confidential" or "Do Not X-ray"
- Marked with threatening language
- Postmarked from a city or state that does not match the return address.

What do you do if you think you have received suspicious mail? This training provides a 9-step guideline of what to do:

1. DO NOT PANIC
2. Cover the item
3. Report the incident to your supervisor
4. Turn off local air conditioner or fan
5. Secure the room and prevent others from entering
6. Wash hands with soap and water or use bacterial wipes
7. Move to an isolated room nearby, if possible-if not, stay at the site
8. Obtain names and phone numbers of all persons in the area
9. Wait for further instructions

"This is about using common sense." Morales explained, "It is not about hype and overreacting. If it looks suspicious, remember **DO NOT HANDLE** and **DO NOT OPEN** that mail!"

If you have questions about these guidelines or would like to schedule a class for your employees, contact Ray Philbrick, CPP, Director of Safety & Security, DAS Statewide Security Unit at (860) 713-5811 (office). If you think you have encountered a suspicious piece of mail contact Statewide Security at the above number or Ray Philbrick's direct cellphone (860) 508-8223.

People are talking..... by Cindy Rusczyk

Robert Lyons from the Department of Labor's Office for Veterans' Workforce Development sent the following message to **Francine Dew**, "On behalf of Commissioner Sharon Palmer and the entire Veterans' Workforce Development staff, I want to thank you for making our 9th Heroes 4 Hire Career Fair such an enormous success. Our goal was to connect Veteran job seekers with quality employers that are committed to hiring skilled Veterans. As a result of your attendance at the Heroes 4 Hire event, approximately 1,100 Veterans had the opportunity to network with 85 employers and 11 service providers, and five Educational/ Training Institutions. We look forward to your participation in the agency's next event as we continue our mission of serving our Veterans' as well as the business community."

Sharon Sheridan received the following message from Angela Taetz at BEST "I just wanted to let you know how much I appreciate all your help with the year-end PO's and payment processing. You are always so responsive to email and I couldn't believe it when you were still there last Friday at 4:30 when I called and needed help with yet another critical issue. I know we never would have gotten everything we needed through without you. Thanks again for all your support throughout the year and particularly now when I'm sure you are pulled in many directions."

Statewide HR Director Pamela Libby also thanked "**Francine Dew, Deb Mainville and Alicia Nuñez** for representing DAS and the State of Connecticut in this important event. I am certain that our veterans appreciated your professionalism and the information you shared with them about current and future exams, jobs and the state's merit system."

Shannon Robins from End Hunger CT sent a message of praise to **Mike Guimond** of the DAS Print Shop to tell him, "We just got done stuffing all of our folders. Like all of our experiences with your printing so far, the materials did not look ok, they looked excellent!! Thank you so much for taking such good care of us!"

Each issue we publish letters of praise that we have received about DAS employees going above and beyond. If you have received great service or would like to write about a DAS employee going the extra mile, email Cindy.Rusczyk@ct.gov Don't be shy - good work deserves a good word- DAS employees are the best!

Jonnathan Castro from JEC Construction and Transport LLC commended **Lori Coleman** regarding his Supplier Diversity Certification. "I just wanted to say thank you very much for all your help and patience. I really appreciated how helpful you were throughout the whole process. Thank you."

Chris L. Paulin, from the Military's Department of Information Technology "wanted to take this opportunity to express my great appreciation to the competent **IT team** over at **BEST** in assisting the Military Department, Hartford Armory in following projects:

- Military Department's Desktop Windows 7/Office 2010 Image
- MIL File Server Migration & Cutover
- MIL Domain Creation on Exec Server
- MIL Email Migration

The aforementioned projects went seamlessly with very minimal setbacks. Specifically at the Military Department, Windows 7/Office 2010 coupled with desktop migration and deployment posed some common challenges. However, these common migration issues were able to be mitigated due to effective strategic planning and thoughtful implementation. This (I believe) drastically reduced the amount of helpdesk calls that would have taken place over the course of the migration. I credit the BEST Team. Without their professional knowledge and technical involvement, I believe the outcome would be different. Hoping that I have not missed anyone, I would like to personally thank the following individuals in no particular order: **Leo Boulanger, Melanie McKinley, John Lucvinko, Dawn Percoski, Derek Lewis, Gloria Viel, Paul Stevenson, Mark Reynolds, Mauro Carducci**, and more recently **Robert McKillip, Nazar Eltahir and Christine Northrop**. It is with my sincere gratitude that I thank all of you. The Military is embarking on many more projects, much do with improving its IT infrastructure. My hope is to continue to involve the technical talents at BEST in future Military Department IT Projects. Much appreciated."

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Becky Cutler, with the Bureau of Construction Services (DCS), wanted to applaud **Dan Sears** and **Dana Soderlund** of the DAS MIS Team for their remarkable effort in creating the DCS solicitation grids that are available for public viewing on the DCS Website. Computer coding (written exclusively for DCS) imports solicitation information directly from the State Contracting Portal and displays the information in grids that are customized for DCS services. The grids retain the historical architecture of the original DCS solicitation tables, while simultaneously enabling DCS to be in compliance with the mandate requiring all State solicitations and resulting contracts and agreements be posted on the State Contracting Portal. Dan and Dana created eight unique grids that display both Open and Closed solicitations (with resulting contracts and agreements) for the following types of unique, often multi-million dollar, DCS solicitations:

- “Invitations To Bid” for Design-Bid-Build Construction Projects;
 - “Requests for Qualifications” for:
 - Architecture & Engineering services;
 - On-Call Consultant Services;
 - Construction Administrator Services;
 - Design-Build Construction Projects; and
 - Construction Manager-at-Risk Construction Projects.
 - “Requests for Proposals” for:
 - Design-Build Construction Projects; and
 - Construction Manager-at-Risk Construction Projects.

The relational requirements for communicating with the State Contracting Portal and the unique computer coding written to display for the aforementioned grids were very complex, but Dan and Dana persevered and were able to provide DCS with their specialized grids in a timely manner. DCS applauds their efforts, and is very grateful to DAS MIS in enabling DCS to be in compliance with State statutes.

“Many thanks to **Jose Baez** and **Dan Sears**” from Jim Palmer as “they volunteered to help Fleet resolve an on-going issue involving the very slow processing speed of software used at each Fleet maintenance facility. It took just one visit for Dan and Jose to identify the cause and test a solution. The end result of their effort is that all Fleet locations now enjoy super-fast speeds so that tasks such as scheduling vehicles for service can be completed without delay. Their team spirit and technical expertise is greatly appreciated.”

John Krewalk, Director of Technology Services, from the Department of Transportation wrote to Mark Raymond, “I just wanted to let you know that **Len Smith** has been a tremendous help to us at the DOT whenever we need it. His guidance and assistance with various DOT projects has been invaluable. Just recently the DOT was faced with an aggressive timetable to implement an important application that had to be hosted on BEST servers. Without Len’s assistance we would never have made our deadline. In addition to having great technical skill and expertise Len’s customer service is exemplary. I believe it is important to give recognition to the people that go ‘above and beyond’ to assist the agencies that DAS/BEST supports. Len Smith is certainly one of those people!

Contract Writing With Style by John McKay

It's no secret that contract writing and, more specifically, contract language can be chock full of legal verbiage and phrases that simply aren't used in everyday conversation.

At a training session on June 18, Ken Adams, a noted expert on contract writing, spoke to DAS Procurement contract personnel on how to correctly use certain contracting language while eliminating archaic language and incorporating more 21st century prose into their state contracts.

In his books and published articles, Ken has analyzed the full range of issues that a drafter confronts when deciding on the language and layout of a contract. *A Manual of Style for Contract Drafting* (written by Ken Adams) has been a best-seller for the American Bar Association since it was published in 2004.

"With any form of communication, it's important to have a style manual so that you are consistent

with your message," said Adams. "I find there is a better, clearer way of writing contract language that helps both the writer of the contract and the parties entering into the contract."

Ken's training covered some basic grammar rules and then covered specific contract sections including recitals, contract language, layout, defined terms, and ambiguity and vagueness.

After the lecture he guided DAS staff through several contract drafting examples with audience participation and feedback.

"He had a lot to offer our staff," said DAS Procurement Director Carol Wilson. "Establishing a style manual and keeping contract language up to date and clear is the very essence of what we do here in DAS Procurement. We can never get complacent within our profession, that's why I feel training is our best defense against the many pitfalls that are inherent in contract writing."

Happy Third Birthday to the State Contracting Portal



**Over
30,000,000
Hits to
Date!**

*From left to right:
Marisol Rivera, Joe
Giliberto, Melissa Marzano,
Dan Sears,
Dana Soderlund and
Eva Orlinski*

Connecticut's Best Bike to Work Day Yet! by Nina Ritson



Deputy Commissioner Martin Anderson (right) and DAS Photographer Tony Calabrese (left) pose briefly with their bikes.

On May 17, Commissioner Dan Esty of DEEP challenged all state agencies to “Bicycle to Work” and the response was phenomenal!

Thanks to the good weather, there were 690 people pledged to ride that morning but it is estimated that twice as many actually rode to work. Leading by example were Hartford Mayor Pedro Segarra, Department of Energy and Environmental Protection Commissioner Esty, Department of Economic and Community Development Commissioner Smith and Department of Transportation Commissioner Redeker.

DAS had a few bikers as well including Deputy Commissioner Martin Anderson and DAS Photographer Tony Calabrese. In addition, Susan Orzulak and Rob Dexter rode to work.

Martin Anderson reported his miles with pride, “I biked 24 miles from my home to the Old State house, the official meeting point for all participants, then on to the State Office Building in 1 hour and 57 minutes.”

Tony travelled 11.5 miles from his home in just under an hour but he says, “It was downhill from Bolton to Hartford – the ride home won’t be quite

so much fun!” Sue Orzulak rode ten miles each way and Rob Dexter did seven miles roundtrip.

All those participating in the Bike to Work Day registered at Bike Walk CT to be included in the state agency competition. Department of Children and Families, the agency with the highest percentage of staff biking to work, received a trophy! Awards were given for a few other categories, including agencies with the largest number of miles biked and the most first time bike to work participants.

Commissioner Esty wrote this in a follow up communication on June 12:

“It’s hard to believe that Bike to Work Day is behind us and now we’re ready to declare the winner in the challenge to all state agencies to Bike to Work on May 17. It was a beautiful, sunny day with a large crowd at Blue Back Square and at the Old State House. Commissioner Smith of DECD and Commissioner Redeker of DOT joined me for the ride as well as other Deputy Commissioners who rode to work that day. An amazing day for all.

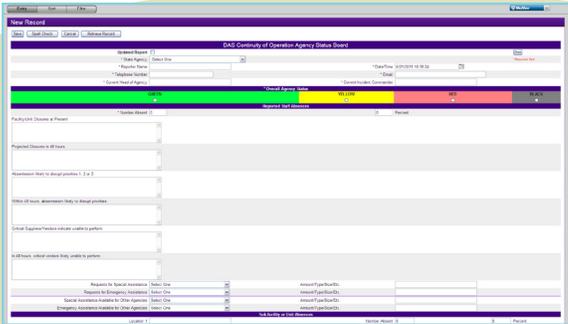
Congratulations to Connecticut’s Department of Children and Families (DCF) who were run away winners with the highest percentage of participants that day. We are scheduling a ceremony to present the 2013 Bike to Work trophy to DCF and congratulate all participants. Great showing and a job well done. “

Bike Walk CT provided some interesting facts about the ride:

- 41% of the pledgers were first time bike commuters
 - 49% of the 705 participants were state government employees
 - State government staff accounted for 2,016 of the 4,949 miles commuted by bike, one way.
- Thank you to all agencies who participated and to coordinators at each agency who made planning go smoothly. I look forward to next year’s challenge.”

DAS Participates in Statewide Emergency Preparedness Drill

by John McKay



Governor Dannel P. Malloy announced that a two-day statewide emergency preparedness drill designed to simulate a major ice storm in the western part of the state would take place on June 20 and 22. Coordinated by the state's Division of Emergency Management and Homeland Security (DEMHS), the exercise is designed, among other things, to improve communication between the state's utility companies and state and local governments during emergencies and to test the state's mutual aid system.

“We must always look to improve the way we respond to an emergency so that when disaster strikes, the state's utility companies and every level of government have a clear mission and goal,” Governor Malloy said. “Storms and other emergencies are inevitable, but the more we all work together, the more we can limit the impact of those disasters so that aid reaches those most in need of help; roads, schools and businesses can re-open more quickly; and communities can return to normal sooner than might otherwise be possible.”

DAS and all of its divisions played roles in the exercise which includes controlling the simulation, staffing the DAS desk at the State Emergency Operations Center, staffing the commodities task force, leading the communications task force, assessing and reporting upon the ability of agencies to continue operations, being a member of the Governor's unified command team, and being prepared to conduct building inspections.

Sexual Harassment Training

by Nina Ritson

DAS offers many courses through the DAS Learning Center, but one course is a lot more than what's in its name! Preventing Sexual Harassment was offered to a group of about 30 managers and supervisors by DAS' Attorney Erin Choquette on May 6 at the Woodland Campus in Hartford.

Title VII, U.S. C. 2000e-2(a)(1) and Connecticut Fair Employment Practices Act 46a-60(a) prohibits sexual harassment, but what we may not know is that this law prohibits harassment based on the following: sex, race, color, religion, national origin, disability, age, sexual orientation, marital status, ancestry, learning disability, intellectual disability, military/veteran status gender identity or expression and genetic history.

“This is not just about unwanted advances anymore. It is much, much more,” Choquette's description of the classic 1960's era office advances was eclipsed by all the possible scenarios that could constitute sexual harassment in the workplace. Then she spoke to the point, “you need to be trained to know the laws and the policies, know how to identify issues in the workplace, the liabilities, and know the correct action to take.”

This awareness includes recognizing and addressing a hostile environment which could be something as obvious as unwelcome flirting or as

subliminal as staring. “Sexual harassment is not about attraction – it is about intimidation, control and dominance.” Choquette gave several examples and engaged the class in scenarios so that they could determine what would be the correct action to take.

Supervisors and managers are **REQUIRED** to report ALL harassment complaints to HR or to their Equal Employment Opportunity office. They must report the incident even if the affected employee does not want them to, even if they learn about the harassment from someone who is not a direct report, and even if no one complains directly.

In addition, retaliation is prohibited by law and policy. This protects the individual engaged in the activity as much as it protects the person who suffered an adverse action.

There is a lot to know about the Sexual Harassment laws and if you are a supervisor or manager this class is mandatory.

If you have not yet taken this class and would like to, look for the Learning Center training infogram announcements from Peggy Zabawar offering new classes.

Bruce Bockstael Bids Adieu Following a Remarkable Career

by Nina Ritson

“I have always loved what I was doing.” These were Chief Architect Bruce Bockstael’s opening words as I interviewed him reflecting on his 27 years of service with the State of Connecticut. Bockstael will retire on June 28, but his legacy will live on and his work will be far from done.

“I was the architect on the original Bradley Airport renovation, then I worked for DOT and DPW which was actually part of DAS back then. Back then DPW had a not-so-great reputation for not reacting to industry needs, so I was brought on by the administration to get people thinking like the private sector.”

“The proof is in the pudding! In the last few years we have renovated and built four state university campuses, we have gotten our projects out much quicker, better quality of space, much more sustainable and efficient. We have taken state design out of the 1950’s and brought it to a high level of sustainability, with all natural light and so much better and with reduced fees and documentation electronic. As a matter of fact a lot of states are now copying what Connecticut is doing!”

He looked back at his career by saying, “Each building has been an adventure – sometimes good, sometimes awful. Some of the good ones are the New Performing Arts Center at Western Connecticut State University and the New Gateway Community College. Additionally, we undertook Dr. Lee’s Forensic Lab, Sherman Field at UConn, and Jess Dow Field at Southern Connecticut State University which in the past were all designed by DCS Staff.”

Before coming to work for the State of Connecticut Bockstael, a Rhode Island native, was a Rhode Island School of Design graduate who served in the U.S. Army and then as a teacher of architecture at Roger Williams College. It was his work as the architect on the Rhode Island Airport redesign that

landed him the position redesigning the Bradley International Airport Terminal in the 1980’s.



Bockstael recalls, “DPW at one time employed 400 plus people with three district offices. It was part of DAS at the time and then broke off to become its own agency. But over the years it became more economical to move from a complete design group to a project management group which now employs 150 people.”

Bockstael’s resume spans nearly a half century of building innovation and his professional affiliations and contributions to the building industry are numerous. He has

served on the Connecticut AIA Board of Directors, CT Green Building Council, Construction Specifications Institute, to name a few. But his contributions to the community are not limited to the building industry. Bockstael is extremely dedicated to his hometown of Wethersfield, serving on many boards and commissions, the Historical Society, as a Little League and Soccer Coach and on the board of Trustees of the Wethersfield United Methodist Church. His contributions are not limited to “all business affairs.” An avid cyclist and former racer, he was an Olympic Official in 1984 and 1996, an official at the Union Cycliste Internationale since 1986, and since 1964 has been an official with the United States Cycling Federation. He smiled and said humbly, “I still ride my bike every day.”

Bockstael credits his wife Carol for being the anchor of the house; with all his travels she was the stable force raising their daughter and son who is also an architect working for a firm in New Haven.

What’s in the plans for Bockstael now? Well, if travelling to Alaska to visit a niece, and repairing and renovating homes for seniors and the disadvantaged through Homefront America, or working on his own cottage on a lake in Rhode Island is ‘retirement’ – then Bockstael aims to enjoy the rest. Best wishes from everyone at DAS!

COMINGS *and* GOINGS

RETIREMENTS

June 1, 2013:

Lisa O'Connor – Business Office

Norma A. Villanueva – Business Office

Edward Kane - MIS

July 1, 2013:

Mary Daly – Payroll

Willie Durant – Mail and Courier

Gail Blythe – Procurement Services

Robert Negri – Fleet Operations

John David McBride – Properties and Facilities Management

Teresa Kulig – Properties and Facilities Management/Governor's Residence

Susan Pawloski-Burke – Statewide Human Resources Division

Juanita McLune-Hartfield – Business Office



COMINGS *and* GOINGS

NEW EMPLOYEES

Caleb MacDonald –
Bureau of Enterprise Systems and Technology



Caleb MacDonald



As we say farewell to old friends we wish them all good health and happiness and hope they keep in touch with former coworkers to share with us their journeys forward.

Best Wishes!

