



# Procurement Services

## Weekly Information Newsletter

03/19/04

Volume 139



2003 NASPO  
Cronin Club Gold  
Winner

(You can go directly to the DAS Procurement web page by clicking on the DAS logo above!)

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### **“Buy Smart” Program Drives Down Costs**

Have you been wondering what has been happening with the “Buy Smart, Buy Together” initiative? Read the following Department of Administrative Services News Release that was issued on March 14, 2004 and see how the savings are adding up!

#### **State Saves \$742,000 on Police Cruisers After “Buy Smart” Program Drives Down Costs**

Governor John G. Rowland and Department of Administrative Services (DAS) Commissioner Barbara Waters announced today that state and local law enforcement agencies now have greater flexibility to buy police cruisers. As part of the state’s new “Buy Smart, Buy Together” initiative, the cost of police cruisers on state contract has dropped an average of 13 percent, or about \$3000 per cruiser, without sacrificing cruiser quality.

Waters said that the state is already saving over \$742,000 annually on its purchase of police cruisers. The state can realize these savings for an additional year by extending the contract award to 2005, resulting in savings of almost \$1.5 million.

“Our state’s first responders have been asked to do so much more to protect our homeland security. The Buy Smart program creates a critical savings opportunity for law enforcement to get high quality cruisers for less cost,” Governor Rowland said.

Buy Smart combines business best practices with common sense to drive down costs. In creating the new statewide police cruiser contract, Buy Smart successfully leveraged the state’s full purchasing power by making Ford and Chevrolet compete against each other for the state’s business. Buy Smart also introduced competitive negotiations into the state bidding process instead of simply taking the lowest price submitted the first time.

“These new prices for police cruisers are an important first step on the road to statewide savings. Buy Smart, Buy Together is moving our state’s purchasing into the 21st century and giving us the power to cut costs without cutting quality,” Waters said. “The same principles that worked to create this first set of savings will be repeated throughout government to save our state millions.”

In early 2003, Governor Rowland and Lt. Governor Jodi Rell informed state agency commissioners that every part of government spending needed to be evaluated. DAS has responded by finding efficiencies in several areas. DAS dramatically reduced the state’s fleet of vehicles by 16 percent, saving the state almost \$20 million over the next five years. DAS then pushed state agencies to reduce their use of paper and move documents online, saving over \$1 million. DAS also rounded up over \$600,000 in underutilized state surplus items and sold them off at public auction.

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## Janis S. Nome Organ Donation Drive

The following is a Department of Administrative Services News Release that was issued on March 14, 2004.

### Organ Donation Drive on April 29 to Honor Former State Employee

Lt. Governor Jodi Rell and Connecticut Department of Administrative Services (DAS) Commissioner Barbara Waters announced today that the state is partnering with the National Kidney Foundation of Connecticut to host an organ donation drive on April 29.

The Janis S. Nome Organ Donation Drive will be held from 8:00 AM to 4:30 PM at the following Hartford locations:

- The DAS Offices at 165 Capitol Avenue
- Capital Community College, 950 Main Street

“We want to sign up 500 new organ donors,” Lt. Governor Rell said. “Right now, there are hundreds of Connecticut residents awaiting life-saving donations. This drive can make a real difference.”

The organ donation drive is being held in honor of Janis S. Nome of Simsbury, who died on January 19 after a long illness. Nome was Chief Counsel at DAS for the past 15 years and had formerly been Chief Counsel for the Connecticut Senate Republicans. She was awaiting a liver transplant when she passed away. Governor John G. Rowland recently declared March 5, 2004 to be Janis S. Nome Day in the State of Connecticut. “We feel that by raising awareness about the benefits of organ donation, we can best keep Janis’ memory alive,” Commissioner Waters said. “Just by taking two minutes to fill out a donation card, you can save someone’s life.”

Anyone wishing to become an organ donor may contact Adam Liegeot at [Adam.Liegeot@po.state.ct.us](mailto:Adam.Liegeot@po.state.ct.us) or 860-713-5199 for more information.

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## US Foodservice Price List for Week of March 19, 2004

To assist you with preparing for the orders you may place with US Foodservice next week, we are attaching an Excel file with the food and janitorial supplies prices that will be in effect for the week of March 19, 2004.



[Price List for Week of March 19, 2004](#)

# CT Environmentally Preferable Purchasing...

## Composting

Continuing with our “Think Green Think Spring” theme, this week we are going to introduce you to composting. Remember last week when we told you how beneficial it was to leave [Grass Clippings](#) on your lawn? If you are one of those people that can’t bear the thought of leaving clippings on your lawn, we have some alternative suggestions on what you can do with the grass clippings.



- **Use grass clippings as mulch:** Apply dried grass clippings directly on the soil about 1 inch thick to reduce weeds, moderate soil temperature, and control soil spattering, erosion, run-off and evaporation. Avoid mulching with clippings which have been recently treated with herbicides. This can harm your plants. As a precaution, mulch with clippings from herbicide treated lawns only after two lawn mowings.
- **Incorporate grass clippings into garden soil:** Mixing fresh grass clippings into the garden adds nutrients and organic matter which improves the texture and moisture retention properties of the soil. A two inch layer of grass can be turned into the soil to a depth of 6" about once a month.
- **Compost clippings:** Clippings are an excellent source of nitrogen for your home compost pile. No more than 1/3 of the pile should be fresh clippings. Mix thoroughly with "brown" materials such as leaves or straw and turn the pile regularly to keep it well oxygenated and to prevent odors.

Compost? I don't know anything about composting! You want *me* to compost? Sure! There are several beneficial reasons to compost. The first is the breakdown of the organic materials. When organic materials are composted, their mixture forms a very nutrient-rich soil that can greatly improve your landscaping and lawn.



Composting also benefits our atmosphere by having wastes be recycled and reused instead of taking them to a landfill where they might release methane gas and other damaging chemicals. In addition, not having to take wastes to a landfill eliminates the need for transportation, thus saving money and reducing air pollution from automobiles. Much of this waste would be sent into the sewer system, and would use lots of water and energy to process.

Composting also educates people about the issues of environmental awareness, so it benefits people as much as the environment they live in. It is easy, simple, and it can make a big difference for the environment. Plus it makes you feel good knowing you are doing something positive effect for our earth!

A “green thumbs up” goes to **Kathy Alexander** for pointing us in right direction for composting. **DEP** has a great webpage that is loaded with information on composting as well as how to construct your own compost bin! Check it out at:

<http://www.dep.state.ct.us/wst/compost/hcompost.htm>



CT DAS state contracts offer a number of environmentally preferable products and services, many of which can save you money by using less energy. For more information on how you can purchase or use environmentally preferable products and services where you live and work, contact CT EPP at [Barbara.moser@po.state.ct.us](mailto:Barbara.moser@po.state.ct.us) or call at (860) 713-5081.

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## “Certification Central”



The link below lists the name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week. Contact Meg Yetishefsky with any comments or suggestions at [meg.yetishefsky@po.state.ct.us](mailto:meg.yetishefsky@po.state.ct.us) or (860) 713-5228.

**Newly Certified!** – [03/08/04 through 03/12/04](#)

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## Vendor Spotlight...



**Who would you like to see in the “spotlight?”** We want to give our vendors an opportunity to “shine” and “broadcast” the products and services they provide. Let us know what contracted vendors/businesses you would like to see featured in this new addition to our newsletter. Vendors, here is a great opportunity to be on center stage and let your products and services be known! Contact Teresa Dupont at [teresa.dupont@po.state.ct.us](mailto:teresa.dupont@po.state.ct.us) with your requests and suggestions.

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## Core-CT Information



### Questions And Answers Published

Answers to 43 questions posed at the January 26/February 2 Account Receivable / General Ledger User Group Meeting, along with the questions and associated references, have been published. They can be found on the Core-CT web site at <http://www.core-ct.state.ct.us/financials/usergrp/index.htm>



## PO Dispatch Changed to Eliminate Multiple Dispatches of POs

We have implemented a change in Core-CT to eliminate multiple dispatches of Purchase Orders to vendors. POs, which are dispatched via Email, Fax or EDI, will have the Dispatch Method flipped to PRINT after the initial dispatch. The original dispatched PO will be Authorized and subsequent dispatches will read Duplicate and Not Authorized.

Change Orders will be handled similarly. It will be the responsibility of the user to decide if the Change Order needs to be communicated to the vendor. The users will be able to manually switch the dispatch method for a Change Order from Print back to the original Email, Fax or EDI method but one time only. You can change this status on the PO Header Details page under the Process Control Option, in the Method drop down list.

Again, after the dispatch the method will flip to PRINT. The first dispatched Change Order will be Authorized and subsequent dispatches will read Duplicate and Not Authorized.



## Match Exception Report Change

This report has been changed to allow users to identify documents for their BU. It will help you by listing the Vouchers, POs and Receivers that require your attention in order to progress to payment. The report can be a handy daily reference to identify your documents that are in suspense, including useful match error information. The navigation path is Accounts Payable>Reports>Match Exception. Set up your Run Control, entering your BU.



## Looking for Catalog Items in Core-CT/PeopleSoft?

Use the following link to access the listing of the vendors, contract number and contract name that have been loaded into the **Core-CT** catalog.

[Core-CT Catalog](#)



## Getting Help Quickly And Easily

Click on the “help” link to access all the **Core-CT** help links and phone numbers that are available to you.

[Help](#)

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## Peppy’s Toolbox

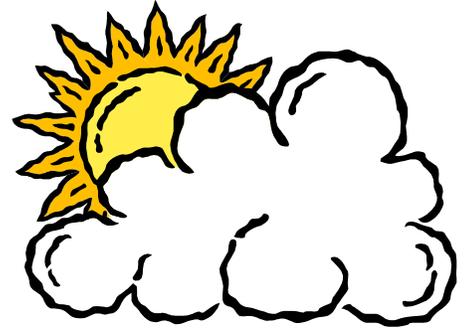
Click on the “toolbox link” at the right to help yourself to any of the helpful “tools” (electronic forms) that are available to you.



## Peppy's Points to Ponder

### "Sun In Spring"

When the sun comes up in early Spring,  
It clears the chill away.  
It leaves the sky all sparkling,  
For a warm and pleasant day.



But when the gray clouds stay down close,  
The sun does not come forth.  
And then we get a chilling wind,  
Blowing from the north.

All kinds of weather, makes the Spring,  
Cold, windy, warm and wet.  
But as the days keep going by,  
We'll have nicer weather yet!

-E.H. Coe 1972

**WINners! Send in your favorite quotes, thoughts and "points to ponder!"** Don't be shy! Please take a minute to send them to me at [peppy.procurement@po.state.ct.us](mailto:peppy.procurement@po.state.ct.us) and watch for them to appear in future issues of WIN.

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## WINning Ways!



**C'mon WINners.** I know there are people who deserve to be recognized for a job well done. Is there a co-worker who always goes above and beyond to get the job done? Someone who is always willing to help out? Please take a few minutes to write and let me know about them. I know it would really brighten their day when they saw their name in our "WINning Ways" section of WIN and to see that their hard work and efforts were being recognized. Send your WINning Ways nominees to me at [peppy.procurement@po.state.ct.us](mailto:peppy.procurement@po.state.ct.us).

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## Ask Peppy!

WINners, do you have a purchasing question and you can't seem to find the answer? Send it to me at [peppy.procurement@po.state.ct.us](mailto:peppy.procurement@po.state.ct.us) and I will do my best to find the answer for you and post it in a future issue of WIN.



# Tech Talk with Ms. Bits n' Bytes

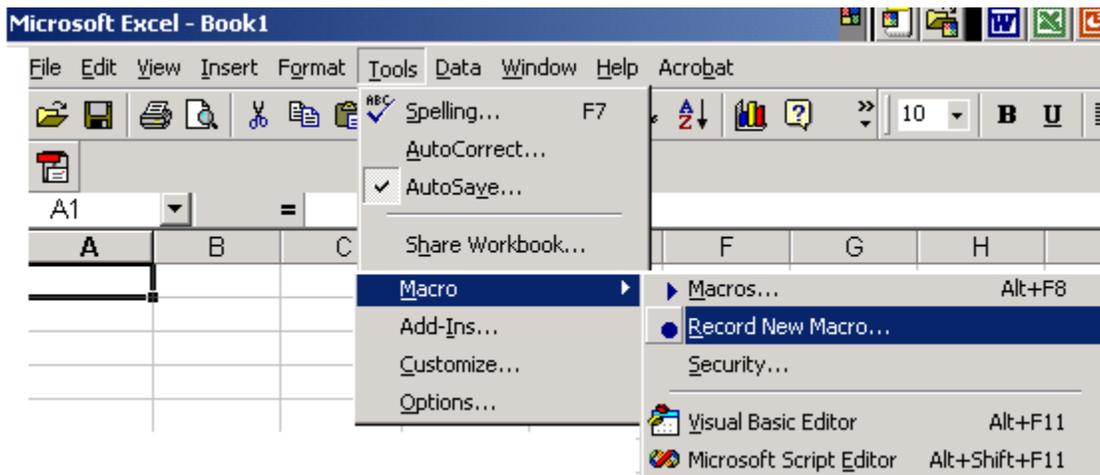


## MACROS:

A set of keystrokes and instructions that are recorded, saved, and assigned to a short key code. When the key code is typed, the recorded keystrokes and instructions execute (play back). Macros can simplify day-to-day operations, which otherwise become tedious. The simplest way to create a macro in Excel is to use the macro recorder.

The first step is to open up the workbook (file) that you wish to use the macro in.

Then click on **Tools**, hover over **Macros** and then select **Record new macro** from the menu (as shown Below).



You will now see the **Record Macro** dialogue box as shown below.



There are 4 points of interest:

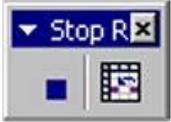
**Name** - Type the name of your macro.

**Shortcut key** - (optional) this has to be a letter, we have used **h**, so in our example the macro will run every time we hold down the **CTRL** key and press the **H** key.

**Store macro in** – This would normally be the workbook you are working on (this workbook), but you can save macros into a personal macro workbook.

**Description** - Here you can enter a description of the macro for your benefit. When you have finished filling in the information click the **OK** button to start the macro recorder.

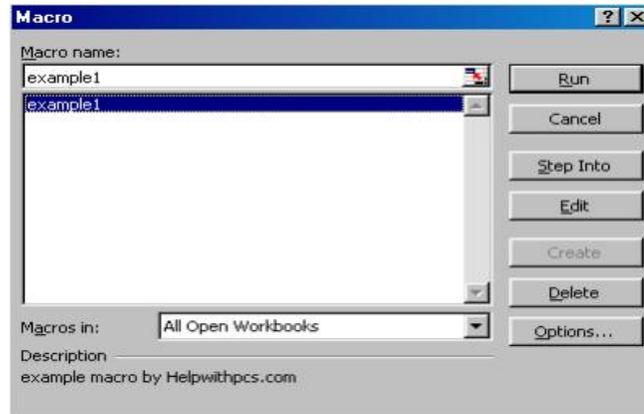
You will now see the macro recording box (see below).



Everything you do now in the workbook will be recorded, so manually go through the process that you want your macro to recreate, for instance adding up a column.

When you have finished click on the small blue square within the macro recording box to stop recording.

To run the macro click on **tools**, hover the mouse over **Macro**, then select **Macros**. You will see the Macro dialogue box similar to that shown below, your macro should be in there ready to use.



To use the macro simply select it and then click the **Run** button.

The macro dialogue box also allows you to delete and edit macros, for instance by clicking on the **Options** button you can assign or change the keyboard shortcut associated with each macro.

If you have assigned a keyboard shortcut to a macro then you can run it by holding down the **CTRL** key and pressing the associated letter

### Website of the week



Please remember many state agencies have policies for Internet usage, do not click on links at work. Jot the address down and enjoy it from home.

GET HEALTHY! Good Site by US Government for information on nutrition:

<http://www.nutrition.gov>

Do any of our Loyal WIN readers have website they would like to share? Send them in!

Please write to me and let me know if you have a computer question, problem or perhaps just something you would be interested in learning about. You can email me at: [maureen.blackburn@po.state.ct.us](mailto:maureen.blackburn@po.state.ct.us)



## Bid Notice Postings

To view the entire DAS bid notice listing, click on the following hyperlink to go to our web page. [DAS Bid Notices](#)

## Contract Information:

### DAS Contracts

The following is a listing of contracts issued during the week of 03/15/04:

Contract #	Contract Name	For:	Contract Term
<a href="#">04PSX0032</a>	Fabrication of Connecticut Impact-Attenuation System (CIAS) and Narrow Connecticut Impact-Attenuation System (NCIAS) for the Department of Transportation	Department of Transportation	April 1, 2004 through March 31, 2007
<a href="#">04PSX0034</a>	Custodial Services for the CT Department of Social Services, Middletown Office.	CT Department of Social Services	April 1, 2004 through March 31, 2006
<a href="#">04PSX0047</a>	Attenuation Systems for the Department of Transportation	Department of Transportation	April 1, 2004 through March 31 2006
<a href="#">04PSX0060</a>	Custodial Services for the CT Department of Mental Health	River Valley Services, Old Saybrook, CT	March 1, 2004 through July 31, 2004
<a href="#">04PSX0048</a>	Molded Plastic Furniture for All Using State Agencies, Political Subdivisions and Qualified Non-Profit Organizations	All Using State Agencies and Political Subdivisions as well as Qualified Non-Profit Organizations	April 1, 2004 through March 31, 2007 with option to extend for one additional year.
<a href="#">04PSX0072</a>	Custodial Services for the CT Department of Mental Health	DMHAS River Valley Services, Middletown, CT 06457	March 1, 2004 through February 28, 2005

### Contracts Expiring

Did you know that our state contracts are reviewed one to three months prior to the actual expiration date? During this review process, the contract specialist examines the specifications and products/services included within each contract

### [Contract Search](#)

Click on the list of "Contracts Issued/**Expiring** In Last/Next 30/60/90/120 Days". Choose the radio button marked "**Expiring** Contracts" and select the time frame. Then click "Get Contracts". That's all there is to it!



Keep up to speed with what's happening in the

## Department of Information Technology



### Contracts & Purchasing Division Information



Need to contact someone at **DOIT**? Click here to link to the [DOIT Contact Information](#) page of their web site.

#### DOIT Bid Proposals

- Click on the following hyperlink [DOITBidPostingNotices](#) to jump to DOIT's Bid Posting Notices section of their web page.

#### DOIT Contract Awards

- Click on the following hyperlink [DOITContractAwards](#) to jump to DOIT's Contract Award section of their web page.

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### Contact Us

If you know someone who may be interested in receiving this newsletter, have him or her send an email with the following information:



- Name:**
- Job Title:**
- Agency/Organization Name:**
- Mailing Address:**
- City/State/Zip:**
- Phone:**
- Fax:**
- Email:**

Send it to Teresa Dupont at [teresa.dupont@po.state.ct.us](mailto:teresa.dupont@po.state.ct.us) or fax it to her at 860-622-2940. Once she gets the information, they will be added to the "WINner" list!

Likewise, if you do not wish to receive **WIN**, send us a note and your name will be removed.

Questions? Call Teresa at 860-713-5073.