



**State of Connecticut, Department of Administrative Services
CTsource Training Session 2: Solicitations- Posting, Managing and Evaluating**

Below is a list of the questions and answers submitted during CTsource Training Session 2: Solicitations- Posting, Managing and Evaluating on January 20, 2021.

Question	Answer
DOT uses electronic bidding, not envelope systems	Envelope is used as a figure of speech; CTsource accepts and encourages electronic responses.
When should we start posting on CT Source instead of Biznet?	You may begin posting as soon as you receive your credentials or as your Org Administrator is ready for you to do so. BizNet is slated to sunset for procurement activities in April 2021.
Is solicitation posted immediately or is there a lag?	You have the ability to schedule the solicitation posting time without any lag or delay.
How can we find out who our Department Administrator/s are?	A list of the administrators will be posted on our Resources page.
Is there a time restriction to post? Currently, If you post after 6:00pm, it will be posted the next day.	You have the ability to schedule a solicitation release and end date 24 hours a day. There is no lag between when it is scheduled and when it appears on the CTsource Bid Board.
Will individuals need to set up an account like we did for biznet?	Accounts will be created for users and credentials sent in February 2021. You will be required to change your password and finalize your account during your initial login. Additional users may be added/managed by your Org Administrator.
Was wondering if the non discrim, Form 1 - 7 would be listed so we would have the most updated forms to choose from. currently we have to manage those updated forms on our own.	Affidavits and other documents, such as insurance certificates, will be managed by the supplier in their CTsource account. There are links to the most current forms in the supplier's account profile located under Buyer Attributes and under View Vendors, Buyer Custom Fields.
Is there a minimum dollar threshold for CT source? Could this also be used to "get 3 quotes" from registered suppliers for purchases that would typically be done via P-card?	No, there is not a minimum dollar threshold for CTsource. The "Informal Solicitation" process is where you can manage the "3 quotes" referenced in your question.
If someone wants to receive proposals in CT Source but evaluate them outside CT Source, how could proposals be exported from CT Source?	There are two ways to accomplish this task: 1. Under Review/Award Actions column, select Evaluate Supplier Responses, on the Evaluation and Award page you may review the responses and save any attachments to your computer. 2. Under Review/Award Actions column, select Download Solicitation Documents and a zip file will be created to save to your computer.



<p>When I'm able to log into CT Source- will I be able to send a direct link to a specific contract similar to biznet? As of now I'm unable to send a direct link to any contracts on the contract board</p>	<p>This will differ from BizNet. You have the ability to send a hyperlink to the CTsource Contract Board. Then, they will need to search for the contract by contract number, keyword, etc.</p>
<p>When will we need to start posting on CT Source and discontinue using BizNet?</p>	<p>BizNet is currently slated to sunset in April 2021 for procurement activities.</p>
<p>My municipality uses our own electronic procurement system to advertise and score our postings. I believe it was already mentioned that we would be able to use CTsource, like we did with BizNet, as another advertisement tool. Is this still correct? Will there be a way to quickly bypass the Delivery & Payment terms, questionnaire, scoring etc.?</p>	<p>Yes, this is correct. You only need to complete fields with an asterisk on the Header page and may select Next Step on all other pages you do not wish to complete. Please follow the "Post Solicitation To Bid Board Quick Guide" located on the DAS contracting portal: https://portal.ct.gov/DAS/CTSource/CTSource</p>
<p>For towns (not state agencies) where is the best place to upload the bid specs? There were several areas to upload but which will the vendors see? Thanks</p>	<p>Bid specifications and other pertinent documents can be added under the "Attachments" tab in your solicitation.</p>
<p>follow-up, we use a third partner for receiving our electronic bids. Will this cause an issue with the posting?</p>	<p>No, this will not cause an issue with the posting however you will want to be clear in your posting that suppliers must respond only to your third partner system not CTsource.</p>
<p>How are the credentials determined?</p>	<p>A questionnaire type email has been sent to those interested in receiving login credentials for CTsource. Please contact das.ctsource@ct.gov to request credentials.</p>
<p>you mention workflows... who determines if workflows are used and are work flows available for all agencies</p>	<p>Approval Workflow will be determined by your Organization Administrator. Approval Workflow is available for all sub-orgs (agencies) to use.</p>
<p>what happens to bids posted in the current BizNet system that may still be active when the new system goes live?</p>	<p>BizNet is currently slated to sunset in April 2021 for procurement activities. Please plan accordingly.</p>
<p>If you miss a step when filling out the sections will the system allow you to continue or will a red flag appear and stop you from proceeding</p>	<p>The system will not allow you to continue to the next page if you missed a required step. If you need to go back to modify entries, you may use the Previous Step button or select Done on the Summary page to enter Edit Mode. In Edit Mode you may toggle freely between pages/sections within the solicitation.</p>



<p>What if your organization does not want electronic bid responses, only hard copies of sealed bids?</p>	<p>We highly encourage all entities to take advantage of the new online tools that allow you to receive responses electronically. This is the preferred approach. However, for those entities that already have an electronic bid response system or for those who are unable to receive bids electronically at this time (due to local regulations), in your solicitation please clearly specify how the solicitation responses are to be submitted, and emphasize to suppliers that they should not to respond electronically through CTsource.</p> <p>If you need to receive responses in a different manner than from the CTsource electronic response system, please specify either in the Title, Description and/or Attached Solicitation Documents clear instructions on how suppliers should send responses. There is no way to completely prevent electronic responses in CTsource, and your organization is responsible for defending any appeals if a supplier responds electronically through CTsource.</p>
<p>My question was about our town electronic site. We have a way to accept electronic bids currently. We just post the link in biznet.</p>	<p>CTsource offers similar functionality to BizNet. You must clearly specify how and where solicitations are to be submitted in either the description field or a document.</p>
<p>When we post our bid results/contract award should all signatures obtained (vendor/agency/Attorney General) be on the copy that is posted?</p>	<p>This is an organizational decision. DAS does not post signed documents on the Contract Board.</p>
<p>this state search is not as good as the old way that's for sure and seeing the doc's</p>	<p>CTsource offers new and enhanced search filters. We understand that it will take time to adjust to the new search functionality and format.</p>
<p>so just to the person that set up the solicitation or can we add additional email addresses to receive a notification?</p>	<p>Only the Solicitation Contact(s) and Registered Suppliers will receive notifications regarding the solicitation.</p>
<p>So, does a supplier HAVE to be a registered user of CT Source in order to submit proposals or ask questions? In the past some suppliers have not been on the BIZNET and we have submitted Q&A, Addendums, etc via emails.</p>	<p>A supplier must have a CTsource account in order to submit a response within CTsource. Solicitation contact information displays on the CTsource Bid Board so it is possible to receive questions from suppliers that do not have an account. The Q&A Center is not a required feature, you may continue to handle Q&A as you have with BizNet.</p>
<p>follow up, the solicitation appear on our website using this filter, can your IT people contact ours?</p>	<p>Please contact us for more information.</p>
<p>If a company submits a question on a bid that I have placed on CT Source, will CTSource send the question to my email address or do I have to check CTSource periodically during the solicitation period?</p>	<p>When using the Q&A Center the system will send email notifications to buyers and suppliers. The Notification Center will also display when a question has been asked.</p>



are these questions public are they vetted before publishing and if yes by who?	The questions asked in the Q&A Center are available for other suppliers invited to the solicitation to view. The buyer has the choice to publish the Q&A to the public bid board or only to suppliers associated with the solicitation.
this is too much to retain , the Town of Trumbull will continue to use to post bids on ct source to get more of audience , still doing bid openings in town with sealed bids and our process to select	You may use CTsource as you did with BizNet, however we are hoping over time you will be interested in more functionality.
For multiple awardees, can the contract creations be done at separate times, or must they all be done at once? Many awardees will have different contract start and end dates. Is that something that is also allowed?	Yes, separate contracts may be created for multiple awardees to accommodate different start and end dates. Contracts should reference a contract number with a suffix to connect the contracts.
Is there going to be an administrator to correct mistakes if we can't fix ourself. Meaning if the boxes are grayed out.	Please contact us for more information. You should be able to correct any mistakes on your own, grayed boxes typically represent fields that are associated with modules we are not authorized to use.
When we post our bid results/contract award should all signatures obtained (vendor/agency/Attorney General) be on the copy that is posted?	This is an organizational decision. DAS does not post signed documents on the Portal.
is there a report that shows what an agency currently has active or to show what stage bids and solicitations are at to help keep track of things.	The Solicitation Search (New) functionality is the best spot to determine this information; however, in the future a report may also be generated to accommodate.
unrelated- for CTsource contracted vendors- will users be able to view whether a vendor is small business down the line?	Yes, SBE/MBE's will be identifiable in CTsource.
Are all CT municipalities registered as vendors/suppliers in CT Source so they can respond to solicitations for grants being offered by state agencies?	No, municipalities must register themselves as suppliers in order to receive email invitations and respond to solicitations. Instructions to register are located on the contracting portal: https://portal.ct.gov/DAS/CTSource/CTSource
can we use CTSource to track current ethics forms and nondiscrimination certificates to see if a supplier is up to date or needs to submit a renewal form. And will the supplier be notified that these forms need to be renewed	Ethics forms and nondiscrimination certificates must be uploaded to a suppliers account and it is the supplier's responsibility to ensure they are current. There is not a notification associated with these forms.
can this system support a reverse auction?	CTsource does not currently have the ability to conduct a reverse auction. DAS uses CTsource to advertise the opportunity and determine which suppliers may participate in an auction that takes place with a third party system.
what is the address to ask for a stage account again	Staging access can be obtained by emailing das.ctsource@ct.gov .



Will you be working directly with State Agency IT staff on memorializing/saving content that won't be brought over when BizNet is sunsetted. This is very important as we are required to maintain these records per retention guidance.	Yes, we are working directly with State Agency IT staff.
Our agency currently displays our solicitations on our website using a filter from Biznet, will this functionality continue with CT Source?	CTsource has similar filtering functionality. On the Bid Board, solicitations can be filtered by type, commodity code, status, and organization.
Can we just post the link to our electronic bidding documents	Hyperlinks may be included in your attached documents directing suppliers to respond to your own electronic bidding system.
why can't we change the dates backwards?	WebProcure does not allow you to change the date backwards for active solicitations. Once the bid has been advertised, you can only move the due date forward.
How will you be notified when a new question is posted?	You will receive a system generated email notification when a new question is posted in the Q&A Center. When an answer is posted, registered suppliers will receive a similar system generated email notification.
If you cancel or delete a solicitation will you be able to use the same number at a later date?	You cannot duplicate a solicitation number. However, the system will accept minor revisions such as adding a letter at the end of the original solicitation number that was used.
I have BBR admin rights, will this functionality continue	This role was created for BizNet only and will not be available in CTsource.
Will all expired contract posted on CT Source be viewable similar to Biznet?	Contracts created in CTsource and/or migrated from BizNet that have expired are searchable on the CTsource Contract Board or within the application. Contracts previously awarded and expired in BizNet will not be available to search.
Need a phone number to call to ask questions when needed	Questions can be submitted to das.ctsource@ct.gov or by calling DAS Procurement at 860-713-5095. Staff will also be trained to answer functional questions.
Can we make agency specific "Test Procurement" to practice the steps?	All organizations have access to a training login for the stage environment.
Do suppliers get an alert when we post to the Bulletin Board and/or issue an addendum?	All suppliers invited to the solicitation will receive an email when a solicitation is posted and when an addendum is issued.
how do you log in? it doesn't have my town email , no user name no password , will this be sent to us ?	All user credentials will be sent to the individuals in February 2021.
(rather, when does biznet, go away permanently)?	BizNet is currently slated to sunset in April 2021 for procurement activities.



<p>How current suppliers in BIZNET will be notified about CT Source?</p>	<p>Currently contracted suppliers were invited to register prior to the DAS launch in August 2020. New suppliers are now being directed to the CTsource website to register there.</p> <p>https://portal.ct.gov/DAS/CTSource/CTsource</p>
<p>can we have that website address where these videos will be posted again?</p>	<p>https://portal.ct.gov/DAS/CTSource/CTsource-Resources/CTsource-Videos</p>
<p>Sounds like bids will received through this system? Where is the designated receiving area? Our bid comes through third party partnership</p>	<p>Electronic bid submissions may be view after the solicitation has closed under the Review/Award section of the Solicitation module.</p>
<p>Is it required to post Estimated Total Value of solicitation?</p>	<p>This is not a mandatory field. This is an informational field only unless you have chosen to set up approval workflow.</p>
<p>When does biznet die?</p>	<p>BizNet is currently slated to sunset in April 2021 for procurement activities.</p>
<p>Do you require suppliers to be registered with the Secretary of State?</p>	<p>Suppliers do not need to be registered to submit proposals, however, suppliers do need to be registered with the Secretary of State to be awarded a contract.</p>
<p>question about suppliers- in Biz net- when posting awards not all the suppliers were available. is the supplier list all the suppliers under a certain category that are loaded into CORE CT?</p>	<p>Suppliers must be registered in CTsource to respond to solicitations and awarded by the DAS Vendor Management Team to be awarded and/or create a contract.</p>
<p>So there are two sections for document uploads?</p>	<p>The documents section of CTsource is for the solicitations documents you want the suppliers to see and required with bid. The section on header for justification will be for agency approval only or informational purposes.</p>
<p>Please remind me, when does this new site go live? I need to jump at 9:30.</p>	<p>User credentials will be sent in early February 2021 with BizNet slated to sunset in April 2021. You may begin using CTsource when you receive your production login credentials. All presentations will be available on the CTsource website.</p>
<p>I may have missed this info - if so, I apologize - would like to know if the system will keep track of the vendors that download the bid plans & specs - to create a plan holders list</p>	<p>Yes, this information is captured under the "Solicitation Vendor Activity Report."</p>



<p>My municipality uses our own electronic procurement system to advertise and score our postings. I believe it was already mentioned that we would be able to use CTsource, like we did with BizNet, as another advertisement tool. Is this still correct? Will there be a way to quickly bypass the Delivery & Payment terms, questionnaire, scoring etc.?</p>	<p>Yes, this is correct. You only need to complete fields with an asterisk on the Header page and may select Next Step on all other pages you do not wish to complete. Please follow the "Post Solicitation To Bid Board Quick Guide" located on the DAS contracting portal: https://portal.ct.gov/DAS/CTSource/CTSource</p>
<p>Will we be able download & print the instructions?</p>	<p>Yes, there are videos guides available on our website (https://portal.ct.gov/DAS/CTSource/CTsource) as well as in the CTsource Help feature.</p>
<p>Our school district does not use electronic bidding, we require hard copies of sealed bids. Is there an option to post RFP's as we currently do without bidders responding electronically and bid responses being posted?</p>	<p>Yes, you may use this application as you are currently with BizNet. We highly encourage all entities to take advantage of the new online tools that allow you to receive responses electronically. This is the preferred approach. However, for those entities that already have an electronic bid response system or for those who are unable to receive bids electronically at this time (due to local regulations), in your solicitation please clearly specify how the solicitation responses are to be submitted, and emphasize to suppliers that they should not to respond electronically through CTsource.</p> <p>If you need to receive responses in a different manner than from the CTsource electronic response system, please specify either in the Title, Description and/or Attached Solicitation Documents clear instructions on how suppliers should send responses. There is no way to completely prevent electronic responses in CTsource, and your organization is responsible for defending any appeals if a supplier responds electronically through CTsource.</p>



<p>As a quasi-public, we use SCP to "advertise" our solicitations but proposals were not submitted via SCP. Is that still an option in CT Source?</p>	<p>Yes. We highly encourage all entities to take advantage of the new online tools that allow you to receive responses electronically. This is the preferred approach. However, for those entities that already have an electronic bid response system or for those who are unable to receive bids electronically at this time (due to local regulations), in your solicitation please clearly specify how the solicitation responses are to be submitted, and emphasize to suppliers that they should not to respond electronically through CTsource.</p> <p>If you need to receive responses in a different manner than from the CTsource electronic response system, please specify either in the Title, Description and/or Attached Solicitation Documents clear instructions on how suppliers should send responses. There is no way to completely prevent electronic responses in CTsource, and your organization is responsible for defending any appeals if a supplier responds electronically through CTsource.</p>
<p>Can we use our own solicitation numbers?</p>	<p>Yes, you can customize the solicitation number.</p>
<p>Can you announce a Q&A period without triggering the Q&A in CT Source?</p>	<p>Yes, you can specify your Q&A period and add instructions in the Requirements tab or in an attached document instead of using the Q&A Center.</p>
<p>Has DAS notified Biznet users of the future changes</p>	<p>Yes. All users were notified via email of the transition.</p>
<p>Can you submit an addendum that is not generated in CT Source?</p>	<p>Yes, you may create an addendum and add documents on the document section. New documents will upload under an addendum section on the Bid Board.</p>
<p>Can we download supplier questions so we can forward to program staff to prepare response?</p>	<p>Yes, there is an option in the Q&A Center which allows you to download to Excel.</p>
<p>Will there be a dry run for all of to try out before going live?</p>	<p>You may request access to the stage environment by emailing das.ctsource@ct.gov.</p>
<p>Will the state required bid forms be added to the upload documents for easy access since we can only select up to 5 uploads?</p>	<p>The system allows you to add five documents at one time. The total number of documents added to a solicitation can exceed five. Your Organization Administrator may add forms/templates in the document library for your Buyers to choose from.</p>



<p>At this time we are not accepting electronic bids, how are we able to work with our solicitations in CT Source without accepting electronic bids? It seems like CT Source is going to require an electronic submission.</p>	<p>We highly encourage all entities to take advantage of the new online tools that allow you to receive responses electronically. This is the preferred approach. However, for those entities that already have an electronic bid response system or for those who are unable to receive bids electronically at this time (due to local regulations), in your solicitation please clearly specify how the solicitation responses are to be submitted, and emphasize to suppliers that they should not to respond electronically through CTsource.</p> <p>If you need to receive responses in a different manner than from the CTsource electronic response system, please specify either in the Title, Description and/or Attached Solicitation Documents clear instructions on how suppliers should send responses. There is no way to completely prevent electronic responses in CTsource, and your organization is responsible for defending any appeals if a supplier responds electronically through CTsource.</p>
<p>Follow-up can the system receive electronic deposits, or paper checks?</p>	<p>CTsource does not collect deposits or payments.</p>
<p>When I previously looked at the list of UNSPC codes, they were very detailed for products (e.g there were multiple categories of kiwis), but did not include categories for services (e.g. environmental testing). How should we navigate that when doing solicitations for services?</p>	<p>You may search for the categories in CTsource and for more information you may access www.unspsc.org. There are service categories as well.</p>
<p>In the Q&A will an auto email be sent to notify of a question?</p>	<p>Yes, a system generated email notification will be sent to the Buyer managing the solicitation (Solicitation Contact).</p>
<p>Will i get notified when vendor has a question or have to check periodically</p>	<p>Yes, a system generated email notification will be sent to the Buyer managing the solicitation. However you should not rely on the email notification and periodically check the Q&A Center.</p>
<p>Are there any limitations to attachments?</p>	<p>Yes, filenames, file size and editing:</p> <ul style="list-style-type: none"> • Filenames should not include special characters; they may appear to save in CTsource but will not appear on the public boards. • File size cannot exceed 50MB. • Attachments cannot be removed when a solicitation is active on the Bid Board.