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Noteworthy News

Procurement 101 Training Coming Soon!



We are pleased to announce that DAS will soon be providing a basic procurement training class called Procurement 101, through the Procurement Learning Center. **The target audience for this training is state employees that are involved in the procurement function within their agency.**

The goal of this training is to provide employees with the knowledge they need in order to perform their procurement responsibilities in an informed, legal and ethical manner. Here are some of the topics we plan to cover:

Purchasing Policies and Regulations	Bid/RFP Development Process
Evaluation/Award Process	Affidavits
Contracts	Executive Order #3 / State Contracting Portal
Contract Reform Task Force	Ethics
Environmentally Preferable Purchasing	Supplier Diversity Program
Surplus Property Program	DAS Website & Services

Because of the considerable staff turnover at state agencies and significant changes in procurement procedures & laws, it is imperative that everyone in your agency that is responsible for purchasing attends the Procurement 101 class.

To provide the best training possible, we need your help. Please send us the following information:

- Agency name
- Agency location
- Name, telephone number & email address of the employees in your agency that will attend the training
- Suggestions for additional training topics

Please email this information to Teresa Dupont, teresa.dupont@po.state.ct.us or fax it to her at 860/622-2940 no later than 5/8/05.

Thanks for your help and we look forward to seeing you in class!

WIN Finds a New Home



Up to now, the responsibility for **WIN** has been in Procurement Services. **Teresa Dupont** and **Maureen Friedman** have had the pleasure of communicating with all of you through this weekly newsletter. Producing a newsletter every single week requires a lot of work and dedication but they found the experience gratifying.

“We always tried to make each issue of WIN easy to read, factual and fun” said Friedman. “One of the things I like most about WIN is that it is interactive. I always loved when people wrote in with suggestions for future issues. It was like they were part of the WIN team.”

“Creating and getting WIN out every Friday without missing a week became my personal goal” said Dupont. “The hard work really paid off when WIN was the gold recipient of the NASPO Cronin Club 2003 Classic Innovation Award. I will miss not being involved with WIN but I look forward to taking on new and challenging responsibilities with PLC.”

Because Maureen and Teresa’s training responsibilities through the Procurement Learning Center (PLC) is growing, the responsibility for WIN has been transitioned to the DAS Communications office. You can look forward to getting the same types of important and useful procurement information each week.

Soon you will be seeing **John McKay’s** name in each issue of WIN. He is the new editor and you can feel free to contact him to offer information, quotes and suggestion. John can be reached by email, john.mckay@po.state.ct.us or by phone, 860/713-5197.

Do You Recognize This Place?

Is it the latest and greatest architectural achievement in New York City? Is it the new addition to Mystic Aquarium?

Stay tuned to future issues of WIN for updates on how DAS Procurement and this building will become important to you this fall!



Surplus Property Public Auction



DAS Surplus Property Unit will be conducting a public auction on May 7. Save the date and plan to “come on down” and take advantage of this great opportunity to get some really good deals. Check out the list below to see some examples of the items that will be auctioned off on:

Surplus Property Public Auction Saturday, May 7, 2005 at 9:30 AM

LOCATION:

- State Surplus Facility, (rear of D.M.V.) 60 State Street, Wethersfield. Directions: I-91, Exit 26, follow auction signs.

AUCTION SUMMARY (Partial Listing):

Graphic and Printing Equipment:

- Superwed SW2000-14, Web Offset printing with three printing units
- (2) Doverstar 201 single color continuous letterset printing presses
- Pitney-Bowes 3196 inserter 3200 stacker, 3180 burster/folder
- Master Etching 924RCL rotary exposure unit

MORE

Sanitation:

- MC CLAIN DUMPSTER/COMPACTOR MODEL M2-SIZE=TWO YARDS

INSPECTION:

- Viewing by appointment only during the week of April 18 to 22nd, 2005. For appointment and further information please contact Clearing House Commercial at 860-529-3344, David Santoro-Sales Manager

TERMS OF SALE:

- 10% Buyer's Premium, Payment by Cash or Bank or Certified Check Only (**No Personal Checks or Credit Cards** will be accepted). A 20% CASH DEPOSIT of purchase price will be collected at time of knockdown-balance to be paid within one business day of auction. **ALL SALES ARE FINAL!**

For more information and photos:

http://www.das.state.ct.us/Surplus/display_auction.asp

SMALL Business is BIG Business!

As part of our continuing effort to promote Connecticut small and minority businesses, we offer this column called, *3 questions with...* This column, presented in a question and answer format, will feature Connecticut small and minority businesses that hold current state contracts. Through their answers, you will learn more about the local businesses that can provide you with products and services through their state contract(s).

3 Questions with... Salka Office Furniture



Question Number 1:

Can you give us background about your company?

Answer:

Salka Office Furniture is certified as an SBE, MBE & WBE. Our Set-Aside certification from the state was issued in August of 2000. We have been in business since 1965 with the second owner in place for the last 17 years. We have a 15,000 square foot, working showroom, centrally located in Meriden, which is open to the public Monday through Friday from 8:30 to 5:00.

Question Number 2:

What State of Connecticut contract(s) do you currently hold?

Answer:

We are named on:
Contract # [03PSX0165](#) for General Office Furniture for 6 different manufacturers
and
Contract # [99PSX0049](#) for Allsteel Systems Furniture

Question Number 3:

If there were one thing you would want people to know about your company, what would it be?

Answer:

Our customers appreciate our attention to details, courteous respect from our staff and the fact that there are no orders too large or too small for us to handle. We strive to be recognized not only for quality furniture, but also for our competence in the areas of product recommendation, space planning, layout, delivery and post-delivery service.

Phone: 203-237-9082 or 800-232-9082

Email: barbara@salkaoffice.com

Website: www.salkaoffice.com

If you are a Connecticut certified Small or Minority Business Enterprise (SBE/MBE) that holds a current state contract and would like to be featured in this column or if you know of one that you would like to see in *3 questions with...* contact teresa.dupont@po.state.ct.us .

Important Change to Printing Services Contract!

Any agency or organization that uses Contract [00PSX0097](#), **Printing Services**, please note this important change!



G.F. Sweet and Co., Inc. aka Sweet Waverly Printing Co. has closed their business and therefore are removed from this contract. ***Please do not use this contractor.*** Feel free to contact any other vendor listed on the contract award when you are requesting your three quotes.

Any questions regarding this contract may be directed to Linda Loshiavo at linda.Loshiavo@po.state.ct.us or 860/713-5078.



Posting a Bid Addendum? You Must Remember This...

Hundreds of bids have been posted on the State Contracting Portal and for the most part, things are running smoothly. But, as you might expect with any new process, sometimes you hit a “bump” in the road. One such “bump” has surfaced and we need to address it with all of our Portal users.



Posting an addendum on the Portal is equally important as posting a bid document. Addendums announce important changes to your original bid. These changes can significantly affect responses from prospective bidders and for that reason it is essential that addendums be posted correctly. Here are some things you must do to help the process run smooooooth.

- You must go into the existing bid maintenance form
- You must go into the “Summary” section and enter the following information **above** the information already entered. The following is an example of what to enter

“Addendum #1 (or whatever number is appropriate), revised specifications” (or whatever information is appropriate)

- You must click “Update Bid” in order to generate emails to vendors

Use this link to get a helpful Addendum Posting Checklist that you can refer to when you post an addendum.

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

Questions or comments about the State Contracting Portal may be directed to Jim Passier at Jim.Passier@po.state.ct.us or 860-713-5086. For more information on the State Contracting Portal, use the following link http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp

LAST CHANCE! Ford Explorer Cut-Off Date Is April 29th!

Don't miss this opportunity to purchase your 2005 Ford Explorer E-85 Flexible Fuel Vehicle (FFV) for only **\$19,099.00** each. That's right! A new contract **05PSX0012 Purchase Flexible Fuel Vehicle (2005 Ford Explorer E-85)**, has been awarded to Warnock Automotive Group, Inc. and is available to all CT State Agencies, CT Municipalities and Not-for-Profit Organizations.



But, you must hurry! Order cut-off date is April 29, 2005 and according to Ford Motor Company, there may not be a 2006 FFV.

Questions regarding this contract may be directed to: Theresa Anderson, Theresa.Anderson@po.state.ct.us or call her 860-713-5063.

“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, and product description and certification type for all Connecticut small businesses that were certified during the **previous** week.



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

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.

DAS Central Printing...For All Your Printing Needs

DAS CENTRAL PRINTING

- Offset printing
- Digital copies
- Color copies
- Binding, finishing, addressing and mailing
- Delivery
- *Coming soon* - Online ordering

Letterhead, envelopes, business cards, announcements, forms, brochures, posters, booklets, manuals, cd covers and cds.

Ask about our graphic design, e-publishing, web design and Flash production services.



For all your
printing
needs.

566-4718

713-5154

das.printshop@po.state.ct.us

Centrally Located at 18-20 Trinity Street, Hartford, CT

EPartners



What a Bright Idea!

A brand new contract for **Lighting Waste Recycling [05PSX0045](#)** has just been awarded. This is good news for you and our environment as well. CT State Agencies, Schools, municipalities and not for Profit Organizations will now have the ability to “lighten” their load of lighting waste in an environment-friendly way.

Do you have Compact Fluorescent Lamps that you need to discard? What about High Intensity Discharge Bulbs or Standard Fluorescent Lamps? The awarded vendors **Northeast Lamp Recycling Inc.** of East Windsor and **Onyx Environmental Services, LLC** are ready to serve you. Click on the link about to find out more details.

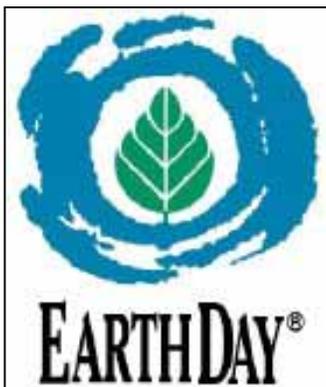


Any questions regarding the contract can be directed to Paul Greco, DAS Contract Specialist, at paul.Greco@po.state.ct.us or 860/713-5189.

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!

Environmentally Preferred Purchasing

April 22, 2005 - Earth Day Turns 35!



The first Earth Day was celebrated on March 21, 1970. The date in March was chosen because it's also the date for the Spring equinox. On April 22, 1970, the first nationwide Earth Day demonstration was held. Participating nationwide, were over 2 million people, 2000 colleges and universities, 10,000 schools, and 100 communities. Somewhere along the way, the “official” date became April 22nd. Notice the quotation marks around official. Apparently, Earth Day purists, including John McConnell, the 86 year-old founder of Earth Day, want the day moved back to its original date of March 21st. If you'd like more information on why March 21st is considered the true Earth Day, you can go to the Earth Day website at

www.earthsite.org.

Although here in DAS Procurement Services we celebrate Earth Day all the time by incorporating environment-friendly products and services into our contracts, this week we did a little more.

- First, for **DAS Take Our Kids to Work Day**, we offered an environmental workshop on energy and conservation. Children, and their parents learned a little about fossil fuel use, clean energy, and environmentally preferable purchasing in the form of **Compact Fluorescent Lightbulbs (CFLs)**. **Art Marcelynas** of DPUC presented the families with a visual display of energy savings that can be realized by the use of CFLs.
- Second, DAS EPP invited **TechniArt** into the State Office Building to bring EPP into our homes. TechniArt has been hired by **CL&P along with UI to bring energy efficient lighting products to CT residents at great prices. While we get great lighting products at low prices and lower energy bills, the state reduces its energy load. It's a win-win situation!** The amount of people leaving the State Office Building with an armful of lighting products, some of them with handcarts full, was an amazing sight! This program is sponsored by the energy conservation fund we all pay CL&P and UI every time we pay our utilities bill. If you'd like TechniArt to come to your state building, please contact the EPP program and we'll give you all the information you'll need.



Happy Earth Day – whenever you celebrate!

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.



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 **04/18/05**

Contract #	Contract Name	For:	Contract Term
05PSX0020	Polycarbonate and Cast Acrylic Sheets	All Using State Agencies and Political Subdivisions	June 1, 2005 through May 31, 2007
05PSX0035	Welding Supplies and Equipment	Department of Transportation, Newington, and All Using State Agencies and Political Sub-divisions	May 1, 2005 through April 30, 2007.
05PSX0045	Lighting Waste Recycling for all CT State Agencies and Political Sub-Divisions of the State.	All CT Using State Agencies and Political Sub-Divisions of the state	May 1, 2005 through April 30, 2008
05PSX0047	Washer and Dryer Parts for the State of Connecticut - Department of Correction	State of Connecticut – Department of Correction (For various correctional facilities in Connecticut)	Date of Awarded through May 31, 2008
05PSX0059	Windshield & Glass Replacement for Passenger Cars and Trucks	All Using State Agencies and Political Subdivisions of the State	April 18, 2005 through May 31, 2008 with option to extend

Contracts Expiring

Did you know that our state contracts are reviewed many 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!

Peppy’s Points to Ponder...

CELEBRATE EARTH WEEK - APRIL 18 – 23

"We must protect the forests for our children, grandchildren and children yet to be born. We must protect the forests for those who can't speak for themselves such as the birds, animals, fish and trees."

-Qwatsinas (Hereditary Chief Edward Moody), Nuxalk Nation



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.



Message from Core-CT



Monthly Telecommunications Bills

Core-CT has met with DOIT Telecommunications to identify the number of bills agencies can expect to receive for regular monthly services for the remainder of this fiscal year. Agencies are expected to comply with statutory requirements to ensure that sufficient funding remains in the current year budget to allow these payments to process through to completion by June 28.

The planned schedule is as follows:

- For bill month February, bills should be budget checked the week of April 4, and the voucher paid the week of April 11 (this process is complete).
- For bill month March, bills should be budget checked the week ending April 22, and the voucher paid the week ending April 29.
- For bill month April, bills should be budget checked the week ending May 6, and the voucher paid the week ending May 13.
- For bill month May, bills should be budget checked the week ending June 3, and the voucher paid the week ending June 10.

Other Telecomm Invoices: DOIT will also process invoices for installations, moves, adds, repairs and other alternate carrier monthly local service continuously until June 28. The same statutory funding requirements apply to these expenditures.

If you have a question, try the Core-CT web site at <http://www.core-ct.state.ct.us>. If you can't get your answer there, please contact the Core-CT Helpdesk at (860) 622-2300. Or you may send e-mail to: core.support@ct.gov

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



Text message a cell phone using Outlook (2000/2002/2003)

You don't need text messaging, or a cell phone for that matter, to send text messages to someone who has the service.

Virtually every mobile phone and carrier around these days offers **Short Message Service (SMS)** protocol, or phone messaging. It's a simple method of sending messages between the mobile phone and another device. Usually, you tediously enter your message into your phone (via the 12 tiny alphanumeric keys on the keypad), and then enter the number to which you wish to send the note. However, most people don't realize that ***you can send a short message from a computer to a phone***, since your email client doesn't accept telephone numbers only, as a telephone does. The secret is the carrier.

Each mobile phone carrier maintains a mail server that allows them to handle short messaging between their phones and other devices--even across carriers. And that means each mobile phone has to have its own email address.

For instance, if your mobile number is (502) 555-1475 and you use Voicestream, you can instant message your phone by simply entering the phone number and then a domain specific to that carrier, which in Voicestream's case is @voicestream.net. Therefore, to send a message to your phone, you'd enter 5025551475@voicestream.net in the "To" field in Outlook, and then simply continue with your email as normal.



You'll also need to keep your message short, since SMS only transfers the first 110 characters of your message (thus the *Short* in Short Message Service).

Each wireless carrier maintains a mail server specifically for short message services. The most common ones are Voicestream, @voicestream.net; Cingular, @mobile.mycingular.com; SprintPCS, @messaging.sprintpcs.com; AT&T, @mobile.att.net; Nextel, @messaging.nextel.com; and Verizon, @vtext.com.

Question, problem or perhaps just something you would be interested in learning about. You can email me at: ada.rivera@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>