



**Contracts**

**Telecom Equipment &  
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## ***New Process for Creating DAS Standardization Transactions under \$50,000***

Effective this May, there will be a new process for Approved Standardization Transactions under \$50,000.

For approved Standardization Transactions valued under \$50,000 agency users will need to create a Core-CT Help Desk ticket in Footprints at: <http://footprints.ct.gov/MRcgi/MRentrancePage.pl>

Log into Footprints and select the CORE-CT Help Desk. The Service Catalog will display. Type Standardization Transaction into the search field and the required form will display.

The following information will be required: Agency Business Unit, Requisition ID, Approved/Denied, Vendor ID, Start and End dates and total Dollar Amount.

The Standardization Transaction Form ST-84 provided by DAS Procurement will need to be attached to the ticket. CORE-CT will run the process to convert the requisition into a contract and close the requisition. The Standardization Transaction Form ST-84 will be attached to the contract. Once converted, agencies will need to review, update (if necessary) and approve the contract.

When a Standardization Transaction is denied, (regardless of dollar amount) agencies will log a ticket in Footprints for Core-CT to close the requisition by using the same Standardization Transaction form and checking the Denied check box.

Agencies should review the detailed Job Aid for this process on the Core-CT website at the link here: <http://www.core-ct.state.ct.us/financials/epro/Default.htm>

For additional assistance, whether through Footprints or calling the Help Desk go to: <http://www.core-ct.state.ct.us/help.html>



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## Contracts Awarded over the last 14 Days

Click on the category to see the contract  
Adobe Acrobat Required

**14PSX0296** Window Washing, Carpet and Upholstery Cleaning for DMHAS

**14PSX0317** Property Management Services

**14PSX0339** Guide Rail Installation

**15PSX0005** Spectrophotometers, Chromatographs, Analyzers and Related Specialized Laboratory Equipment

**15PSX0010** Books - Trades, text, technical, medical, paperback, library, university press, "Net" books etc.

**15PSX0011** Window Blinds and Accessories

**15PSX0039** Influenza Virus Vaccine, Flublok Influenza Vaccine & Other Miscellaneous Vaccines

**15PSX0079** Auto and Truck Windshield Replacement

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## New Fuel Contract

DAS has recently awarded the new Fuels Contract 15PSX0035 that will be effective on July 1, 2015. This contract will provide low-sulfur No. 2 heating fuel, low-sulfur No. 1 and 2 diesel fuel and 87 octane, 10% ethanol gasoline for All Using State Agencies. The Contract 15PSX0035 has also been made available to all Connecticut Towns, Municipalities and Political Sub-Divisions of the State.

Note that this contract will replace the following contracts on its effective date of July 1, 2015.

11PSX0079 – Gasoline

12PSX0029 - No. 1 and 2 Diesel Fuel

12PSX0028 Heating Oil

## Telecom Equipment & Service Requests

The Core-CT Supply Chain Team in conjunction with the DAS Business Office, developed and implemented a new ePro requisition process for Telecom Equipment & Service requests that went into effect on May 26, 2015.

Agencies are required to requisition Telecom Equipment and Services directly with the contracted vendors using a new TSR Core-10 type (TSR-EQUIP and TSR-MACR) in the Core-CT eProcurement module. The Core-10 type "TSR-EQUIP" should be chosen for telecom equipment purchases. "TSR-MACR" should be chosen for moves, adds, changes and repairs of existing equipment.

The Telecom vendors were emailed notification by the DAS Business Office about the change in the way the State of CT will issue orders for contracted telecom equipment and services.

The TSR Requester role has been created in Core-CT for users who will only be requisitioning for Telecom equipment and services. Users requiring this role should contact their Core-CT Security Liaisons. Agencies can locate their Core-CT Security Liaisons at: [http://www.core-ct.state.ct.us/security/fin\\_liaisons.asp](http://www.core-ct.state.ct.us/security/fin_liaisons.asp) The Multi Requester role has access to the new Telecom Core-10 TSR values.

The eProcurement TSR Training presentation can be found at the link.

Agencies should review the detailed Job Aids for creating TSRs, and TSR Frequently Asked Questions (FAQs) on the Core-CT website.

Telecom contracts and master agreements can be found on the State Contracting Portal at: [http://www.biznet.ct.gov/SCP\\_Search/Default.aspx?AccLast=1](http://www.biznet.ct.gov/SCP_Search/Default.aspx?AccLast=1) For an issue creating a TSR-EQUIP or TSR-MACR requisition in Core-CT, users can either log a ticket with Footprints at <http://footprints.ct.gov/footprints> or call the Core-CT Help Desk at (860) 622-2300.