



Procurement Services Weekly Information Newsletter

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Cronin Club
Gold Winner

TABLE OF CONTENTS

NOTEWORTHY NEWS2

The Many Advantages of Using State Contracting Portal2

Strategy for Rolling Out State Contracting Portal3

SCP Registration Continues!4

Procurement Forum Registration due!4

Are you in Need of Polycarbonate and Cast Acrylic Sheets?5

CT ENVIRONMENTALLY PREFERABLE PURCHASING5

Is it Possible to Save Money and Be Environmentally Responsible?5

EPARTNERS6

New State Contract Helps You Get Rid of Hazardous Contaminants6

BID NOTICE POSTINGS7

CONTRACT INFORMATION:7

DAS Contracts.....7

Contracts Expiring.....7

“CERTIFICATION CENTRAL”8

ASK PEPPY!.....8

PEPPY’S POINTS TO PONDER...9

PEPPY’S TOOLBOX.....9

CORE-CT INFORMATION9

Looking for Catalog Items in Core-CT/PeopleSoft?.....11

Getting Help Quickly And Easily.....11

TECH TALK WITH MS. BITS N’ BYTES11

Adding Comments to a Document.....11

DEPARTMENT OF INFORMATION TECHNOLOGY12

Contracts & Purchasing Division Information.....12

DOIT Bid/ Proposals12

DOIT Contract Awards.....12

CONTACT US13

Miss a Previous Issue of WIN?13

The Many Advantages of Using State Contracting Portal

“Whereas, the state government contracting process and procedures must be open, honest, fair and accessible at all times”



This is the very first line in Executive Order No. 3 and it serves as the primary reason why the State Contracting Portal (SCP) was created. That reason alone serves as an advantage for everyone, but did you know that **using the SCP offers many additional advantages for your agency/organization?** Here are some of the ways the SCP will help you:

1. Promotes more active participation in the state contracting process by small businesses and women and minority owned enterprises

Always looking for ways to increase your purchases from Small and Minority Business Enterprises? With a single place for vendors to access all Bid, RFP, PSA or POS documents, certified SBE/MBEs can learn about many more opportunities for business. That could help you to be successful in meeting your set-aside goals.

2. Satisfies a growing demand for information in electronic form and for direct access to electronic records

No more making copies, filing records or trying to locate a paper version of a bid document that may have disappeared from your desk. When it is posted on the portal, you simply go online to access the documents.

3. Makes state bids and contracts easily available to the public and vendor community at all times in a single electronic location to increase the ease in which information is exchanged

Forget about sending courtesy bids. Forget about dealing with vendor phone calls requesting that you mail them a copy of the bid. Vendors register online for automatic email notifications of bid opportunities for their chosen commodities and services. All bid opportunities are available on the SCP website 24 hours a day, 7 days a week. If a vendor is interested in a particular bid they simply download it, complete it and submit it.

4. Increases the potential for vendor interest in submitting competitive bids

With a single location for bid opportunities for goods and services, you may expect more competition, which often results in better products and services, at lower prices.

5. Reduces postage and paper expenses, internal staffing time and advertising costs to the extent permitted by state law and as reasonably practicable and will increase the efficiency of the procurement process

Wow! Wouldn't you love to save money on postage, paper, advertising and staffing costs? The State Contracting Portal will help you with that as well!

Using the State Contracting Portal is easy and helpful, but don't take our word for it. Read on to see what people from two different state agencies have to say about the portal.

“Myself, as well as several of my coworkers in the purchasing unit of the Department of Mental Health and Addiction Services, have used the DAS web site to post several of our recent bids.

We have found posting our bids on the web site to be a quick and easy process. It also is of great advantage to our agency to post our bids this way. The information is immediately available for all to see but, more importantly, the posting gets sent automatically to all vendors registered under the commodity class we are seeking. This results in a rapid response from vendors wishing to submit a bid to DMHAS for a certain commodity or service. I highly recommend this method of obtaining bids from vendors.”

Scott MacDonald, Department of Mental Health & Addiction Services

“Just a quick note to let you know that we in the Department of Environmental Protection have been using the DAS bid portal from it's inception and have found it to be an invaluable tool. We are able to post bids immediately, it is very user friendly and easy to use, and we have gotten a greater response than using other forms of advertising. In addition it is great to use a free service and avoid costly newspaper advertisements. I anticipate as we move forward using this portal more and more as we begin using it for all contracts and personal service agreements in the agency rather than just for procurements as we do now. Thanks,”

Vic Masi, Department of Environmental Protection

Strategy for Rolling Out State Contracting Portal

Executive branch agencies and units of higher education have submitted a contact name for their agency/school and that person is responsible for leading the rollout of the SCP within their organization. We are currently contacting these people to register them for the SCP and for training. To date we have trained representatives from the following agencies & schools:

**Department of Agriculture
Department of Children & Families
Connecticut State Library
Department of Labor
Department of Public Health
Department of Social Services
Department of Special Revenue
Department of Correction**

**Charter Oak State College
Office of the State Comptroller
Conn. State University, System Office
Office of Policy & Management
Office of the Treasurer
Department of Veterans Affairs
Department of Education
Department of Transportation**

As Scott and Vic stated above, you will find that posting bid documents on the portal is easy. How easy? Let's put it this way. We are confident that those who attend training will have no problem sharing the bid posting process with co-workers. It's that easy. Of course, we are always here to provide help and support during the transition to the new State Contracting Portal. Don't hesitate to contact us if you need assistance or just want to let us know how the portal is working; we're just a phone call/email away.

Questions regarding the State Contracting Portal may be directed to Jim Passier at jim.passier@po.state.ct.us or 860/713-5086.



SCP Registration Continues!

Registration for the State Contracting Portal (SCP) has been brisk. Many people from state agencies and the Department of Higher Education have responded to Governor Rell's Executive Order No. 3 which requires that all state and higher education agencies and institutions post all bids and requests for proposal on the State Contracting Portal. Here is a list of the most recent SCP registrants.



Banking, Department of	Percy Cave
Child Advocate, Office of the,	Denise Scruggs
Fire & Control, Commission on	Peter O'Neil
Mental Health & Addiction Services	Tracey Eckstrom
Saxton B Little Free Library	Janice Benda
State Academic Awards, Board for	Laurence Wilkinson

Be sure to read the previous article where you will learn about all the advantages of using the State Contracting Portal. It includes testimonials from your colleagues in other state agencies that already use the portal!

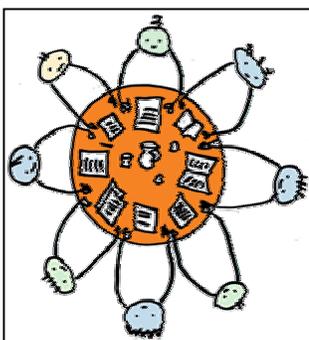
For a complete list of the organizations that are currently signed up for the State Contracting Portal, click on the following link:

<http://www.das.state.ct.us/rfpdoc/CurrentBidPostingEntites.xls>

For more information about the State Contracting Portal, contact Jim Passier at jim.passier@po.state.ct.us or 860/713-5086.



Procurement Forum Registration due!



We will be holding a **Procurement Forum** on **Wednesday, February 16, 2005** from 8:30 a.m. to Noon at the State Office Building in Hartford. Personnel from state agencies, schools, municipalities and not for profit organizations are welcome to attend. This forum is a round table discussion format where you can ask questions, share information and discuss procurement topics that affect you. Discussion topics include Core-CT, Set-Aside Goals, State Contracting Portal, the Contract Reform Task Force and other procurement topics introduced by attendees. You won't want to miss out on this one. Registration forms and directions are linked below. **To register, all you need to do is complete and return the following form (linked below) by February 8, 2005.** (We need to

get a count for the continental breakfast!)

Registration Form: <http://www.das.state.ct.us/rfpdoc/Forum021605.doc>

Directions: <http://www.das.state.ct.us/rfpdoc/DirectionsSOB.doc>

Questions? Contact Laurie Melesko at laurie.melesko@po.state.ct.us or 860/713-5082

Are you in Need of Polycarbonate and Cast Acrylic Sheets?

Janet Delgreco, DAS Contract Specialist has posted a Pre-Itemized Purchase Requisition for Polycarbonate and Cast Acrylic Sheets. **State agencies are required to complete and return the PIR by February 21, 2005, *whether or not requirements exist.***



Connecticut Cities, Towns, Municipalities and Not-for-Profit Organizations! Are you interested in these products? Complete the PIR form and send it in. The more agencies and organizations that are interested in these items, the better the state can leverage its purchasing power to get the best products and prices for everyone.

Please use the link below to access and complete the PIR form. If the link does not work for you, simply copy and paste the link address below into your Internet address field.

<http://www.das.state.ct.us/rfpdoc/PolycarbonateAcrylicPIR.doc>

Upon completion, please email the form to janet.delgreco@po.state.ct.us or fax it to her at 860/622-2961. Call Janet at 860/713-5079 if you have any questions.

CT Environmentally Preferable Purchasing

Is it Possible to Save Money and Be Environmentally Responsible?



In the EPP Program, we hear that question a lot! Although some measures to improve the environment do cost more up front, there are many environmentally friendly strategies that can save you money with no expenditure. Most of these strategies involve using your resources wisely. Office copy paper is one of those areas. Try the following strategies in your office:

1. Feed used paper through your printer for draft documents.
2. Use the clean side of used paper for scrap paper or phone messages.
3. If you are still getting a banner every time you print, change the default on your PC.
4. Ask people if they're comfortable accepting documents by e-mail.
5. Use 2-sided copies for all final documents. Two-sided copies lower paper usage anywhere from 15% to 40%. Additionally, according to EPA, switching your copier

default to double-sided saves the average office \$60 per month in paper, toner, and electricity costs. Imagine what this practice could save in your office setting.

6. Many offices continue to send official correspondence printed only on one side of the paper. Times have changed, and most people appreciate the need to save money. How about advertising the fact that you're saving money and resources? The following footnote placed at the bottom of your letter explains your resource-saving actions and changes what could be interpreted as unprofessional to a savvy business decision:

**“All of our documents are printed double-sided.
This practice saves money, natural resources and electricity.”**

7. Use the attached poster to encourage good paper usage habits in your office.

<http://www.das.state.ct.us/rfpdoc/BeforeYouMakeThatCopy.doc>



CT DAS state contracts offer a number of environmentally preferable products and services. For more information on how you can purchase or use environmentally preferable products and services where you live and work, you may contact CT EPP at Barbara.moser@po.state.ct.us or call at (860) 713-5081.



ePartners

New State Contract Helps You Get Rid of Hazardous Contaminants

Got waste oil? Got wastewater? How about pesticides or corrosive waste? If you do, you surely want to have a way to dispose of it in a safe manner. A new contract called Removal and Disposal of Hazardous Contaminants; [04PSX0365](#) is in effect from February 1, 2005 though January 31, 2008. The award schedule includes pricing for cleaning, removing and disposing of all types of contaminants. Plus, at your request, a vendor assigned representative will assist you with the waste disposal needs you procure through this contract. Check out the many other details of this contract and see how it can help you!

For more information about this contract, contact Paul Greco at paul.greco@po.state.ct.us or 860/713-5189.

The ePartners program services Connecticut municipalities, schools and not-for-profit organizations by offering products and services to save time and money. For more information about ePartners check out the webpage that was made just for you...our ePartners!



**Don't let your waste
& contaminants end
up like this!**

Questions, comments, suggestions? Send them to ePartners@po.state.ct.us or call Maureen Friedman 860/713-5069.



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 01/24/05

Contract #	Contract Name	For:	Contract Term
04PSX0365	Removal & Disposal of hazardous contaminants to include Waste Oil, Wastewater, pesticides & corrosive wastes.	CT Dept. of Transportation	February 1, 2005 through January 31, 2008.
04PSX0413	Chromate Coated Aluminum Coil for the manufacturing of License Plates. Six (6) month usage.	The Department of Correction All Using State Agencies and Political Sub-Divisions.	January 24, 2005 through July 31, 2005
05PSX0011	Rubbish Disposal Services for Department of Veteran's Affairs	Department of Veteran's Affairs	February 1, 2005 through January 31, 2008.

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!

“Certification Central”



New Set-Aside Vendors!

Check this out! We have made it even easier for you to see which Connecticut vendors have recently become certified! Use the link we have provided to access the listing of **New Set-Aside Vendors Certified in last 7 Days**.

The link below lists the company name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week.

http://www.das.state.ct.us/Purchase/ePartners/ep_whats_new.asp#Vendor

Questions regarding the Supplier Diversity Program can be directed Meg Yetishefsky, Supplier Diversity Manager, at meg.yetishefsky@po.state.ct.us or 860/713-5228.

Ask Peppy!

Dear Peppy,



Regarding the article about fuel economy in the WIN Newsletter from 1/21/05 (Issue 182, I can confirm that driving 60 MPH really does pay off. After the gas prices rose sky high I decided to start driving 60 MPH and I am not only saving money, but I don't have to go to the gas station as often. Thanks for the great article, Barbara!

AR

Dear AR,

Thank you so much for taking the time to let me know that our recent Environmentally Preferable Purchasing (EPP) column helped you save time and money. **Barbara Moser** (affectionately known as “Green Barb”) is a fountain of information and is always happy to share tips in order to help people and the environment at the same time!

Peppy

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 and I will do my best to find the answer for you and post it in a future issue of WIN.

Reminder!



We are sending AR **5 CT \$hops commemorative retractable name badge holders** because this feedback was published in WIN! If you want to find out how you too, can get these badge holders, click on the following link:

<http://www.das.state.ct.us/rfpdoc/WeHaveWays.doc>

Peppy's Points to Ponder...



Got the winter blues? Can't wait for the warm weather?



Come on WINners! Send them in! Thanks to all my loyal WINners for submitting all these great quotes. Keep them coming! Please take a minute to send them to me at peppy.procurement@po.state.ct.us and watch for them to appear in future issues of WIN.

Peppy's Toolbox



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

Core-CT Information



REMINDER: Two system outages are planned.

First, Core-CT Financials will be unavailable from 7 p.m. Thursday January 27 until 6 a.m. Monday January 31. We will be implementing the Service Pack 2 upgrade (SP2) as well as beginning the process for implementing the Billing module. Please do not try to sign on to Financials from 7 p.m. Thursday January 27 until 6 a.m. Monday January 31.

Please note that because of this work, the EPM batches – updates for EPM tables – will not be run Thursday night. As usual, EPM also does not run tonight, Wednesday, due to HRMS payroll confirm processing. EPM will also not be available from Thursday 7 p.m. until 6 a.m. on Monday.

Second, Core-CT Financials will be coming down at 5 p.m. Monday, January 31, for the implementation of the Billing module. Financials will be available as normal at 6 a.m. Tuesday February 1.

Effects on EPM of Planned System Outage

As previously announced, because of Service Pack 2 updates to Core-CT PeopleSoft software this coming weekend, the EPM batches – updates for EPM tables – will not be run Thursday night, January 27 or Friday night, January 28. As usual, EPM also does not run tonight, Wednesday, due to HRMS payroll confirm processing. EPM will also not be available from Thursday 7 p.m. until 6 a.m. on Monday.

SERVICE PACK 2 (SP2) UPDATES

Core-CT will upgrade its PeopleSoft Financials, Portal, and EPM applications over the weekend of January 29-30, 2005, adding a series of changes known as "Service Pack 2" or SP2. There will be both an overall look and feel difference, as well as some functional changes to the system as a result of this upgrade.

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SIGN ON, REPORT MANAGER AND PROCESS SCHEDULER CHANGES

Find details at http://www.core-ct.state.ct.us/fin2/docs/sp2_portal.doc

ACCOUNTS PAYABLE

Changes in AP affect voucher entry, and the ability to delete voucher lines. There is also a warning regarding the "Finalize PO" option. Find details at http://www.core-ct.state.ct.us/fin2/pps/sp2_ap.pps

ACCOUNTS RECEIVABLE

Changes impact sorting methods on the Payment Application Worksheet as well as changes to lines requiring multiple distributions. Find details at http://www.core-ct.state.ct.us/fin2/pps/sp2_ar.pps and at http://www.core-ct.state.ct.us/fin2/docs/sp2_multiline.doc

GENERAL LEDGER

Several changes have been made to some of the Run Control pages for GL Reports and the criteria used to run them. Find details at http://www.core-ct.state.ct.us/fin2/pps/sp2_gl.pps

PURCHASING/E-PRO

There has been a change to the PO Search function, as well as new functionality regarding PO Cancellation. Find details at [Link here for SP2 Update PO http://www.core-ct.state.ct.us/fin2/pps/sp2_po.pps](http://www.core-ct.state.ct.us/fin2/pps/sp2_po.pps)

EPM USERS

EPM USERS will note changes in sign-on, report manager function, and process scheduler function. For details, see http://www.core-ct.state.ct.us/fin2/docs/sp2_portal.doc

EPM Query Labs

EPM query labs are being extended Thursday mornings for the month of February and both Thursday and Friday mornings for the month of March.

These query labs are for one and a half hours and are open to any new or existing EPM user seeking additional help in creating queries. The query labs will focus on the user's needs and provide the opportunity to work directly with an EPM Query Specialist to maximize the effectiveness of the information stored in Core-CT EPM.

To register for a query lab please contact your agency's training contact and request registration for Course EPM101. Financials Training Registration Contacts may be found at <http://www.core-ct.state.ct.us/user/training/financials.asp> and HR Training Registration Contact may be found at http://www.core-ct.state.ct.us/user/xls/hrms_training_registration_contacts.xls

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



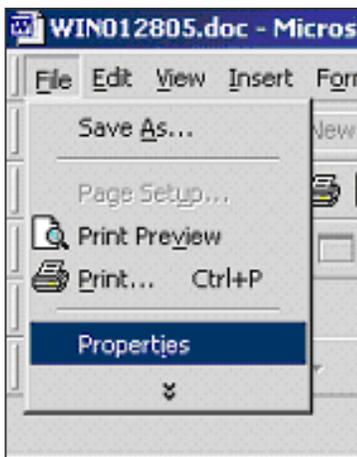
Click on the "Help" link below to access **ALL** the **Core-CT** help options that are available to you such as the Core-CT web site, current and past Daily Mail, help desk phone numbers, agency super users and more!

[Core-CT Help](#)

Tech Talk with Ms. Bits n' Bytes



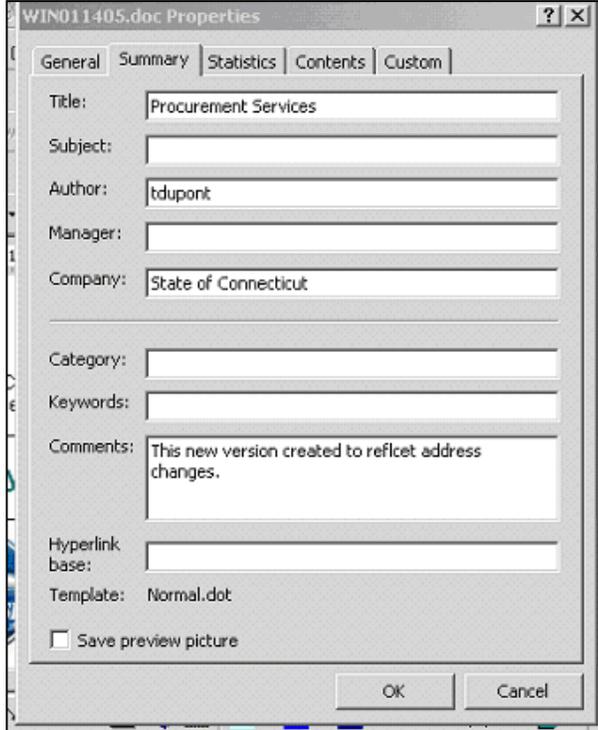
Adding Comments to a Document



This is a really useful tool for those who share Word or Excel documents. For example, if you are creating a newer, revised version of a document, or if you have modified the document in anyway, you can use this field to record your changes.

All you need to do is:

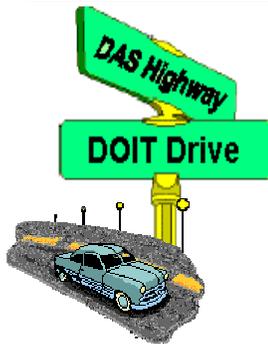
- Click **File** on the toolbar menu
- Select **Properties**



Select the **Summary** tab
Enter comments in the **Comments** field
Click **OK**

That's all there is to it!

Don't forget to 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



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.

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:

Email Teresa Dupont at 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.

Miss a Previous Issue of WIN?

Use the following link to jump to the DAS Newsletters web page, scroll down to Weekly Information Newsletters (WIN) and click on the issue you missed!

<http://www.das.state.ct.us/News/NewsLetters.htm>