



Groundbreakings and Ribbon Cuttings



Peggy Zabawar  
Manager of the Year



Meet  
Mark Raymond



Meet  
Doug Moore



Carol Wilson  
Re-elected to  
NASPO Board  
of Directors  
as President  
-Elect

OCTOBER 2011

# DAS TIMES

## DAS, DOIT and DPW Facilities Management Now One Agency *by Jeffrey Beckham*



“ It has been said that investments in infrastructure are the key to our future, and modernizing the state’s infrastructure capabilities is critical to a citizen-centered government. ”

*(Governor Dannel P. Malloy, Budget 2011)*

Until this year, our state was served by three back office agencies that provide the infrastructure support for all other state agencies: the Department of Administrative Services (DAS), the Department of Information Technology (DOIT), and the Department of Public Works (DPW). Governor Malloy proposed, and the General Assembly enacted a major reorganization of state government that consolidated these central services functions of the state into DAS.

The former DPW’s leasing and facilities management responsibilities (but not construction) were moved to DAS, creating a nexus with DAS’ core functions.

DOIT was folded into DAS. No longer a specialty, our information technology infrastructure is critical to our daily lives and the delivery of state services. This consolidation will enable the improvement of the state’s information technology systems through better integration of services within and among agencies.

By merging and integrating the functions of DPW, DOIT and DAS into one agency, not only are duplicative overhead costs expected to be eliminated, it is also expected that frontline employees will receive better support and citizens will see improved service delivery.

In the consolidation, virtually all administrative support services have been integrated with prior agency distinctions eliminated. Operationally, three Bureaus have been created to carry out the broad mission of DAS. These three are:

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The DAS Times is a publication of the State of Connecticut Department of Administrative Services  
165 Capitol Avenue  
Hartford, CT 06106

Dannel P. Malloy  
Governor

Donald J. DeFronzo  
Commissioner

Jeffrey Beckham  
Staff Counsel/  
Director of Communications

# Events Planning - CCSU, Fire Academy, Sherwood Island

by John McKay



As Acting Commissioner of the Department of Construction Services (DCS), DAS Commissioner DeFronzo has been invited to a number of groundbreaking ceremonies and building dedications over the past few months. DCS Deputy Commissioner Pasquale “Bud” Salemi has participated in a number of these events as well. Helping to coordinate these events is a cross-agency team of individuals from DAS, DCS and DAS’ Bureau of Facilities Management. From event management, to talking points, photos and logistics this partnership works behind the scenes to make these ceremonies a success. Special thanks is due to the DAS Bureau of Facilities Management Trades Unit.

On August 24, Governor Dannel Malloy and DAS Commissioner DeFronzo, along with Central Connecticut State University President Jack Miller, broke ground on a new academic building on the CCSU campus. The building will provide needed classrooms, laboratories, and work space for students and faculty necessitated by increased enrollment and two aging classroom buildings.



*The following article was published by CCSU:*

At 11 a.m., a short ceremony was held at the site of what will be the entrance to a new \$38 million Academic Building. To be located between Davidson and Sanford halls, the new facility is part of the CSUS 2020 capital improvement initiative and will provide sorely needed classrooms, laboratories, and work space for students and faculty necessitated by increased enrollment and two 50-year-old classroom buildings. Speaking to an audience of faculty, staff, administrators and special guests, Governor Malloy said “There is no academic institution that the state of Connecticut owns which is more important than this one.”

“For the life of me,” Malloy said, “I don’t understand why the state of Connecticut has not invested more in our regional university system -- and that is going to change. I can assure you the dollars necessary to move those projects along will, in fact, be there. No one is going to out build us on these campuses over the next few years.”

*Connecticut Governor Dannel P. Malloy, Commissioner Donald J. DeFronzo, Department of Administrative Services and Central Connecticut State University President Jack Miller broke ground in August for a new construction project at CCSU and also celebrated the Elihu Burritt Library’s newly renovated first floor.*



The Department of Construction Services (formerly the Department of Public Works) is overseeing the construction of the new building. Commissioner of the Department of Administrative Services Donald DeFronzo oversees the department, and as a former New Britain mayor and state senator, shared his hometown perspective on the importance of the state’s investment in CCSU.

“For those of us who were born here and grew up here have seen this institution grow from a small local teachers’ college to a large, internationally-connected, highly-



respected state university,” DeFronzo said. “CCSU has come to be one of the region’s largest employers with over 1,500 staff members; it contributes over \$600 million annually to our local and state economy; it educates over 12,000 students each year for jobs in the sciences and the arts. And under the leadership of President Miller, the university has become a reliable partner for the

City of New Britain in its development planning – and for the entire region as well.”

Following the ceremonial groundbreaking with shovels, guests proceeded to the front of the Elihu Burritt Library

to celebrate the completed renovation of the library’s first floor with a ribbon cutting. The two-year, \$1 million project created ground-level main entrance and well-lit, airy, welcoming study space, replacing a once dreary, inefficient maze. With students in mind, computer stands were added, along with new carpeting and furniture.

On September 8, the DAS Bureau of Facilities Management Trades Unit took care of the entire logistics surrounding the 9/11 commemoration event at Sherwood Island State Park in Westport, CT.

On September 9, DCS Deputy Commissioner Bud Salemi along with other state dignitaries, hosted a ribbon cutting ceremony for Camp Niantic’s regional training institute. The \$34.5 million Regional Training Institute is an 83,000 square foot facility that will support 11 classrooms, an auditorium, dining facility, 40 rooms for billeting, distance learning center, administration space, a physical fitness center and unit storage.

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## Now One Agency

*Continued from page 1*

The Bureau of Central Administrative Services  
The Bureau of Enterprise Systems and Technology, and  
The Bureau of Property and Facilities Management

Each of the three agencies identified for merger contained similar structural components that lent themselves to consolidation.

- The former DOIT Fiscal Management Office, DPW Project Accounting Office and DOIT Accounts Payable and Accounts Receivable were consolidated into the DAS Business Office.
- The Legal and Legislative activities of the three departments were consolidated into the Commissioner’s office.
- Former DAS and DOIT procurement services and staff, along with procurement related activities of the Property Management Unit of DPW are now consolidated in the new Office of Strategic Procurement.
- Public Information and Communication services provided by all three agencies have been folded into one Communications Office, operating at the direction of the Commissioner.
- Similarly, Human Resources Management Services, affirmative action planning and workplace diversity programs have been consolidated into a single office.
- The DPW and DAS IT units have been consolidated and a new IT SmART unit designed to provide better service to small state agencies has been created.
- And facility management and security services at the agencies various locations are being integrated.

Post consolidation, the agency is comprised of approximately 580 staff with an all funds budget of \$211.4 million.

# Meet Doug Moore of the Bureau of Properties and Facilities Management

by Nina Ritson

On July 1, 2011 the Department of Administrative Services gained 63 employees when Properties and Facilities Management, a division of the former Department of Public Works (DPW), joined the DAS family. Properties and Facilities Management is headed by Doug Moore, who served as Chief of Staff to the Commissioner of DPW for many years.

“I am excited to be the Director of Properties and Facilities Management,” Doug Moore explained. “I have known Commissioner DeFronzo since I was the legislative liaison for DPW. He was the chair of the GAE or Government Administration and Elections Committee and I had the honor of working with him on the Governor’s Contracting Reform Task Force under Governor Rell.”

The new Bureau of Properties & Facilities Management consists of five divisions areas: The Governor’s Residence; Leasing and Property Acquisition; Statewide Security Unit; Planning Unit; Contract and Direct Property Management (which includes the Trade Shop); Capitol Area District Management.

## ***The Governor’s Residence***

On the corner of Prospect and Asylum Avenues, this gracious house has been home to Connecticut’s governors and their families since 1943. The house was originally built in 1909 for George C.F. Williams, a Hartford physician and industrialist.

The property was acquired by the State of Connecticut in 1943 when the first “official” occupants, Governor Raymond E. Baldwin and his family, moved into the house in 1945. Today, the 19-room residence sits on four acres and has 15,000 square feet of living space with nine fireplaces, nine bathrooms, a pool and a pergola. The Governor’s Residence is listed on the National Register of Historic Places.

Today, the Residence serves as a site for many official functions of the Governor and is an extension of that office. Conferences are held with legislators, business and civic leaders, and social functions are scheduled for residents from Connecticut as well as other states and

countries. The Residence is also made available to non-profit organizations and there are guided public tours and an annual holiday open house. This is the current home of Governor and Mrs. Dannel P. Malloy and their family.



*Doug Moore,  
DAS Properties and  
Facilities Management*

## ***Leasing and Property Acquisitions***

This unit manages state leasing acquisitions for over 200 leases for state agencies here in Hartford and throughout the state. Hartford leases are included in their budget while other leases come under the leasing agency’s budget. By statute UConn manages its own leases.

## ***Statewide Security of State Buildings***

The DAS Facilities Management Statewide Security Unit provides for the overall physical security of the state employees, clients, visitors and assets of the State of Connecticut in both state-owned and leased facilities. Working in close partnership with the State Police and the various state agencies, the Unit strives to prevent occurrences of workplace violence. Procedures and protocols help to ensure that a well-coordinated response to threats of workplace violence is readily available to all state agencies. The building security program includes conducting facility security audits, documenting recommendations for improvements, drafting security-related policies and procedures, purchasing and installing security equipment and systems such as access control, alarms and video surveillance systems, and improving contract guard services. Physical security standards pursuant to section 4b-130 of the Connecticut General Statutes have been established. Unit staff may participate in reviewing preliminary building designs for renovation and new construction projects as well as newly leased locations to ensure compliance with these standards.

## ***Facilities Planning Services***

The DPW Facilities Planning Unit is an integral part of the facilities management function. The team collects, monitors and utilizes space allocation information to maximize the use of all leased and state-owned facilities managed by DPW. Surplus properties and available space are tracked continually to identify the most appropriate, cost-effective match for a state agency. By working with agencies to obtain accurate information, proper space can be allotted

for each employee. This unit also aids in the coordination of state agency moves as well as renovation of existing space. Workspaces are redesigned for agencies requiring modifications to their systems furniture. Design and layouts are done utilizing in-house staff or contractors. Upon project completion, space plans and construction drawings are archived along with historical data such as building assessments, general building information, and tenant databases.

***Facilities Management manages the following:***

***Contract and Direct Property Management***

This group directly manages in-house facilities and contracts services for other properties. Moore went in to more detail, “for instance, the State Office Building is directly managed by DAS personnel. These employees oversee the day-to-day maintenance of this building. This includes the mechanical, physical maintenance plus utilities, tenants and tenant issues, and safety. This does not include security and cleaning which is a contracted service bid and procured through DAS Procurement. In contrast, the 18-20 Trinity Street. The building is managed by OR & L - a service that is contracted by DAS. Up to 85% of the properties that house state offices are maintained by contracted property managers.”

The trade shop is located behind the Washington Street Fleet garage. We have a lot of talent on staff skilled and certified in HVAC plumbing, as well as craftsmen, painters, electricians and wood workers. These employees are signed out on a daily basis to in-house managed buildings.

***Environmental Compliance Services***

This unit provides technical expertise regarding all facets of environmental health and safety for state-owned, managed and, on a limited basis, leased properties. The unit helps ensure compliance with air, water and waste permitting and other environmental compliance issues as directed by the US Environmental Protection Agency, the CT Department of Environmental Protection, the CT Department of Labor, Occupation Safety and Health Administration, and other agencies. The Unit is proactive in recommending preventative maintenance and operational guidelines for building components that may affect environmental or safety compliance. To assist property managers in complying with regulations, annual audits are performed to evaluate programs and help reduce workers’ compensation costs. In addition, the unit assists property management staff in identifying resource requirements for environmental or safety projects required to comply with regulations or current industry guidelines, such as underground tank upgrades, water discharge permitting, ventilation system upgrades, and mold-prevention measures.

Technical staff develop the overall budget, plan for major and minor capital projects, review all expenditures, contracts, and billing packages. Staff and property management firms are available 24/7 to address any building-related problems or emergencies. They also administer projects up to \$500,000. Projects over \$500,000 are developed with the Department of Construction Services. The agency provides construction support as required for large renovation projects.

***Capitol Area District Energy System (CAS)***

In November 2008, the State of Connecticut purchased the district heating and cooling system commonly referred to as the Capitol Area System or the “CAS” from TEN Companies Inc. June 2009 DAS Bureau of Properties and Facilities Management (Formerly DPW Technical Services Unit) began oversight and operation of the CAS. The CAS serves 14 customers (ten State and four private) comprising 18 buildings totaling over 3 million square feet. Chilled water for cooling and hot water for heating is delivered to each building via an underground piping system that originates from a pump station located at 474 Capitol Avenue. The chilled water and steam to make hot water is supplied from the Capitol District Energy Cogeneration Cooperative Association (CDECCA) generating plant located at 490 Capitol Avenue under a long term contract. District energy systems such as the CAS are being recognized as a key part of the green movement because they eliminate the need for carbon sources at each building, produce chilled and hot water more efficiently due to economy of scale, and deliver the chilled and hot water ready to use without efficiency losses that would occur if it were produced at individual buildings. Our customers can feel good about being green.

Moore discussed the repositioning of employees in the new consolidated DAS. “We are looking at the space needs of the agencies, with consideration to the larger groups at DAS Collections, Procurement and the Business Office. We need to make sure that their needs are met first, the smaller units can be fit into the available spaces. But this all comes after a plan is in place.”

During this time of transition Commissioner DeFronzo is also overseeing the newly formed Department of Construction Services. This agency (also once part of the former Department of Public Works) is responsible for the design and construction of state buildings. This group supports all aspects of construction of state buildings and the considerations of permits, types of energy for a structure and environmental requirements. Department of Construction Services is comprised of 55 program managers and 16 support staff.

To all our new members - welcome to DAS!

# Meet Mark Raymond of the Bureau of Enterprise Systems and Technology by John McKay



*Mark Raymond, CIO  
Bureau of Enterprise Systems  
and Technology*

With Governor Malloy's consolidation of DOIT and DPW into DAS, there is another new face we need to introduce to our readers. Mark Raymond is the new CIO of what was DOIT or Department of Information Technology and is now the Bureau of Enterprise Systems and Technology or BEST.

Mark Raymond has over two decades of technology and business experience consulting in New York, Connecticut and Massachusetts that includes working in the areas of finance, payroll, human resources, budgeting, procurement, human services, revenue and transportation. He's worked with federal agencies including the US Treasury, Federal Highway Administration, National Highway Traffic Safety Administration and the US Department of Transportation.

With all that experience he still has a big job ahead of him with the recent consolidation of DOIT into DAS. The division oversees the Operations, Network Services, Architecture, Broadband ARRA Program, and IT Security units, but he sees a positive aspect.

"There are benefits to this consolidation," said Raymond. "By combining forces, we feel there will be better and broader procurement opportunities and strategies than we've had in the past. By working with DAS's procurement office there might be options to the IT field we may not have thought of on our own. The same can be said for teaming up with human resources, finance and the legal departments of DAS."

It is also clear that Mark has a big plan for his newly acquired department. "Our goal is to put more services online, making state government more efficient and more customer service friendly. We are embracing a new role of collaboration with the agencies, focusing on business outcomes, not simply technology. This group has done some good work already and we need to get the word out. For example, there was a time when we had 100's of outages on a yearly basis, now we're down to just a handful." He went on to say, "We also looking to for ways to share application systems across agencies as an efficient way of addressing their needs. We plan to use the best consumer technologies to assist agencies in solving their business challenges, and we are going to have some fun doing it."



*Save the Date*  
*and Buy Your Ticket Now for the*  
**DAS HOLIDAY PARTY**  
**Friday, December 16, 2011**  
**12 noon - 5:00 p.m.**  
at the  
**FARMINGTON GARDENS**  
**BANQUET FACILITY**  
Route 4, 999 Farmington Avenue,  
Farmington, CT

Tickets are \$37 per person  
Cash Bar and the DJ is Power Systems

# DAS Recognizes one of its own on Managers' Day

by John McKay

It was a rainy afternoon at the Aqua Turf banquet facility, but you would never know by the festive atmosphere inside during the MAC 2011 Managers Day conference. With dynamic speakers, the attitude of the room was lively and invigorating.

The final event of the day was the presentation of the Distinguished Managerial Service Award.

This year, DAS' own Peggy Zabawar was recognized for all of her achievements as DAS' Organizational Development specialist. She oversees the DAS Learning Center, serving as both administrator and trainer and was instrumental in developing the Aspiring Leaders program for seasoned managers. She played a lead role in state-wide Continuity of Operation Planning and coordinated the communication tools used by state agencies during emergency situations and during the development of the 2010 statewide exercises. Peggy assisted the Governor's office with administrative support for implementation of the Recovery Act including responding to public inquiries.

"I'd like to thank Dr. Martin Anderson, who embodies all the qualities of a leader that were talked about today. He hired me, gave me opportunities, and believed that I could do things I didn't even think I could do," said Peggy. "Thank you to all my friends and colleagues at DAS for their support. I humbly accept this award as a symbol of appreciation for all the people who are part of the state manager family that achieves excellence on a daily basis, and makes Connecticut a great place to live."

Others honored for the Distinguished Managerial Service Awards were Gary Durante of DDS and David Howe of DMHAS.

Special thanks goes to Tamara Klett and Jerry Lynn for the technical support for Managers Day.

*Above: Kathy Hoyt, Jim Apuzzo, Peggy Zabawar, and Deputy Commissioner Martin Anderson*

*Below: Peggy Zabawar and Deputy Commissioner Martin Anderson*



## BEST WISHES TO OUR NEW RETIREES

James Smith  
Office of the  
Claims Commissioner

Catherine Raffles  
Bureau of Properties and  
Facilities Management

Daniel Duggan, MIS

John Pacholski  
Procurement Services

Salvina Ziadeh  
SmART Payroll

Patsy McLaughlin  
Statewide Human Resources  
Management

Donna Micklus  
Communications Office

Marjorie Leonard  
Collection Services

Donald Kruk, Core-CT

Wayne Stocking  
Fleet Operations

Stephen Dygus  
State Marshal Commission

Paula McIluff  
Office of the Claims  
Commissioner

John Bartell  
Facilities Management

Darren Cugno  
Facilities Management

Paul Hoff  
Facilities Management

Mattie Lovejoy, BEST

Karen Jo Marcolini, BEST

William Kenny, BEST

Kirby Lewis, BEST

Richard Dumas, BEST

Marc Cheney, BEST

Patricia Johnson, BEST

Joseph Dominello, BEST

Claudia Bible, BEST

## People are talking..... by Cindy Rusczyk

In the wake of Hurricane Irene, Director Carol Wilson sent the following message to the Procurement employees that “played an active role in the EOC operations with regard to Debris Management, Cellular Service, Generators, Pumps, and more: I want to thank the following people who took a great deal of time out of their weekend to assist the EOC and me through various phone calls, conference calls and on-site presence: **Kris Wohlgemuth, Joe Giliberto, Devin Marquez, Paul Greco** (on vacation no less), and **Joann Bellamo**. Also, **Carlos Velez, Kerry DiMatteo, Aimee Cunningham, Pat DeConti** and **John Pacholski** are all thanked for their service on Friday with regard to the E-card and last minute Contract Supplements. Thanks again to all who assisted!”

Regarding June’s Matchmaker event, Ron Perine of Mintz and Hoke Communications Group said to DAS’ **Pam Anderson**, “You are awesome. Thanks so much. It was a pleasure meeting you yesterday as well. What a great event. You folks should be pleased...thanks again.”

A special thank you from Peggy Zabawar to DAS staff “who worked very hard behind the scenes to ensure that the CT Aspiring Leaders Executive Development Program for managers for 2011 was a success: **Sue Turko, Eileen Morin** and **Jane Panetta** for assisting with complicated purchasing; **Nina Ritson** for excellent photography at the graduation; **Cindy Rusczyk** for printing and putting together all the graduation certificates.”

HR Manager Anthony Lewis from the Military Department wrote to Commissioner DeFronzo to “thank you for your support in authorizing **David Lynn** and **Mary Gugliemino** with assisting the Military Department in the reconciliation of compensation for the Military Airport Crash and Rescue Fire Fighters. OLR referred us to DAS for support and Dave and Mary proved to be extremely knowledgeable and helpful in resolving the compensation issues in a tight timeframe. To date, all of our firefighters have received the correct retroactive compensation. I would like to recognize Dave and especially Mary’s efforts and thank them both for their expertise in assisting the Military Department in completing this complex payroll project. Once again thank you for all of your support.”

## Blood Drives a Success Once Again! by John McKay

Once again, the SOB employees have outdone themselves with the Red Cross Blood Drive that was held on August 9 and October 4! In August we topped our goal of 40 pints by 7 making it a total of 47 pints. “Think about that. That could be up to 141 lives that we saved since each pint can save up to 3 lives! That is so awesome. Since I began to help coordinate the drives back in August 2010, this was the most appointments we had scheduled...63 to be exact and the most blood collected at a drive since then. Thank YOU each and everyone who donated. Isn’t this a great feeling knowing you helped so many people?” said Teresa Dupont.

Then in early October Teresa was contacted by the American Red Cross that they were in desperate need of blood - could we pull together a drive on short notice? Peter knew we wouldn’t let him down and it had been 56 days since the last drive. Thanks to all the awesome dedicated people who work in the state office building and donate on a regular basis, along with five walk-ins that day, we came up with 39 pints of blood!

Anyone who is interested in experiencing the personal positive effect doing something good can leave you feeling, (especially in these difficult times), please sign up for our next drive on January 10. Contact Teresa Dupont at [teresa.dupont@ct.gov](mailto:teresa.dupont@ct.gov) or call 860-713-5073.

In addition to all the individual blood donors, thanks to all those who donated to the August 9 drive by donating their time and/or treats! Delicious food donations were provided by Crystal Bryant, Martha Gallagher, Susanne Hawkins, Frankie Rivera, Olga Shicko, and Panera Bread Catering. Those volunteering their time by working the canteen and front desk Alex Caceres, Eva Green, Susanne Hawkins, Marisol Rivera, Sue Lopes, Lilka Valle, Madeline Vargas. A special thanks goes to Art Levin of DOE and Allyn DeMaida of DCP who continually help to spread the word and recruit donors from their agencies. We couldn’t have such successful drives without the help of these generous team players! **Thank you!**

## Irene Prepares DAS for Action

by John McKay

“No matter how much you prepare, there are always events that will challenge you,” said DAS Commissioner Donald DeFronzo. And he should know. Commissioner DeFronzo and a team of DAS professionals had to handle whatever Hurricane Irene had in store for them.

“Preparation does not start the day of an emergency, it starts days before the emergency,” added DeFronzo. As Irene came into focus as possibly making landfall as a Category 1 hurricane, DAS’ preparedness team reviewed their emergency information and protocols to anticipate what could happen.

As the storm grew closer and predictions became more serious, the Bureau of Enterprise Systems and Technology (BEST), formerly DOIT, set up an Incident Management Team “bunker” at 101 East River Drive. The bureau was divided into critical functions to ensure that even during the storm BEST operations would continue. BEST had a number of rotating representatives over at the State Armory Emergency Operations Center during the storm – and even days beyond.

The Bureau of Properties and Facilities Management sent out the word to secure all state buildings under their purview taking extra precautions in checking windows and doors and preparing for any flooding that may occur during the storm. Afterwards, extra efforts were made to check on building conditions from basements to roofs and everything in between.

DAS Procurement played an active role with the state Emergency Operations Center at the State Armory prior to the storm and during the storm with regard to debris management, and cellular service support. Additionally DAS Procurement provided post event sourcing of products such as food, water, generators, pumps, and more.

“We are very involved during disaster planning and execution” said Commissioner DeFronzo. Public Safety, the National Guard and the power companies get all the attention during storms. But I’m confident to say that we definitely played our role in keeping the state functioning during a disaster.”

Commissioner DeFronzo went on to say he wanted to thank everyone at DAS who worked through the storm – and beyond – to keep critical functions going and who represented DAS in such a professional manner.

## DAS Procurement Director re-elected to NASPO Board of Directors as President Elect

by John McKay



*Carol Wilson  
Director of Procurement*

DAS Procurement Director Carol Wilson and DAS Legal Counsel Devin Marquez recently attended the NASPO annual conference in Austin, Texas.

“Devin and I soaked up a lot of information on IT Cloud Computing contracting, e-procurement and state/federal procurement matters, local preferences, and more,” said Wilson. She was running for President-elect and won the election on Wednesday over her colleague from Delaware. “I’m excited about this and believe my involvement at this level is a great thing for our agency and the State of Connecticut. I’m surrounded by the best government procurement officials in the country and that can only mean good things for us. There’s much solution sharing and networking that occurs within this organization and a wealth of pertinent industry information and best practices at our fingertips!”

As a result of her re-election in this new capacity to the NASPO Board of Directors, she will be attending a Board of Directors meeting in Louisville, Kentucky as well as participating in monthly strategic planning and planning conference calls.

# DAS is Taking Steps to Streamline, Automate State Contracting Process

by Jeffrey Beckham

As part of an effort led by Governor Dannel P. Malloy to make doing business with the state easier and more efficient, the Department of Administrative Services (DAS) announced that the agency's contracting process has been streamlined and automated. Following two business-centered focus groups conducted by DAS last February, several "business friendly" improvements to the state contracting process were proposed by Governor Malloy, enacted into law this summer and became effective October 1.

Up until now, requirements for the state's contracting process included the following forms for each contract that a company might bid on or enter into:

- A consulting affidavit attesting as to whether a company has entered into a consulting agreement in connection with the contract that is being awarded.
- A gift certification attesting that no gifts were made to any public official in connection with the contract award.
- An ethics summary that affirms that the company has read and understood the ethics laws governing award of contracts by the state and agree to comply with them.
- A nondiscrimination certificate that demonstrates the contractor's commitment to nondiscrimination and to comply with state laws against discrimination.

This led to voluminous paper filings that added to the companies' and the state's administrative overhead. The new changes provide for electronic filing and for less frequent filing, depending on the form. It also expands the number of people who are authorized to file the forms,

making it easier for companies to comply and the forms will be accessible to state administrators and the public, further increasing transparency.

Donald DeFronzo, Commissioner of DAS, said these changes simplify and streamline the bidding and contracting process while maintaining the high level of integrity. It is anticipated that productivity gains resulting from these improvements will be significant and public access to required filings will be improved.

"No one would suggest that we should make the contracting process less transparent, but we must make it more efficient," said Commissioner DeFronzo. "I believe these commonsense changes strike that balance."

Under the new changes, the ethics summary and the consulting affidavit will have to be filed once and will be updated only if any information on the form changes. The gift and nondiscrimination certifications will be filed once per year, with any updates required only upon changes to information.

DAS completed staff training for implementation of these changes last week. As of October 1, all of the affidavits, certifications and nondiscrimination forms were completely automated and able to be uploaded and reviewed online. The vendor training documents and staff training documents have been produced and are being disseminated. Anticipating questions, DAS staff has been trained to assist vendors and agencies.

DAS expects to begin work soon on a process to more fully automate the state contracting process by allowing for completely online bid applications and responses.

## DAS Web Going through Changes

by John McKay

In an effort to be more customer friendly, Governor Malloy has asked that all state agency websites adopt a consistent look and feel. With that, DAS has made some minor adjustments to our website to coordinate with this effort.

Also, due to the fact that DAS has consolidated with DOIT and parts of DPW, there will be links to their sites from our homepage.

There will be no changes in the website content. We

will continue to have the "Employment Connection, Doing Business with the State of Connecticut, State Procurement Marketplace," etc., in the center column and the right hand column will remain as is. Secondary pages will also be unaffected.

Where you see change will be in the header and footer of the webpage along with a wider and brighter appearance. A change in graphics and site navigation in the header will be very similar to what we have, but now more consistent with other state agency websites.

# Reversing The Trend

by John McKay

In a world where it seems like prices are only headed in one direction, DAS Procurement has had success with three recent reverse auction events.

In a regular auction, purchasers are allowed to place a bid on an item, which is the amount they are willing to pay in order to buy the item. The business which places the highest bid usually ends up with the item.

With a reverse auction, however, the opposite is true. More specifically, the buyer (DAS Procurement) advertises a need for an item or service. Sellers then place bids for the amount they expect to be paid in order to perform such a service or provide such an item. Generally, the seller who places the lowest bid will win the job or sell the item.

One reverse auction in particular has saved the state \$126,000 in its purchase of reflective sheeting for state license plates. Purchased by the square foot, the Department of Correction was very pleased to pay 78 cents a

square foot versus last year's price of 89 cents per square foot. "It's a commodity that's going to be used with every state license plate," said DAS contract administrator Pam Anderson. "We had seven potential bidders during the auction and it eventually came down to two companies competing for the contract, in turn, lowering the price per square foot."

Another reverse auction will be saving the state \$61,188 per year for the next three years. The competitive pricing of all wheel drive loaders during the auction drove the price down and it's a piece of equipment that will be in need for the foreseeable future.

Savings is still savings. Not every reverse auction generates huge returns, but a recent one-year contract for 3 million laser check envelopes for the Office of the Comptroller in August related in \$250 savings for the state.



## A Day at High Meadow .... then it poured!











*DAS golfers gathered on Friday, August 12 for a day in the sun and a little fun to raise money for the Campaign for Charitable Giving. And a great day it was - together they raised \$504!*



**All for a Great Cause --  
CSEA Golf Tournament, August 12, 2011**