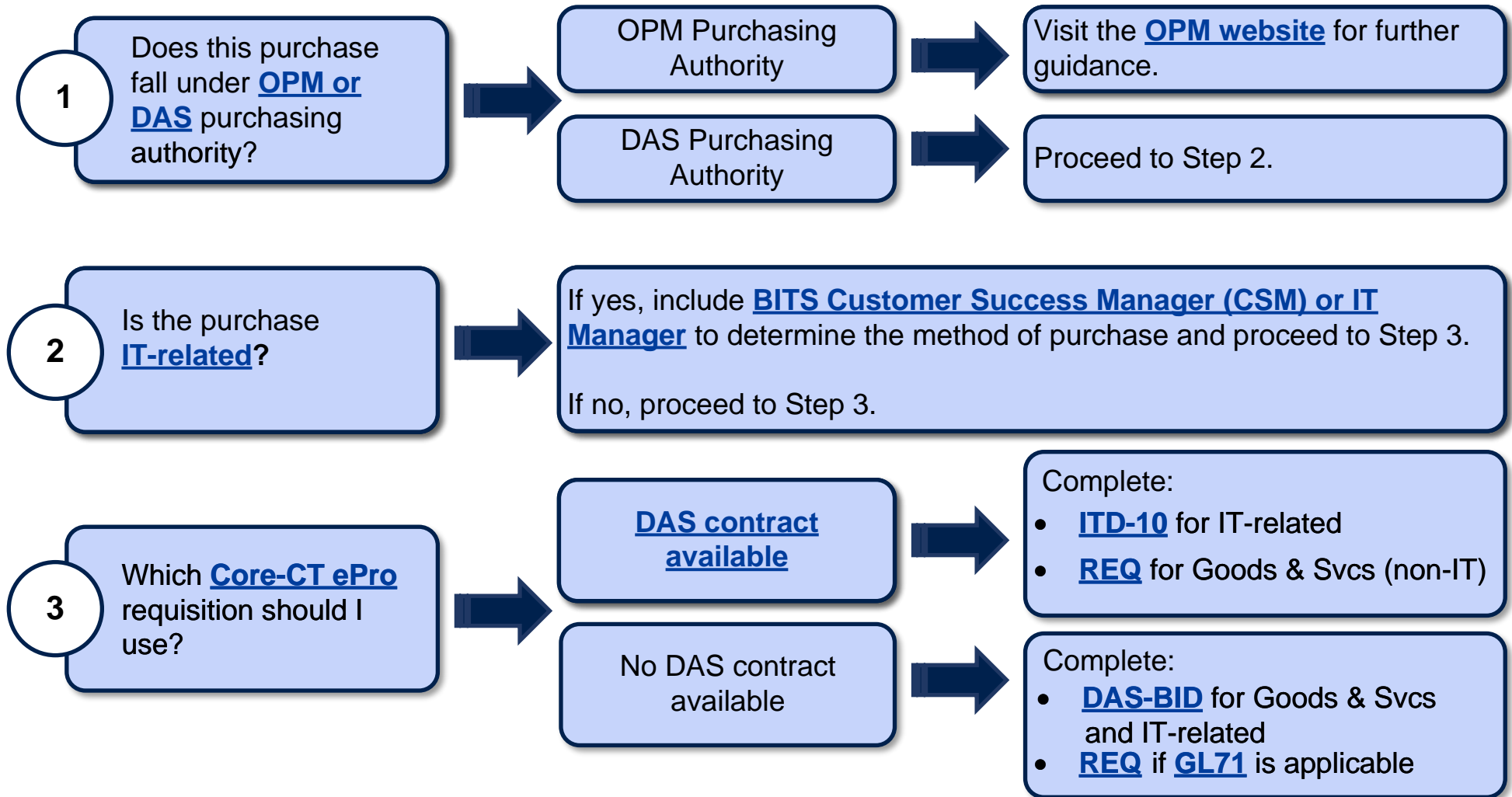




# Need to make a purchase for your agency?

Work with your **Business Office** to complete the following:



Click on the links for more information.



Call **DAS Procurement 860-713-5095** for further guidance or email **[DAS.Procurement@ct.gov](mailto:DAS.Procurement@ct.gov)**.

## How do I determine whether my purchase is through OPM or DAS?

**Note:** IT purchases must be made through DAS and cannot be made through Personal Service Agreement (PSA) or Purchase of Service (POS) contract types.

### OPM

**Establishes standards for the procurement of Personal Service Agreements and Purchase of Services for a specific agency**

**OPM** oversees two (2) types of contracts:

- **PSA** (Personal Service Agreement) professional services such as trainers, medical professionals, researchers, and actuarial services.
- **POS** (Purchase of Service Contract) the purpose of obtaining direct health and human services for agency clients, such as Group Homes for Persons w/ Disabilities, Substance Use Disorder Treatment Services, etc.



**OPM**  
860-418-6313 for  
further guidance.

### DAS

**Administers contracts for all Goods and Services including IT-related purchases and Telecommunications**

**DAS examples include:**

- Building Supplies and Services
- Cleaning and Janitorial Supplies and Services
- Engineering Services
- Hardware, Software and IT Consulting
- Office Furniture, Equipment and Supplies
- Printing Supplies and Services
- Management Services
- Security and Safety Supplies and Services, etc.

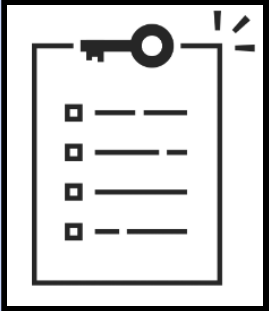


**DAS Procurement**  
860-713-5095 for  
further guidance.

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## How do I search the Contract Board?

### Search By:



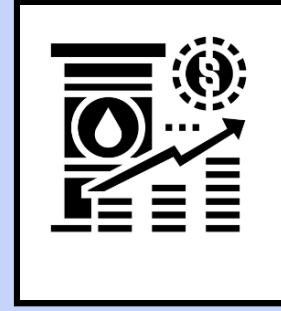
Key Word



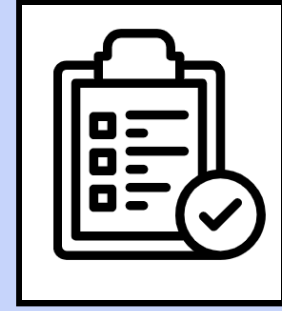
Contractor  
Name



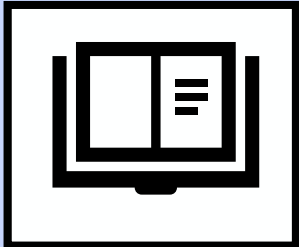
Contract  
Number



Commodity  
(both goods  
and services)



Active Status



Click the link to access the [Contract Board User Guide](#)

Click the link to access the [Contract Board](#)

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# How do I determine if my purchase is IT-related?

**If the answer is YES to any of the following, your purchase is IT-related:**

<b>Nature of the Product or Service</b>	Is the product or service primarily focused on information processing, data management, or communication technologies? Does it involve the use of computers, software, hardware, or electronic devices?
<b>Use of Technology</b>	Does the product or service rely on technology infrastructure such as computer networks, cloud services (computing, applications, platforms), servers, or databases? Is it designed to automate tasks, improve efficiency, or facilitate information exchange?
<b>Digital or Software Component</b>	Does the product involve the development, installation, or maintenance of software applications or systems? Is there a significant software component, such as a mobile app, web application, or desktop software?
<b>IT Industry Classification</b>	Is the product/service classified within the IT industry by relevant industry standards or organizations and fall under categories such as artificial intelligence, software development, hardware manufacturing, IT consulting, or telecommunications?
<b>Data Handling and Analysis</b>	Does the product or service involve the collection, storage, analysis, or visualization of data? Is it used for data processing, data security, or data management?
<b>Internet or Network Connectivity</b>	Does the product or service require internet access or network connectivity for its functionality? Is it related to network infrastructure, cybersecurity, or cloud computing?
<b>Industry Trends and Standards</b>	Does the product or service align with current trends and standards in the IT industry? Is it subject to certifications or regulations specific to IT-related goods and services?
<b>Expert Consultation</b>	Is this consultation with IT professionals or experts in the field who can provide valuable insights into whether a product or service is IT-related?
<b>Market and Customer Perception</b>	Does the target market and customers associate their usage of the product or service with IT or technology?
<b>Legal and Regulatory Considerations</b>	Are there any legal or regulatory definitions or classifications that categorize the product or service as IT-related?

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## For non-IT purchases of Goods & Services WITH an active DAS contract:

- 1 Follow the contract usage instructions prior to submitting the ePro requisition in Core-CT.
- 2 Are written quotations required? If **YES**, follow your agency's procedures to complete the requirements below. If **NO**, skip to **Step 3**.
  - Work with your agency Business Office to complete the Request for Quotations (RFQ) from awarded Contractors.
  - If the RFQ requires a detailed Statement of Work (SOW), work with Subject Matter Expert (SME) as needed to complete.
- 3 Follow your agency's procedures to complete and process an ePro **REQ** requisition in Core-CT to initiate purchase. When your requisition obtains final approval in Core-CT, a valid Purchase Order is issued to the Contractor.



Reach out to the Contract Specialist regarding any questions or requests related to the active contract.






No work shall be performed until a valid Purchase Order is issued.



Agencies shall only sign their specific SOW with the Contractor.

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## For IT-Related Purchases WITH an active DAS contract:

- 1 Follow the contract usage instructions prior to submitting the ePro requisition in Core-CT.
  - 2 Are written quotations required? If **YES**, follow your agency's procedures to complete the requirements below. If **NO**, skip to **Step 3**.
    - Work with your agency Customer Success Manager (CSM) or IT Manager and/or Business Office to complete the Request for Quotations (RFQ) from awarded Contractors.
    - If the RFQ requires a detailed [Statement of Work \(SOW\)](#), work with your CSM or IT Manager and/or Subject Matter Expert (SME) as needed to complete.
    - If purchase is for a cloud-based solution, work with your CSM or IT Manager to complete the CT DAS BITS Cloud Questionnaire.
  - 3 Follow your agency's procedures to complete and process an ePro [ITD-10](#) requisition in Core-CT to initiate purchase. When your requisition obtains final approval in Core-CT, a valid Purchase Order is issued to the Contractor.
-  Some ITD-10 purchase requests require [additional approvers](#) in DAS Procurement; requester should confirm with their CSM/IT Manager (e.g, End User License Agreement (EULA) or Terms of Use).
-  Reach out to the Contract Specialist regarding any questions or requests related to the active contract (e.g., Product Schedule Update (PSU) requests).
-  Agencies shall only sign their specific SOW with the Contractor.

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## For Goods and Services and IT-related purchases with NO active DAS contract:

- 1 Work with your agency Business Office and Subject Matter Expert (SME) to provide supporting documentation describing the purchase.

  - If purchase is IT-related, work with BITS Customer Success Manager (CSM) or IT Manager.
  - If purchase is a cloud-based solution, complete the CTDAS BITS Cloud Questionnaire.
- 2 Follow your agency's procedures to complete the ePro [DAS-BID](#) requisition in Core-CT to begin the procurement process. If purchase is IT-related, [ad hoc](#) the appropriate BITS approver for the purchase as per your CSM or IT Manager to Core-CT approval workflow prior to the BID Approver step.
- 3 DAS Procurement will review and evaluate the DAS-BID requisition. An assigned Contract Specialist (CS) will communicate next steps. **Note:** If a DAS contract is identified, the DAS-BID requisition will be denied; the requisition comments will cite the contract number to be used and how to initiate next steps.



Agencies may view an ePro requisition status from the Manage Requisitions page in Core-CT.



[Helpful Hints for IT Purchases](#)

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## Helpful Hints for IT Purchases:

### **Scenario 1 – Your technology purchase on an active DAS contract requires a software license or grant of use license:**

DAS Procurement must be involved in the negotiation of all license agreements to ensure compliance with the contract. Work with your CSM/IT Manager to determine if an agreement is included in your purchase. Examples include: Master Service Agreement (MSA); End User License Agreement (EULA); or Terms of Use. Sometimes an MSA, EULA or Terms of Use may be included on an order form; terms and conditions may be embedded within links that require negotiation prior to completing the purchase. Include the CTDAS BITS Cloud Questionnaire as applicable.

To request DAS Procurement, the ITD-10 requester must [ad hoc](#) Leslie Cote, IT Contract Team Leader, after the BITS APPROVAL step in the Core-CT approval workflow; purchase orders cannot be sent to the Contractor until DAS has negotiated and approved the license agreement.

### **Scenario 2 – Agency is aware of a specific Contractor providing a cloud application using another governmental entity contract (piggyback):**

Work with your CSM/IT Manager to complete the CTDAS BITS Cloud Questionnaire and obtain BITS approval. Obtain a quotation from the Contractor, if applicable. Attach a copy of the governmental entity contract, the BITS approved CTDAS BITS Cloud Questionnaire, if applicable, the quotation, along with any other supporting documentation to the DAS-BID requisition.

### **Scenario 3 – A cloud application with an unknown contractor not on an active DAS contract:**

Work with your CSM/IT Manager to complete as many sections as possible of the CTDAS BITS Cloud Questionnaire and Statement of Work. This will assist the Contract Specialist to develop specifications for the solicitation. Attach the CTDAS BITS Cloud Questionnaire and Statement of Work (with any other purchase-related documentation) to the DAS-BID requisition.



**An agency is responsible for the preparation, negotiation and execution of an SOW. CSM/IT Manager will assist end user(s) with the technical requirements. DAS Procurement is available as a resource.**



**Contractor demonstrations must be approved in advance by BITS and include your CSM or IT Manager.**

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# List of Customer Success Managers and IT Managers

Note: CSM should collaborate with DAS Procurement as needed.

## Health and Human Services

**Social Services (DSS)**  
Michelle Arbrahamson

**Mental Health and Addiction (DMHAS)**  
Luisa Deprey

**Developmental Services (DDS)**  
Chris Brennen

**Psychiatric Security Review Board (PSRBO)**  
Luisa Deprey

**Children and Family (DCF)**  
Eric Nixon

**Public Health (DPH)**  
Dennis Mitchell

**Health Strategy (DHS)**  
Beth Lehn

**Veterans Affairs (DVA)**  
Beth Lehn

**Early Childhood (DEC)**  
Dhwani Pandya

## Justice and Safety

**Corrections**  
Tomasz Kazmierczak

**Board of Pardons and Paroles (BOPP)**  
Tomasz Kazmierczak

**Emergency Services and Public Protection (DESPP)**  
Steve Mann

**Military (MIL)**  
Tomasz Kazmierczak

**Criminal Justice Information Systems (CJIS)**  
Vacancy

## General Admin

**Governor and Lt Governor (OTG, OLTG)**  
Beth Lehn

**Administrative Services (DAS)**  
Suchi Behal

**Governmental Accountability (OGA)**  
Beth Lehn

**Commission on Human Rights and Opportunities (CHRO)**  
Suchi Behal

## Business and Community

**Economic and Community Development (DECO)**  
Jim Mindek

**Housing (DOH)**  
Jim Mindek

**Revenue Services (DRS)**  
Jamie Gamble

**Labor (DOL)**  
Mauro Carducci

**Consumer Protection (DCP)**  
Scott Grabowski

**Workers Comp Commission (WCC)**  
Scott Grabowski

**Banking (DOB)**  
Angela Taetz

**Insurance (DOI)**  
Scott Grabowski

**Healthcare Advocate (OHA)**  
Scott Grabowski

**Workforce Strategy (OWS)**  
Jim Mindek

## Education

**Education (SDE)**  
Dom Falcone

**Technical and Educational Careers (CTECS)**  
Jim Mindek

**State Library (CSL)**  
Beth Lehn

**Office of Higher Education (OHE)**  
Scott Grabowski

## Natural and Physical Resources

**Transportation (DOT)**  
Jose Romero

**Motor Vehicles (DMV)**  
Vacancy

**Energy and Environmental Protection (DEEP)**  
Angela Taetz

**CT Siting Council (CSC)**  
Angela Taetz

**Office of Consumer Counsel (OCC)**  
Angela Taetz

**Agriculture (DoAG)**  
Jamie Gamble

**Agriculture Experimentation Station (AES)**  
Jamie Gamble

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