



CTsource Contract Board User Guide

Welcome to the State of Connecticut's CTsource Contract Board! The Contract Board was activated in August 2020 and enables users to easily access and view State of Connecticut contract information.

The Contract Board defaults to displaying all active contracts posted by State entities:

- **AGENCY CONTRACTS:** Contracts bid and awarded by state agencies and political subdivisions under their delegated purchasing authority are posted to the Contract Board.
- **STATEWIDE CONTRACTS:** All Statewide Contracts awarded by the Department of Administrative Services; Procurement Division (DAS) are posted to the Contract Board. These contracts including associated contract documents can be easily found by selecting the filter Organization name:
 - State of CT – DAS Procurement. DAS statewide contracts are either a single supplier or multiple supplier contracts. Specific instructions included within the contract documents provide details as to how to use the contract.

How to Conduct a Search on the Contract Board

The Contract Board allows one to view active and expired contracts. By default, all active contracts posted on the contract board will be listed. The Contract Board has fields and filters to narrow search capabilities, including being able to search by supplier/contractor name and/or commodity codes. Note: the search functionality is dynamic and will only return matching results found within the fields on the Contract Board Summary page. Keyword search functionality is not available.

The quickest way to obtain contract details is by entering the contract number or the title in the Search field and contracts matching the search criteria will populate.

- Use the Advanced Search icon to the right-hand side of the Search bar to reveal a Search By Supplier field. This field allows one to search by a particular supplier's contracts. The supplier's name will populate below the search box if it exists in CTsource. Note: One must enter a supplier's name as it appears in CTsource. DBA (Doing Business As) information is not searchable via this search field.
- Filter mechanisms available to narrow one's search include the Status Filter, Type Filter, Organizations Filter, and the Commodities Filter as described below. Once a filter is used, one may choose another filter to further narrow the search. One can also search within the individual filter options that offer more than the number displayed, for example, Organizations or Commodities. Preserve Filter: Retains all applied filter criteria for subsequent searches.
- **Status Filter** – Choosing 'Expired' will populate contracts that have expired. Selecting 'Active' will list the current active contracts. Using the 'Issued' filter will

populate contracts established that are not yet active.

- Numbers in parentheses represent the number of contracts available to view for that status.
- **Type Filter** – DAS Procurement contract types are: 'Migrated DAS Contract' (contracts awarded in BizNet), 'DAS Contract' (contracts awarded in CTsource), 'Standardization Transaction' (waiver of the bid).
- **Authorizations Filter** – Displays contract groupings identified as emergency utilization, cooperative, piggyback, or master. Master contracts are multiple supplier awarded contracts only established by DAS Procurement.

Note: The 'Sort Results By Relevance' drop down feature where one can sort by Ascending or Descending order for fields: Start Date, Expiration Date, Vendor Name and Contract Title.

Information Available on the Contract Board

- Click on the Contract Number or Contract Title of interest to view the Contract Summary information.
- From the Summary page, one may view summary information electronically on the page or select the PRINT/DOWNLOAD CONTRACT SUMMARY button in the top right corner of the page. This button will produce a PDF summary of all field data available on the Contract Board including amendment detail.
- Summary information includes the Contract Administrator and their contact, Contract Period, Vendor details, Commodity Codes, Custom Fields displaying amendment information and Attachments. Diversity information is referenced with an icon and popup next to the Vendor's name. When hovering over the icon the popup will indicate the DAS certified diversity type(s): SBE, MBE, SMBE.
- Under Attachments, all related contract documents are uploaded for the awarded contract including any subsequent contract amendments. Master contracts or multiple supplier contracts contain an attachment titled "Multiple Supplier Contract Summary" which will contain more specifics related to the suppliers for agency use.
- The Custom Fields section contains information related to Additional Information and/or Amendments. Click on the arrows to open the section and field to obtain more details.
- To share a link of a specific contract, 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 contract link.
- The copy icon is the most popular method to share via email. Simply click the icon and paste into the body of an email.

Note: The link will no longer be available if a change is made to the contract.

Accessibility

While we make every effort to ensure accessibility, some content may not yet fully conform to accessibility standards.

If you encounter accessibility barriers or need content in an alternative format (such as large print, accessible PDF, or assistance completing a form), please contact us at DAS.Procurement@ct.gov.

We will respond as quickly as possible and work to provide the information or service you need in an accessible format.