CTsource Bid Board Information
(Updated July 1, 2023)

Welcome to the State of Connecticut's CTsource Bid Board! The CTsource Bid Board enables users to easily access and view statewide solicitation information.

CTsource is the State of Connecticut's Contracting Portal. The CTsource Bid Board provides public access to view the Department of Administrative Services Procurement Division (DAS) as well as all other CT state agencies, municipalities, and political subdivisions solicitation opportunities.

How to Conduct a Search on the Bid Board

The Bid Board has filters and free form text search capabilities, and the results can be further sorted by relevance.

The quickest way to perform a search is to enter the solicitation number or title in the Search field and the solicitation(s) matching your search criteria will populate in the results window. You may also enter free form text in the Search field alone or in conjunction with one or more filters to refine your search.

Filter mechanisms are available to narrow search results including: **Organization, Status, Bid Type,** and **Commodities** as described below. Once a filter is used, you may choose another filter to narrow your search further. The 'Sort Results By Relevance' drop down feature in the top right corner enables a sort by Ascending or Descending order for Start Date or End Date.

Organization Select Organization None selected	**Organization Filter** – By default, all solicitations published on the Bid Board will appear. Click the Select Organization button to refine the search. Use either the Tree View or alphabetical List View to select one or more organizations. Click the Apply button. Lists are alphabetical will sort by ascending (ASC) or descending (DESC) order.
Status ☐ Awarded (424) ☐ Canceled / Retracted (328) ☐ Open (182) ☐ Under Evaluation (5651)	**Status Filter** – Selecting 'Awarded' will list the solicitations selected for potential award. <u>Note</u>: a DAS Procurement solicitation is truly awarded when an active contract is published on the Contract Board. Choosing 'Open' will list active solicitations. The 'Under Evaluation' status represents solicitations that have closed, and supplier responses are under evaluation and have not been awarded.
Bid Types ☐ Invitation to Bid (3) ☐ Request for Proposal (2) ☐ DAS-CS Request for Qualifications (1)	**Bid Type Filter** – DAS Procurement bid types are as follows: Invitation to Bid, Request for Proposal, Request for Qualifications, Request for Information. Other bid types displayed are unique to specific organizations. See the last page of this guidance for a definitions list.
Commodities (500) Search & Select Commodity ☐ Building and Facility Construction and Maintenance	**Commodities Filter** – To search for a solicitation by commodity, enter the UNSPSC commodity code or the commodity name in the search field. Any codes matching your search criteria will populate. Please note that the State of Connecticut is using Version 17 of the UNSPSC commodity code set. A PDF version of the UNSPSC code set is accessible from the website: https://portal.ct.gov/DAS/CTSource/CTSource

Click **Apply Filter** button to display data based on the search filter options chosen.
Click **Clear Filter** button to clear the search filters to begin a new search.

The title bar on the Bid Board has the following icons:

📄	View All Public Solicitations
▦	Return to Bid Board Dashboard
👤	Log into WebProcure

Icons associated with status or actions for solicitations:

Icon	Description
⤙	Open Solicitation
✕	Closed Solicitation
💬	Solicitation Under Evaluation
★	Awarded Solicitation
📦	Solicitation Canceled/Retracted
人	Solicitation Has Been Amended
⚡	Solicitation is Ending Soon

Information Available on the Bid Board

Once the desired result is obtained, click on the **Solicitation Number** or **Solicitation Title** hyperlink to display the **Solicitation Summary** page.

The Summary page displays high level details about the solicitation like Start & End information, Contact Information, Commodity Code(s), Solicitation Items (if applicable) and Attachments.

Under Attachments, all related solicitation documents are published for review. Addenda will also be displayed under this section.

If the Q & A Center has been enabled for the solicitation, the last section on the summary page may display a rolling list of questions and answers associated with the solicitation during the allowed timeframe. Below is a sample of how it will look:

An addendum attachment will also include the list of Q & A in a summarized format.

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To view other solicitation requirements from the Bid Board, click the button in the top right corner of the summary page titled: *Print/Download solicitation summary*. This will launch a PDF version of the solicitation summary including other details not displayed on the summary page, if applicable. Note: this does not include the solicitation attachments. Each attachment will need to be downloaded and viewed separately. Suppliers registered with CTsource will see most solicitation details in online views.

Note: Some organizations like DAS Procurement will require suppliers to respond to a solicitation only via the CTsource application. To submit a solicitation response, vendors/suppliers/contractors must be registered in CTsource via this link: https://portal.ct.gov/DAS/CTSource/Create-a-CTsource-Account-for-Doing-Business-with-the-State.

After an Invitation to Bid solicitation closes, a bid tabulation summary (bid opening results) will be displayed in the *View award report(s)* button below to the *Print/Download solicitation summary* within 24 hours from the end date and time.

After clicking the button, an Award Report(s) window displays. Click the View button, to open a summary page. At the bottom of the page, the tabulation results may be viewed under the Award Documents section. Click on the document name hyperlink (*Bid Opening Results*) to see the summarize results.

Award Documents		
Type	Document Name	Creation Date
🖼	Bid Opening Results.xlsx	October 09, 2020 at 1:11:15 PM CDT

The award terminology on the Bid Board is not indicative of a true solicitation award for DAS Procurement Division. DAS Procurement displays only potential award information on the Bid Board. A Contract Award is represented as an active contract published on the CTsource Contract Board.

To share a link of a specific solicitation, click the share icon at the bottom right side of the summary page. The share menu bar options appear, select the preferred method to share the solicitation link.

The copy icon is the most popular to share via email. Simply click the icon and paste into the body of an email.