



State of Connecticut
Department of Developmental Services

DDS

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

Operations Memo 2021-13

To: Purchase of Services Contracted Private Providers

From: David David, Director of Service Development and Support, Operations Center

Cc: Scott McWilliams, Chief of Fiscal/Administrative Services, Regional Directors, Assistant Regional Directors, Resource Administrators

Date: March 22, 2021

RE: CTsource Registration

The purpose of this memo is to notify DDS POS providers that the State of Connecticut has implemented a web-based, statewide e-sourcing solution called, **CTsource**. CTsource utilizes WebProcure software through a partnership with Perfect Commerce, LLC, and replaces Biznet as the portal for viewing Referral for Proposals (RFP's) and submission of providers' State Ethics Forms.

All DDS providers are required to register with and use CTsource to upload State Ethics Forms beginning with the 2021-2024 contract period. In order to do so, all DDS POS contract providers must complete the registration process no later than April 15, 2021. To register, providers should refer to the Registration Portal Guide included as an attachment to this memo or by visiting the following link: [Supplier Registration and Portal User Guide](#) .

As with Biznet, DDS recommends each provider assign an CTsource administrator whom has the responsibility of adding and deleting user access from their agency's CTsource profile.

As of April 1, 2021, all DDS RFP postings will be posted to CTsource.

More information related to CT Source can be obtained by visiting the CTsource website at the following link: <https://portal.ct.gov/DAS/CTSource/CTSource>

If you have any questions, please contact your assigned Provider Specialist.