



State of Connecticut
Department of Administrative Services - Construction Services
Office of Legal Affairs, Policy, and Procurement
NEW CONSTRUCTION ONLINE BIDDING INSTRUCTIONS
FOR CTSOURCE (<https://portal.ct.gov/DAS/CTSource/CTSource>)

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Section 1: Register on CTsource

1.1	<p>CTsource – the NEW State Contracting Portal: As of August 3, 2020, the new e-Procurement system, “CTsource”, replaced BizNet as the “State Contracting Portal” for all Connecticut Department of Administrative Services / Construction Services (DAS/CS) Solicitations and Contracts. CTsource is a secure, web-based e-Procurement system implemented by the State of Connecticut with its partner, Perfect Commerce LLC (a PROACTIS Company), using their WebProcure application. Note: The Prequalification Program, Supplier Diversity Program, and Surplus Program will continue to operate using BizNet at the current time.</p>
1.2	<p>Register on CTsource: Although <i>anyone</i> can view Solicitations and Contracts on CTsource, only <i>registered</i> Suppliers* are able to <i>respond</i> to a Solicitation. To register your business, go to the Supplier Registration Portal on CTsource at: https://portal.ct.gov/DAS/CTSource/Registration. Detailed registration instructions can be found in the “CTsource Supplier Registration and Portal User Guide”, available for download from the CTsource website.</p> <p>*Examples of Suppliers include vendors, contractors, architects, engineers, consultants, service providers, manufacturers, distributors, and any others who are interested in doing business with the State of Connecticut.</p> <ul style="list-style-type: none"> • Update 10/15/2020: You may add additional users (to receive Solicitation notifications) by going into your account and selecting “Edit Users”. • Update 10/15/2020: Be sure to add the following addresses to your “accepted emails” list: CTsource@perfect.com WebProcure@perfect.com
1.3	<p>Update 10/15/2020: UNSPSC Commodity Codes for DAS Construction Services: All DAS Construction Services solicitations will typically use the following UNSPSC codes (United Nations Standard Products and Services Codes) for their Solicitations; it is highly recommended that businesses include the following codes in their company profiles in order to receive email notifications regarding DAS/CS Solicitations and Addenda:</p> <ul style="list-style-type: none"> ➤ Building and Construction Machinery and Accessories (22000000) ➤ Building and Facility Construction and Maintenance Services (72000000) ➤ Engineering and Research and Technology Based Services (81000000) ➤ Environmental Services (77000000) ➤ Land and Buildings and Structures and Thoroughfares (95000000) ➤ Management and Business Professionals and Administrative Services (80000000) ➤ Organizations and Clubs (94000000) ➤ Structures and Building and Construction and Manufacturing Components and Supplies (30000000)



Section 2: Upload Affidavits, Certifications, and Additional Company Information

<p>2.1</p>	<p>Affidavits and Certifications: In accordance with the Connecticut General Statutes (CGS) §§ 1-101qq, 4-250, 4-252, 4-252a, 4a-60, 4a-81(a), and 4a-81(b), DAS Construction Services requires each firm to properly complete, sign, date, and upload all of the required Affidavits and Certifications marked with an asterisk (*) below to their CTsource account under “Additional Required Attributes” <i>prior</i> to the end date and time of the Solicitation. Affidavit and Nondiscrimination forms are part of the firm’s <i>required</i> company information. Firms are responsible for maintaining and updating company information in their CTsource account as changes occur.</p> <p>The State may waive minor irregularities that otherwise may cause rejection of a Solicitation only when waiving such minor irregularities is in the best interests of the State and the minor irregularities have been corrected by the firm within seven (7) Calendar Days after the end date and time of the Solicitation. Failure to properly complete, sign, date, and upload all of the Affidavits and Certifications marked with an asterisk (*) below to CTsource <i>prior</i> to the end date and time of the Solicitation shall cause rejection of the Solicitation and shall not be considered a minor irregularity under CGS § 4b-95. Violations of Affidavits and Certifications (including, but not limited to, CGS §9-612(f)(2)(A)), may result in disqualification from entering into a State of Connecticut contract.</p>																
<p>2.1.1</p>	<p>To upload Affidavits and Certifications to CTsource, follow these instructions:</p> <table border="1"> <tr> <td data-bbox="300 1360 365 1396"> <p>.1</p> </td> <td data-bbox="365 1360 1508 1396"> <p>Log in to CTsource by clicking on the following link: https://portal.ct.gov/DAS/CTSource/Login</p> </td> </tr> <tr> <td data-bbox="300 1396 365 1432"> <p>.2</p> </td> <td data-bbox="365 1396 1508 1432"> <p>Under your name at the top right of the page, select “My Account”. A new screen will open.</p> </td> </tr> <tr> <td data-bbox="300 1432 365 1467"> <p>.3</p> </td> <td data-bbox="365 1432 1508 1467"> <p>Under Account Management, select “State of Connecticut” and “Additional Required Attributes”.</p> </td> </tr> <tr> <td data-bbox="300 1467 365 1503"> <p>.4</p> </td> <td data-bbox="365 1467 1508 1503"> <p>Scroll down to Statutory Affidavits / Certifications at the bottom of the page.</p> </td> </tr> <tr> <td data-bbox="300 1503 365 1545"> <p>.5</p> </td> <td data-bbox="365 1503 1508 1545"> <p>Access and download the following documents by selecting the two “Here” links: * Form 1. Gift and Campaign Contribution Certification * Form 5. Consulting Agreement Affidavit * Form 6. Affirmation of Receipt of State Ethics Laws Summary * Form 7. Iran Certification Nondiscrimination Certification – Form A, B, C, D, or E</p> </td> </tr> <tr> <td data-bbox="300 1545 365 1581"> <p>.6</p> </td> <td data-bbox="365 1545 1508 1581"> <p>Save each document to your computer. Follow the instructions in each document. Sign and notarize if required. Then scan each document to PDF and save to your computer.</p> </td> </tr> <tr> <td data-bbox="300 1581 365 1617"> <p>.7</p> </td> <td data-bbox="365 1581 1508 1617"> <p>Check the applicable boxes representing the documents you will be uploading and select “Save”.</p> </td> </tr> <tr> <td data-bbox="300 1617 365 1652"> <p>.8</p> </td> <td data-bbox="365 1617 1508 1652"> <p>Upload the documents prior to the end date and time of the Solicitation by returning to the “State of Connecticut” and selecting “Attachments”, then “Other documents” folder and “Upload New”.</p> </td> </tr> </table>	<p>.1</p>	<p>Log in to CTsource by clicking on the following link: https://portal.ct.gov/DAS/CTSource/Login</p>	<p>.2</p>	<p>Under your name at the top right of the page, select “My Account”. A new screen will open.</p>	<p>.3</p>	<p>Under Account Management, select “State of Connecticut” and “Additional Required Attributes”.</p>	<p>.4</p>	<p>Scroll down to Statutory Affidavits / Certifications at the bottom of the page.</p>	<p>.5</p>	<p>Access and download the following documents by selecting the two “Here” links: * Form 1. Gift and Campaign Contribution Certification * Form 5. Consulting Agreement Affidavit * Form 6. Affirmation of Receipt of State Ethics Laws Summary * Form 7. Iran Certification Nondiscrimination Certification – Form A, B, C, D, or E</p>	<p>.6</p>	<p>Save each document to your computer. Follow the instructions in each document. Sign and notarize if required. Then scan each document to PDF and save to your computer.</p>	<p>.7</p>	<p>Check the applicable boxes representing the documents you will be uploading and select “Save”.</p>	<p>.8</p>	<p>Upload the documents prior to the end date and time of the Solicitation by returning to the “State of Connecticut” and selecting “Attachments”, then “Other documents” folder and “Upload New”.</p>
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<p>2.2</p>	<p>Additional Company Information:</p>																
<p>2.2.1</p>	<p>Enter additional company information by returning to “State of Connecticut” and selecting “Additional Required Attributes”. Complete each section as indicated.</p>																
<p>2.2.2</p>	<p>Upload your W-9 by returning to “State of Connecticut” and selecting “Attachments”. Select the “W-9 Document” folder and “Upload New” to upload your W-9 document.</p>																

Section 3: View Solicitations, Plan Holder Lists, and Solicitation Attachments

<p>3.1</p>	<p>To view DAS Construction Services Solicitations and Plan Holder Lists, “Bookmark” the following webpage or save it to your list of “Favorite” websites: https://portal.ct.gov/DAS/Construction-Services/BidBoard</p>
<p>3.2</p>	<p>To view all Solicitations on CTsource, save the following webpage as a “Bookmark” or “Favorite” and go to “CTsource Bid Board”: https://portal.ct.gov/DAS/CTSource/CTSource</p>
<p>3.3</p>	<p>To view a Solicitation Summary and download Solicitation Attachments, single-click the title of the Solicitation on the Bid Board. Review the summary, scroll down, and single-click each blue bar to download Solicitation Documents. Double-click each document to open the document. If applicable, click “Enable Editing”. Save each document to your computer. Review the documents carefully; they contain important information and instructions required to respond to the Solicitation.</p>



Section 4: Respond to a Solicitation

All Solicitation responses must be **electronically uploaded** to **CTsource**. No hard copy (paper) responses will be accepted. Each firm is solely responsible for ensuring timely submission of their Solicitation response. Failure to allow adequate time prior to the end date and time of the Solicitation to complete and submit a response, particularly if technical support assistance is required, places the firm and their response at risk of not being accepted on time. Here are simplified instructions for uploading your response to CTsource:

4.1	Log in to CTsource by clicking on the following link: https://portal.ct.gov/DAS/CTSource/Login
4.2	Under Solicitations , select " View Current Solicitations ". A new screen will open.
4.3	Under Filter by Agency , select " DAS Construction Services ". Select " Submit ".
4.4	Find the Solicitation and select the three dots under Actions . Select " Add New Response ".
4.5	When the Quote box opens, give the response a title and select " OK ". The detailed Solicitation will open.
4.6	If Addendum Documents have been issued, review the Active Version of the Solicitation with Previous Versions by selecting a version from the drop-down menu. Select " Show Version Comparison " and " OK ". Review changes in yellow highlight . Select " Close " when you have finished reviewing the comparison.
4.7	Under Original Solicitation Documents , single-click each blue bar to download documents (including Addendum Documents , if applicable).
4.8	Select " Check All " for the Original Solicitation Documents and select " Accept ". <i>If this step is not completed, a bid cannot be uploaded.</i>
4.9	At the bottom of the page, select " Add Attachment ". If you do not see this command, not all documents have been opened and accepted.
4.10	The Supplier Attachments box will open. Select " Add Attachment " again.
4.11	The Upload Document box will open. Read the instructions for uploading.
4.12	Select " Browse " and attach up to 5 files at a time. Disregard the "Confidential" check box. Select " Upload ".
4.13	The Supplier Attachments box will re-open. Repeat the steps above to upload additional files. (Note: to delete a document, select the three dots to the right of the document and then select "Delete" and "OK".)
4.14	Upload the following documents as indicated:
4.14.1	Requests for Qualifications: One (1) QBS Submittal Booklet (file size must be 10mb or less).
4.14.2	Invitations to Bid (for Projects with Construction Costs Less Than \$500,000): 00 41 00 Bid Proposal Form 00 40 14 Certificate (of Authority) 00 43 16 Standard Bid Bond 00 45 14 General Contractor Bidder's Qualification Statement CHRO Bidder Contract Compliance Monitoring Report DAS Set-Aside Certificate
4.14.3	Invitations to Bid (for Projects with Construction Costs Greater Than \$500,000): 00 41 00 Bid Proposal Form 00 40 14 Certificate (of Authority) 00 43 16 Standard Bid Bond 00 45 14 General Contractor Bidder's Qualification Statement DAS Prequalification Certificate DAS Update (Bid) Statement
4.15	When uploading is complete, select " Done ".
4.16	The Review Response tab will open. Review your Draft Bid and select " Submit ". If your response is submitted correctly, you will see " Success! Bid Response Submitted " and " Submission confirmation email sent ". Note: The Requirements, Questionnaire, and Collaborate tabs are not used by DAS Construction Services at this time.
4.17	Scroll to the bottom and select " Close ".



Section 5: Delete or Edit a Submitted Response or Accept an Addendum

You are able to **delete** or **edit** a submitted response **before** the end date and time.

5.1 Delete Your Response:

- 5.1.1 Log in to **CTsource** by clicking on the following link: <https://portal.ct.gov/DAS/CTSource/Login>
- 5.1.2 Under **Solicitations**, select “**View Current Solicitations**”. A new screen will open.
- 5.1.3 Under **Filter by Agency**, select “**DAS Construction Services**”. Select “**Submit**”.
- 5.1.4 Find your **response** to the Solicitation. Select the **three dots** and “**Retract & Delete Quote Responses**”.
- 5.1.5 Select “**OK**” if you are sure you want to permanently remove your response for the bid.

5.2 Edit Your Response:

- 5.2.1 Log in to **CTsource** by clicking on the following link: <https://portal.ct.gov/DAS/CTSource/Login>
- 5.2.2 Under **Solicitations**, select “**View Current Solicitations**”. A new screen will open.
- 5.2.3 Under **Filter by Agency**, select “**DAS Construction Services**”. Select “**Submit**”.
- 5.2.4 Find your **response** to the Solicitation. Select the **three dots** and “**Retract & Edit Response**”.
- 5.2.5 Select “**Retract**” in the green bar and “**Continue**” when asked “Are you sure you want to retract the Bid?”.
- 5.2.6 Edit your response, following the instructions below (as applicable).

5.3 Review Addendum Documents:

- 5.3.1 If **Addendum Documents** have been issued, select the **Overview** tab.
- 5.3.2 Review the **Active Version** of the Solicitation with **Previous Versions** by selecting a version from the drop-down menu. Select “**Show Version Comparison**” and “**OK**”. Review changes in **yellow highlight**. Select “**Close**” when you have finished reviewing the comparison.
- 5.3.3 Under **Original Solicitation Documents**, single click the **blue bar(s)** to download **Addendum Documents**. Double-click each document to open the document. Save each document to the correct folder on your computer.
- 5.3.4 Select “**Check All**” for the **Original Solicitation Documents** and select “**Accept**”. ***If this step is not completed, your response will not be uploaded.***
- 5.3.5 Select “**Save Responses**”.
- 5.3.6 If you do not need to attach a document, select “**Close**” and the **Review Response** screen will open.

5.4 Attach a Document:

- 5.4.1 If you need to attach a document, select the **Attach Documents** tab.
- 5.4.2 The **Supplier Attachments** box will open. Select “**Add Attachment**”.
- 5.4.3 The **Upload Document** box will open. Read the instructions for uploading.
- 5.4.4 Select **Browse** and attach up to 5 files at a time. Disregard the “**Confidential**” check box. Select “**Upload**”.
- 5.4.5 The **Supplier Attachments** box will re-open. Repeat the steps above to upload additional files. (Note: to delete a document, select the three dots to the right of the document and then “**Delete**” and “**OK**”.)
- 5.4.6 When uploading is complete, select “**Done**”.

5.5 Submit Your Response:

- 5.5.1 Review your Draft Bid by selecting the **Review Response** tab.
- 5.5.2 If you are satisfied with your bid, select “**Submit**”. If your response is submitted correctly, you will see “**Success! Bid Response Submitted**” and “**Submission confirmation email sent**”.
- 5.5.3 **Note:** The Requirements, Questionnaire, and Collaborate tabs are *not* used by DAS Construction Services at this time.

- 5.6 Scroll to the bottom and select “**Close**”.



Section 6: After an Invitation to Bid Closes, View Bid Responses and Bid Tab

6.1	Log in to CTsource by clicking on the following link: https://portal.ct.gov/DAS/CTSource/Login
6.2	Under Solicitations , select “ View Current Solicitations ”. A new screen will open.
6.3	Under Filter by Agency , select “ DAS Construction Services ”. Select “ Submit ”.
6.4	Find the Solicitation and select the three dots under Actions . Select “ Award Report ”.
6.5	To view all Bid Responses , scroll down to Vendor Attachments and select the paper clip icon for each response.
6.6	To view the Bid Tab , scroll down to Award Documents and select “ Bid Tab ”.
6.7	When you are finished, select “ Done ”.

Section 7: Troubleshooting and System Requirements

7.1	Login Issues: If you are experiencing login issues with your User ID or password, please contact WebProcure Support (Proactis) at 866-889-8533 anytime from 8:00 AM to 8:00 PM Eastern Time, Monday through Friday or by sending an email to webprocure-support@proactis.com . If you try using a User ID or password several times that is incorrect, the system will lock you out. WebProcure Support is the only option to unlock you! If you forget your User ID or password, WebProcure Support will provide a temporary User ID or password. Also, if it has been a while since your last successful login and you receive an “inactive” message, contact WebProcure Support.
7.2	Internet Browser Requirements: DO NOT use Microsoft Internet Explorer! Acceptable internet browsers include Mozilla Firefox, Google Chrome, and Microsoft Edge.
7.3	Document Import Requirements: Prior to importing documents, ensure that the following requirements have been met; failure to do so may prevent you from being able to upload documents:
7.3.1	The document size must be less than 10mb.
7.3.2	The document name must be less than 50 characters.
7.3.3	The document name must not contain special characters such as , . & ; : % ()
7.3.4	Your internet browser’s “pop-up” blocker must be turned off.