



State of Connecticut, Department of Administrative Services
CTsource Training Session 3: Contracts/ Master Agreements- Utilizing and
Management Functionality

Below is a list of the questions and answers submitted during CTsource Training Session 3: Contracts/ Master Agreements- Utilizing and Management Functionality on January 27, 2021.

Question	Answer
I see you are using the word "contract". Are you using contract and bids interchangeably? Thanks	The term "bid" is used to reference a solicitation. The term "contract" is used to reference an awarded solicitation.
If a vendor is not a CTSource vendor, how long does the CTSource registration process generally take?	A supplier can establish a username and password via the registration link for access to respond to a solicitation in less than 10mins. Upon determining an award to a supplier, all other DAS required fields and forms must be updated by the supplier in their account. Then the DAS Vendor Management Team will work with CORE to determine approval for the supplier in both CORE and CTsource.
I would strongly encourage that you look into sending reminders. Thank you.	Legislation to remove the affidavit and certification requirements is currently part of the Governor's bill and if approved will eliminate many documents required to include as part of our contracts.
Will the master contract still run through 2050?	The term "master contract" refers to a DAS Procurement multiple supplier award contract. This differs from the long-term master agreement contracts that DAS Procurement maintains. Master agreement contracts can be accessed on the CTsource Contract Board.



<p>What is considered a "special character" prohibited from file names? Is this something as basic as a - or _?</p> <p>What are the maximum characters for a filename?</p> <p>What other factors impact uploading a file?</p>	<p>Filenames cannot include the following special characters: forward slash (/), back slash (\), percentage (%), square brackets ([]), ampersand (&), question mark (?), colons (: or ;), comma (,), greater than (>), less than (<), quotes ("), pipes (), asterisk (*), pound (#), power of (^). Maximum file name size is 50 characters. File size may impact the uploading and downloading speed. Slower network connections may result in browser time-out issues which may lead to failed upload/download attempts.</p>
<p>We often update an attachment and under Biznet if the name was the same would be replaced. Will addition attachment appear if the same names are used.</p>	<p>This process differs in CTsource. Files with the same name will not overwrite each other. Any attachment added to the solicitation after it is active on the Bid Board will appear under an Addendum section for attachments.</p>
<p>What is the maximum length of the title for the contract?</p>	<p>100 characters</p>
<p>Is this process the same as posting an RFI?</p>	<p>Yes</p>
<p>Can we do a dummy solicitation for testing purposes</p>	<p>Yes! We encourage everyone to create a test solicitation(s) to familiarize yourself with the system. CTsource Stage credentials are available by contacting das.ctsource@ct.gov.</p>
<p>Can vendor search solicitations by Agency name?</p>	<p>Yes, both public boards offer a filter titled "Organizations" to search by Agency name.</p>
<p>Can you remove a bid once it's posted?</p>	<p>A solicitation can be cancelled/retracted but not removed entirely.</p>
<p>when is the go live on the new system?</p>	<p>Login credentials for the production environment will be sent in early February 2021.</p>
<p>If I have a pending bid- should I post to Biz net now or wait until next month to post on CT Source?</p>	<p>If possible, we recommend waiting until you receive your production login information so that you can begin posting in CTsource and familiarize yourself with the new functionality.</p>
<p>Will Biznet transition over or will existing solicitation be required to be re-entered</p>	<p>BizNet solicitations will not be required to be re-enter in CTsource. Please use CTsource for any solicitations that close after April 1, 2021</p>
<p>Will current mandated forms that are in BIZNET will migrate to CTSource?</p>	<p>No, suppliers will be responsible for updating and uploading any affidavits, insurance certificates, licenses, etc. to their new profile in CTsource.</p>
<p>We often find expired OPM forms other than Form 1. Will the system send a reminder to Supplier update the forms?</p>	<p>CTsource does not send reminders for any expiring document that is managed by the supplier other than a Certificate of</p>



	Insurance. Insurance reminders are identified by contract.
As a state agency when we post a rfp, does the respondents have to be a registered user of ct source	Suppliers must have a CTsource account in order to respond within the application, but solicitation information can be viewed by the general public on the CTsource Bid Board.
How do you look up the state mandated forms that are required for vendors?	The supplier's profile contains links to this information.
Is there a way to search contracts that are expiring? That way we know when to rebid.	Yes, you may search via the relevance feature on the Contract Board or Contract Search (New) logged into the application. There is also a report tool which will be available in the future.
Will Stage stay open after Production is in place so we can use it as a test database to practice in?	Yes, we will continue to have access to the stage environment as long as we are using CTsource! Note the stage environment does not contain the same data as production and some functionality may look different due to an upcoming release. This is identified in the Release Notes upon login to the environment.
What is the link so we can ask to be setup in stage?	Please request your staging credentials by sending an email to das.ctsource@ct.gov .
How is a vendor looked up performed in CT source?	Vendor look up can take place under Vendor View in the Vendor module; however, you may look up suppliers' information many different ways depending upon which module you are performing your search.
50 mb file size limit, but can you have multiple files that are individually less than 50 mb, but collectively greater than 50 mb?	In the Production environment, the individual file size limit 50Mb is for contracts and 80Mb is for solicitations. Yes, the total of all uploaded files can exceed the individual file size. Note: The file size limit in the Stage environment is 50Mb for all files.
Our agency does "sole source" contracts via standardization Transactions- will these contracts appear on CT source or still on the DAS web page https://portal.ct.gov/DAS/Procurement/Contracting/Standardization-Transactions	At this time, standardization transactions will be posted to the CTsource Contract Board in addition to, the DAS Standardization Transaction webpage.
Have the login and passwords been sent?	Login credentials for the production environment will be sent in early February 2021.



What is the size limitation of the attachments?	Solicitation attachments for both supplier and buyer is 80MB (in the production environment only). Contract attachments for buyer is 50MB.
Will we be able to see a full list of contracts that one vendor is a part of? Like we did in Biz net?	Yes, logged in as a user, under Current Contracts, you can enter the vendor name in the Contractor field and a list of current contracts will display in the search results.
So bids that have recently be entered into BizNet will not roll over, they will have to be re-entered as new into CTsource?	Correct BizNet bids will not roll over to CTsource. These bids will not have to be re-enter as new into CTsource. The solicitation process will continue and the resulting contract will be entered in CTsource.
Can you search by category to see all vendors who have signed up to receive notices for a category	Yes! Under View Vendor in the Vendor module you may search by many different categories including UNSPSC, statuses, etc.
This flow chart is next to impossible to follow, this is not user friendly	The "User Guides" do appear busy however you'll find them helpful when performing the steps. This was the most efficient way to provide the steps on one page.
Does the system allow us to post future amendments to contracts?	Yes, you can schedule future amendments.
What does the registration board contain?	This is where suppliers register to establish an account with CTsource. The following link will allow you to complete a supplier registration in the staging environment: Webprocure (perfect.com)
Will all the new DAS contract be placed via the bid board as well?	Contracts will only be available on the Contract Board. Solicitations (ITB, RFP, RFI, etc.) will be available on the Bid Board.
Is there an ability to determine a vendor's set-aside status?	Yes, you will be able to determine SBE/MBE status within CTsource. We are working on an interface to accommodate this information in the near future.
Do you need a login to search for a contract?	You do not need to be logged in to view the public boards. Login is required to access the CTsource application.
I'm right that members of an agency or authority can search the Contract Board without a CT Source login right?	Correct.
Do you plan to have additional training once CTSource goes live?	More training will available for specific organization needs; however, the resources provided as well as the



	WebProcure Help functionality will also assist you.
What again is the email address to request staged credentials?	das.ctsource@ct.gov
Is it a good idea to have the vendors send the responses through CTsource rather than email the person who posts the bids directly	Yes! CTsource allows for a secure and consistent method to receive responses. It also has great tracking, summarization and reporting capabilities.
If a vendor is not a CTSource vendor, how long does the CTSource registration process generally take?	The supplier "soft" registration process is very quick (10mins) to allow suppliers to respond to a solicitation by providing a username and password.
Is there a way to copy the attachments to save in a file?	Yes, each attachment is a hyperlink and can be opened and saved to your computer.
I clicked on the linked that was provide "CT source Video" but I also opened Microsoft Edge and I got a similar error message.	It sounds like a security issue with your firewall, please inquire with your IT support and contact us via email das.ctsource@ct.gov if you continue to have this issue.
Right now they get notification for From 1. will that reminder stop as well?	Yes it will stop. CTsource does not send reminders for any expiring document that is managed by the supplier other than a Certificate of Insurance. Insurance reminders are identified by contract.
When uploading a solicitation, can we add a new vendor in the system?	No, buyers cannot add new vendors to the system. Buyers can invite CTsource suppliers that are not automatically identified on the Suppliers page due to a commodity code mismatch between the supplier profile and the solicitation header.
Can the solicitation be access by non-registered vendors?	Yes, through the public Contract Board
Can we add documents to the library?	The Org Administrator will manage the Doc Library.
Can we add suppliers not already in CORE?	Buyers cannot add suppliers however suppliers may register without being approved by CORE.
How define Invitation to Bid?	The award is made to the lowest, responsible, qualified respondent.
Can you enter a contract without assigning a Contractor?	No, a contractor/supplier is a required field to save the contract in CTsource.
What if contractor isn't in CORE? Can it still be used to assign as a contract in Web procure?	If the contractor is paid via CORE the contractor must be established in CORE and approved in CTsource.



<p>What does "total value condition" mean?</p>	<p>A method of displaying the value of the contract as it relates to the pricing type; examples are estimate, fixed or not to exceed.</p>
<p>Why would someone use contract clauses? Please provide examples.</p>	<p>Contract clauses may be entered to assist with the specifics for the contract or predefined by your Org Admin as standard language for the contract one is building within the application. DAS is not using this feature as intended. Contract clauses are housed in the Field Library as version control for approved contract language and development of a contract template in Word.</p>
<p>How do we add documents to our document library?</p>	<p>The Org Administrator will manage the Doc Library.</p>
<p>How do I setup defaults as the administrator?</p>	<p>Training will be provided in for all Org Administrators.</p>