



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

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Section 1: Register on CTsource	
1.1	CTsource – the <i>NEW</i> 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.
1.2	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 . *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.
1.2.1	You may add additional users by clicking on “My Account” under your profile name and selecting “Edit Users > Add New User”.
1.2.2	Be sure to add the following addresses to your “ accepted emails ” list: CTsource@perfect.com and WebProcure@perfect.com
1.2.3	To receive email notifications of solicitations and addenda, click on “My Account” under your profile name and select “Edit Main Org Info”. Scroll down to “Bid Notification”. Check all boxes. <i>Only those contacts will receive emails; additional users will not receive emails.</i>
1.3	UNSPSC Commodity Codes: DAS Construction Services will <i>always</i> use the following United Nations Standard Products and Services Codes (UNSPSC) in their RFQs and Invitations to Bid; it is highly recommended that businesses include these codes in their company profiles in order to receive email notifications regarding DAS/CS Solicitations and Addenda:
1.3.1	Consultants Responding to RFQs and On-Call RFQs:
➤	Engineering and Research and Technology Based Services (81000000)
➤	Work Related Organizations (94100000)
1.3.2	Contractors Responding to Invitations to Bid / CMR RFQs / Design-Builder RFQs:
➤	Building and Facility Construction and Maintenance Services (72000000)



Section 2: Attachments, Certifications, Representations, Additional Company Information, and Employee Information

2.1	<p><i>Provide with Bid (or Proposal) and Contract: Attachments, Certifications, and Representations:</i></p> <p>NEW AS OF JULY 1, 2021: Important Note: In accordance with the Connecticut General Statutes (CGS) §§ 1-101qq, 4-250, 4-252, 4-252a, 4a-60, 4a-60a, 4a-81(a), 4a-81(b), and 9-612, as amended by Public Act 21-76, Firms responding to a bid or proposal are no longer required to upload Affidavits and Certifications to their CTsource account. Instead, Firms are required to complete the Attachments in the 00 41 00 Bid Proposal Form (Attachments 1 and 2) or the QBS Submittal Booklet (Attachments 2.1 and 2.2 in Division 2), as applicable to the type of solicitation. Firms are also required to agree to Certifications and Representations provided in the updated Contract (as described in the 00 21 13 Instructions to Bidders or 1212 QBS Submittal Booklet Instructions, as applicable).</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. Violations of certain Certifications and Representations (including, but not limited to, CGS §9-612(f)(2)(A)), may result in disqualification from entering into a State of Connecticut contract.</p>
2.2	<p><i>Upload to CTsource: Additional Company Information and Employee Information for State of Connecticut, CHRO:</i></p>
2.2.1	<p>Log in to CTsource by clicking on the following link: https://portal.ct.gov/DAS/CTSource/Login</p>
2.2.2	<p>Under your name at the top right of the page, select "My Account". A new screen will open.</p>
2.2.3	<p>Select Account Management on the left site of the screen. Select "State of Connecticut" and "Additional Required Attributes". Complete each section as indicated, including the section titled "Employee Information for State of Connecticut, Commission on Human Rights and Opportunities (CHRO)".</p>
2.2.4	<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 List, and Solicitation Documents

3.1	<p>Solicitations: Bookmark the following webpages (or save them to your list of "Favorite Websites").</p>
3.1.1	<p>To view DAS Construction Services solicitations, go to the DAS Construction Services Bid Board: https://portal.ct.gov/DAS/Construction-Services/BidBoard.</p>
3.1.2	<p>To view all State of Connecticut solicitations, go to the CTsource Bid Board: https://portal.ct.gov/DAS/CTSource/CTSource</p>
3.2	<p>Plan Holder List: To view the DAS Construction Services Plan Holder List, go to the DAS Construction Services Bid Board (https://portal.ct.gov/DAS/Construction-Services/BidBoard). Select the "View Plan Holder List".</p>
3.3	<p>To download Solicitation Documents (and review a summary of the solicitation), 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” or “Administrative 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. IMPORTANT NOTE FOR ADDENDUMS: If Addendum Documents have been issued, you MUST download the documents! <i>If this step is not completed, a bid cannot be uploaded.</i>
4.8	Select “Check All” for the Original Solicitation Documents (including Addendum Documents, if applicable) 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): 1. 00 41 00 Bid Proposal Form 2. 00 40 14 Certificate (of Authority) 3. 00 43 16 Standard Bid Bond 4. 00 45 14 General Contractor Bidder’s Qualification Statement 5. CHRO Bidder Contract Compliance Monitoring Report 6. DAS Set-Aside Certificate
4.14.3	Invitations to Bid (for Projects with Construction Costs Greater Than \$500,000): 1. 00 41 00 Bid Proposal Form 2. 00 40 14 Certificate (of Authority) 3. 00 43 16 Standard Bid Bond 4. 00 45 14 General Contractor Bidder’s Qualification Statement 5. DAS Prequalification Certificate 6. 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. *See Subsection 1.2.3 regarding email notifications.
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 **IMPORTANT:** 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. You **MUST** download all Addendum Documents in order to submit your bid!
- 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 a Solicitation Closes, View Responses and/or Bid Tab

6.1	<p>Go to the DAS Construction Services Bid Board (https://portal.ct.gov/DAS/Construction-Services/BidBoard), scroll down and click on the appropriate solicitation, and click on the “View Award Report” in the top right corner (next to the “Print/Download solicitation summary”). Scroll down:</p> <ul style="list-style-type: none"> • Individual Bid Responses will be available under “Vendor Attachments”. • The Bid Tab Sheet will be available under “Award Documents”. <p>Note: If “View Award Report” is not available, then it has not yet been published – check back later in the day.</p>
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Section 7: Troubleshooting, System Requirements, and Additional Questions

7.1	<p>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.</p> <ul style="list-style-type: none"> • If you enter an incorrect User ID or password several times, the system will lock you out. Contact WebProcure Support – that is the only option to unlock you! • If you forget your User ID or password, contact WebProcure Support for a temporary User ID or password. • If it has been a while since your last successful login and you receive an “inactive” message, contact WebProcure Support to reactivate your account. 								
7.2	<p>Internet Browser Requirements: DO NOT use Microsoft Internet Explorer! Acceptable internet browsers include Mozilla Firefox, Google Chrome, and Microsoft Edge.</p>								
7.3	<p>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:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">7.3.1</td> <td>The document size must be less than 10mb.</td> </tr> <tr> <td>7.3.2</td> <td>The document name must be less than 50 characters.</td> </tr> <tr> <td>7.3.3</td> <td>The document name must not contain special characters such as , . & ; : % ()</td> </tr> <tr> <td>7.3.4</td> <td>Your internet browser’s “pop-up” blocker must be turned off.</td> </tr> </table>	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.
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7.4	<p>Bid Submittal Issues: If you are unable to submit your bid, return to the Overview tab and ensure that <i>all Addendum Documents</i> have been <i>opened and downloaded</i> to your computer.</p>								
7.5	<p>Frequently Asked Questions:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">7.5.1</td> <td> <p>Why Can’t I Click “Select” and “Accept” in the Solicitation? You need to select “Add New Response” and create a Quote (which you can rename) in order to “Select” and “Accept” the boxes next to the documents.</p> </td> </tr> <tr> <td>7.5.2</td> <td> <p>Does My Firm Need To Be Prequalified To Bid? All projects greater than \$500,000 require a bidder to be currently prequalified. To find the specific prequalification requirements for a project, see page 1 of the Invitation to Bid under “Bidding Limited To”. The Invitation to Bid can be downloaded from the DAS Construction Services Bid Board on CTsource (https://portal.ct.gov/DAS/Construction-Services/BidBoard).</p> </td> </tr> <tr> <td>7.5.3</td> <td> <p>How Do I Find The Pre-Bid Site Meeting Attendance List? The Pre-Bid Site Meeting Attendance List will be provided in an addendum to the solicitation. To find the addendums for a solicitation, go to the DAS Construction Services Bid Board (https://portal.ct.gov/DAS/Construction-Services/BidBoard), scroll down and click on the appropriate solicitation, and click on the link(s) for the addendums. If there are no addendums, then the Pre-Bid Meeting has not yet taken place.</p> </td> </tr> </table>	7.5.1	<p>Why Can’t I Click “Select” and “Accept” in the Solicitation? You need to select “Add New Response” and create a Quote (which you can rename) in order to “Select” and “Accept” the boxes next to the documents.</p>	7.5.2	<p>Does My Firm Need To Be Prequalified To Bid? All projects greater than \$500,000 require a bidder to be currently prequalified. To find the specific prequalification requirements for a project, see page 1 of the Invitation to Bid under “Bidding Limited To”. The Invitation to Bid can be downloaded from the DAS Construction Services Bid Board on CTsource (https://portal.ct.gov/DAS/Construction-Services/BidBoard).</p>	7.5.3	<p>How Do I Find The Pre-Bid Site Meeting Attendance List? The Pre-Bid Site Meeting Attendance List will be provided in an addendum to the solicitation. To find the addendums for a solicitation, go to the DAS Construction Services Bid Board (https://portal.ct.gov/DAS/Construction-Services/BidBoard), scroll down and click on the appropriate solicitation, and click on the link(s) for the addendums. If there are no addendums, then the Pre-Bid Meeting has not yet taken place.</p>		
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