



**State of Connecticut, Department of Administrative Services
Exploring CTsource: An Overview of Connecticut’s New E-sourcing Solution**

Below is a list of the questions and answers submitted during Exploring CTsource: An Overview of Connecticut’s New E-sourcing Solution held on October 28, 2020.

<p>Will you be posting the contact information for our agency to get onboarded? We haven't been contacted for employee names/roles at this point.</p>	<p>Chief Fiscal Officers at each agency have been contacted. Please email madelyne.colon@ct.gov and she will let you know who she is working with at your agency regarding Phase 2 onboarding.</p>
<p>Will all the expired contracts appear on this portal as they appear on Biznet?</p>	<p>Contracts that already expired will not appear in CTsource; however, contracts that have been migrated or awarded in CTsource will continue to appear in CTsource once they expire.</p>
<p>Will any of the CT Source info tie in with CoreCT?</p>	<p>Eventually we would like to interface contract data into Core-CT, but that likely won't occur until we get through our initial onboarding and plan closely with the Core-CT teams.</p>
<p>Not a university/college. We are the Town of Beacon Falls. We prefer our Bonfire paperless system because it has extremely sophisticated grading and evaluation capabilities. But we will absolutely still use the State site to advertise!</p> <p>We actually heavily use the State site to search for existing state contracts we can purchase underneath using an SOW.</p> <p>Thank you for answering!!</p>	<p>Great, you can continue to use Bonfire as municipal use of the CTsource system is optional. For those entities already using paperless systems, you certainly can solely use CTsource to advertise your solicitations; however, executive branch state agencies are required by statute to post their solicitations and resulting contract on the new State Contracting Portal, CTsource, and we encourage them all to take advantage of the paperless response tools as well as other automation tools built into the system.</p>
<p>When I type in a contract number irrelevant information comes up.</p>	<p>The CTsource Boards default to sorting information by relevance. While there may be several results, the desired information will appear at the top of the page. You can also sort using the additional criteria listed in the dropdown.</p>
<p>We are not ready for e-bidding. City Charter requires all bid be in a sealed envelope.</p>	<p>You will certainly have access to the tools available in CTsource if the Charter changes.</p>
<p>Does using this posting site replace the state's requirement for municipalities to post RFPs or Bids in a newspaper?</p>	<p>This depends on your municipal charter. The State (DAS) laws were changed in the early 2000's and we are no longer required to use a newspaper to advertise our solicitations, only the state contracting portal (online).</p>



<p>Will we have one log on per agency or will you need a list of persons who will need access per agency. Do we need to list roles we will require per person?</p>	<p>DAS staff will be reaching out to all entities to obtain their users and the desired roles for each of those users. A communication was sent to the state Chief Fiscal Officers for this information back in early October, and a communication to municipalities and non-profits is going out in November 2020 to obtain the names and roles of users. If you have not been contacted, please contact the DAS procurement Office at 860-713-5095 and a staff member will guide you on who we are working with at your entity.</p>
<p>Is there a dollar threshold for the contract amount to meet in order to use the portal? For example, if a non-profit has \$20,000 project do they use the portal?</p>	<p>There are no minimum dollar thresholds mandated for using CTsource. When obtaining quotes for products and contractual services (generally handled under the DAS authority), Executive branch agencies should use it in accordance with General Letter 71. For Personal Services Agreements (PSA) and Purchase of Services Agreements (POS), agencies should post in accordance with the standards set forth by the Office of Policy and Management (OPM).</p>
<p>Will this also be rolled out to Regional Schools we do not fall under municipal?</p>	<p>Magnet Schools, CREC schools and other schools are all eligible to use CTsource. If you have not been contacted for onboarding, please contact our main procurement line at 860-713-5095 and staff will assist you in onboarding.</p>
<p>We mainly used DAS Biznet as another advertisement mechanism. We have our own e-procurement system (Bonfire). We therefore used DAS to essentially redirect to our own Bonfire procurement site. Will we still be able to use CT Source in this same manner?</p>	<p>For those entities already using paperless systems, you certainly can solely use CTsource to advertise your solicitations; however, executive branch state agencies are required by statute to post their solicitations and resulting contract on the new State Contracting Portal/CTsource (in accordance with CGS 4e-13), and we encourage them all to take advantage of the new paperless response tools as well as other automation tools built into the system.</p>



<p>Is this a full e-procurement system for municipalities including not only posting of bids but also electronic receipt of bids along with secure opening at the selected bid opening time?</p>	<p>Yes, this is a complete e-sourcing system and all users can take advantage of the online bid response tools, online evaluation tools, reporting tools and other automation that comes with the system (at no cost to your entity). Additionally, through the State Contract with Proactis, municipalities may procure financial modules for catalog management, purchasing, etc., to complement your e-procurement functionality. DAS Procurement can guide you if you're interested in pursuing the use of the contract for these additional modules.</p>
<p>Can you please provide the contact information for the people you just mentioned in regards to registering employees within an organization</p>	<p>Madelyne Colon- madelyne.colon@ct.gov</p>
<p>Do you have to have an account to view state contracts once this is rolled out?</p>	<p>No, state contracts will be posted on the public contract board. No account will be needed to access</p>
<p>Is the informal quote system used specifically to reach out to awarded vendors on a particular contract - or can other vendors be invited to participate in a request?</p>	<p>The informal quote would be best suited when quoting from awarded vendors on existing multiple supplier contracts (master agreements). This informal quote process may be used for transactions based on the General Letter 71 policy. Other instances may apply and will be discussed further during training.</p>
<p>When does the roll out begin?</p>	<p>The rollout will begin in January 2020. More information on the onboarding effort and training sessions will be announced soon.</p>
<p>What date will Biznet no longer be available?</p>	<p>Biznet will remain available for use until all agencies and municipalities have been onboarded. We estimate this to be in the March 2021 timeframe.</p>
<p>Can we request copies of expired contracts in the future?</p>	<p>We will follow up with agencies and municipalities on how to obtain their expired contracts during onboarding process.</p>
<p>Will expired contracts available through another source?</p>	<p>We will have guidance for users on how to access their own expired contracts during the onboarding and training process. In the meantime, we encourage agencies to save their contracts in their agency files.</p>
<p>Can I search for a contract using only the contract number?</p>	<p>Yes.</p>
<p>Can we access this slide show after the presentation?</p>	<p>Yes, a recording of the event will be posted to the CTsource homepage.</p>
<p>Will all state agencies be using this system for bid solicitation and submission?</p>	<p>Yes, all executive branch agencies are required to use the State Contracting Portal.</p>
<p>Will this presentation be available to us online?</p>	<p>Yes, a recording of the event will be posted to the CTsource homepage.</p>



Can non-profit orgs use the portal to solicit for state-grant funded projects?	Yes, you will have the same access as you currently have in Biznet.
Will we receive a new username and password?	Yes, a new user ID and password will be established during the onboarding process.
Will you be adding vendor id to the vendor information area?	The Peoplesoft ID can be found within the “Multiple Supplier Contract Summary” document under Attachment section on the Contract Board. Once an account has been established, the user will be able to view the PeopleSoft ID when logged into CTsource.
Can an Agency have more than one Administrator?	Yes
Can you upload an approved UCOA?	Clarification is needed. Please contact DAS Procurement if you wish to pursue.
Where can we find the contract details such as what the contract covers?	For those contracts currently migrated to CTsource, you can access the Contract and Exhibits under the Attachments section of the page.
Will your old log in and password be used for the new site?	No, a new user ID and password will be established during the onboarding process.
In the Custom Field can you open the full amendment or are there just notes?	Amendment information is located in the Custom Field section. The amendment summary replaces the Supplement form previously used. Additional documents related to the Amendment may be uploaded under the Attachments section and should also be referenced in the summary.
Will our usernames and passwords work on the CT Source, or will we need to re-register?	A new user ID and password will be established during the onboarding process.
Is there a place where you post information on what should be included in an RFP? Samples? How long things need to be posted, etc?	DAS has informational resources for state agencies on its website: https://portal.ct.gov/DAS/Services/For-Agencies-and-Municipalities/Procurement/Contracting . If you cannot find the answer there, do not hesitate to contact DAS Procurement at 860-713-5095 for assistance.
What is the timetable for the rollout for the Legislative and Judicial branch?	The rollout will begin in January 2020. More information on the onboarding effort and training sessions will be announced soon.
I may have missed this part, but are all Biznet certifications & profiles transitioning over the CT Source at some point? We are still inputting them into Biznet, not yet CT Source.	This information should continue to be gathered in Biznet until your agency has been transitioned to CTsource.
Will there be reviews of vendor products or professional services by State users available for state employees to consider before selecting a vendor or professional service provider.	Clarification is needed. Please contact DAS Procurement if you wish to pursue.



<p>When searching for a contract number (and other items), why do I get upwards of 700-800 results? I really only want the 1 contract I searched for.</p>	<p>The CTsource Boards default to sorting information by relevance. While there may be several results, the desired information will appear at the top of the page. You can also sort using the additional criteria listed in the dropdown.</p>
<p>Will we be able to post solicitations as soon as our org is onboarded, even if training isn't completed?</p>	<p>Yes, training materials will be provided at the time your organization is transitioned.</p>
<p>I think I missed how we get the username and password to create an account</p>	<p>A new user ID and password will be established during the onboarding process.</p>
<p>Anticipated date for the discontinuation of BIZNET?</p>	<p>Biznet will remain available for use until all agencies and municipalities have been onboarded. We estimate this to be in the March 2021 timeframe.</p>
<p>Will expired DAS contracts be available after the rollout?</p>	<p>For a short period of time after onboarding of agencies, your agency expired contracts will still be available in Biznet, but only when you are logged into Biznet and using your account credentials. Expired contracts will not be available on the public side of Biznet. We encourage you to save these contracts in your agency files as they cannot be migrated and at some point we will need to completely sunset Biznet. In CTsource, once a contract expires, it will stay visible in the system until it meets the state's record retention requirements (generally 3 years after expiration or until audited, whatever is later).</p>
<p>Will our procurement dept reach out to our agency or are we responsible for initiating onboarding?</p>	<p>A member of the CTsource Onboarding Team will reach out to your agency prior to January 2020. If you have not been contacted, please call DAS Procurement at 860-713-5095 for assistance.</p>
<p>When will we be given the test login information?</p>	<p>CTsource test/staging login credentials will be granted once onboarding and training has occurred. Access to the test/staging environment will require a separate login and password than the production environment.</p>
<p>What happens with current solicitations? Closed solicitations?</p>	<p>Biznet will remain available until all agencies have been onboarded. Please plan accordingly so there are no open solicitations at the time your organization is scheduled for onboarding. Solicitations that are in a closed status will not be migrated. Anticipated onboarding schedules will be provided in advance to assist with this transition.</p>
<p>Will reviews by state or municipal users of goods and services be posted for state users to view before making selection decisions? If so, who will be able to see those reviews?</p>	<p>Clarification is needed. Please contact DAS Procurement if you wish to pursue.</p>



<p>DPH licensing uses Biznet for licensing applications for behavioral health facilities. Will this be migrated to CT Source?</p>	<p>No, special programs in Biznet will not be migrated to CTsource.</p>
<p>If we haven't heard from DAS about onboarding, who in your department should we contact? Thank you.</p>	<p>Madelyne Colon- madelyne.colon@ct.gov</p>
<p>Bid documents, including RFP's: M3-060 a. Construction (accepted and not accepted) 6 years after completion of project or 6 years after filing if not built destroy1 M3-065 b. Service or Supply (accepted and not accepted) 3 years or until audited, whichever comes later destroy1</p>	<p>Clarification is needed. Please contact DAS Procurement if you wish to pursue.</p>
<p>When will we get the email containing the username and password?</p>	<p>A new user ID and password will be established during the onboarding process.</p>
<p>In the FAQ response - Would you provide the email/contact information for Schools to be converted? Southington School have not been contacted to provide users to be granted access to the new system.</p>	<p>Madelyne Colon- madelyne.colon@ct.gov</p>
<p>Why aren't all the old amendments and supplements available on the contract in CT Source</p>	<p>Supplements completed prior to the CTsource implementation will appear in the contract uploaded under the Attachments section. Going forward, contract supplements will be referred to as Amendments and will appear under the Custom Fields section.</p>
<p>Will you be posting the presentation?</p>	<p>Yes, a recording of the event will be posted to the CTsource homepage.</p>