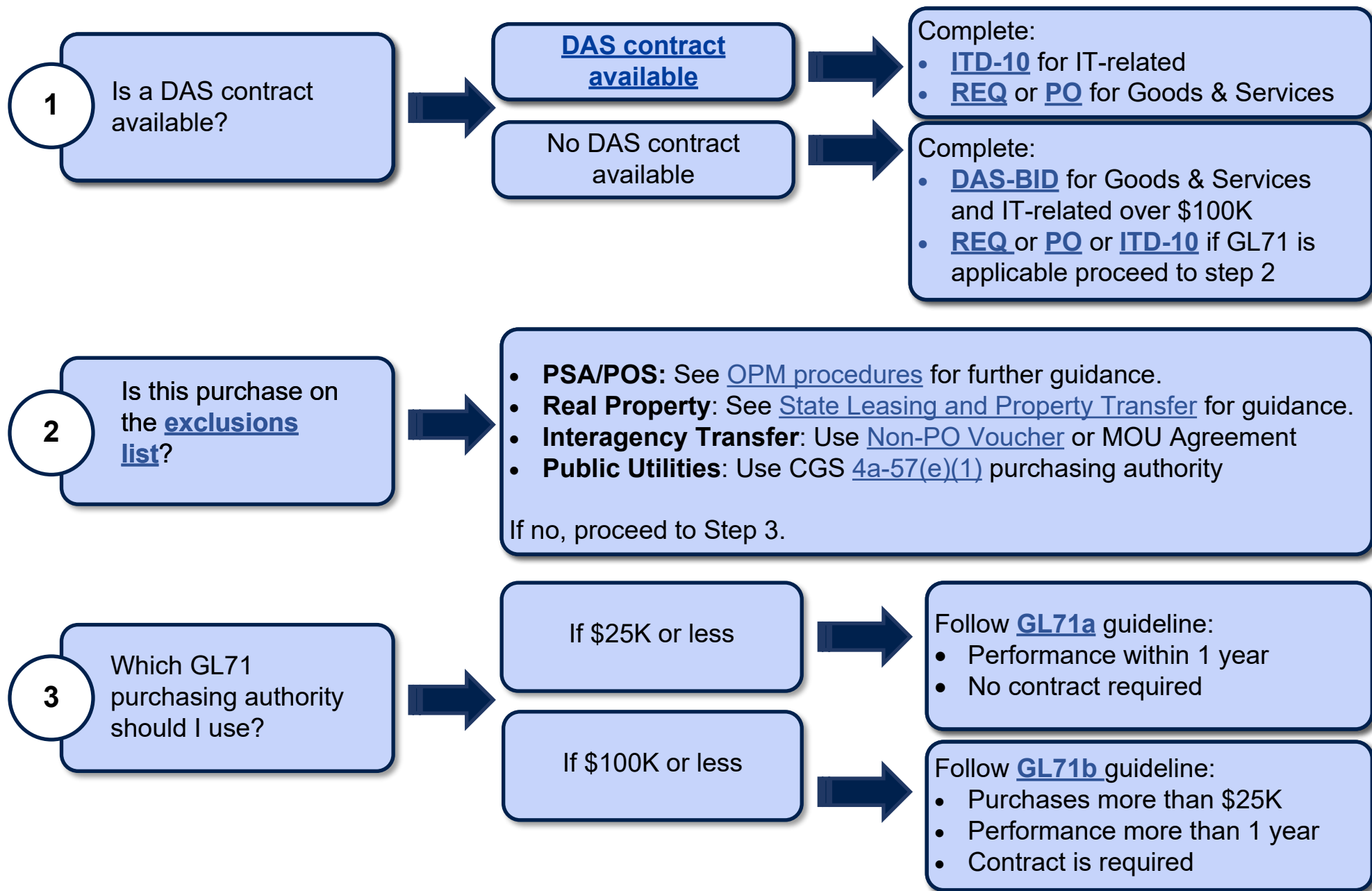




General Letter 71 (GL71) 101

Executive Branch Agency Purchase Guidance – Effective July 1, 2025



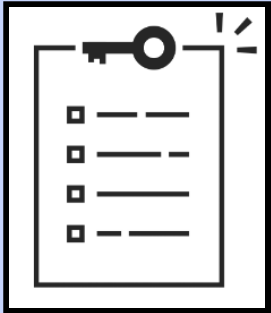
Click on the links for more information.



Call **DAS Procurement 860-713-5095** for further guidance or email DAS.Procurement@ct.gov.

How do I search the Contract Board?

Search By:



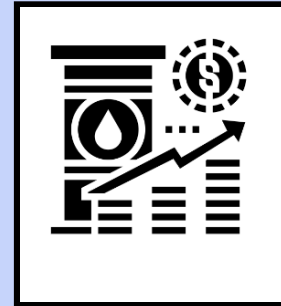
Key Word



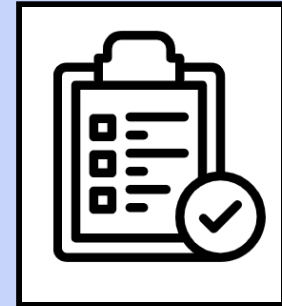
Contractor
Name



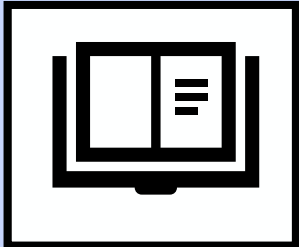
Contract
Number



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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GL71 Exclusion Guidance:

PSA/POS Service Agreements:

- 1 Refer to OPM [POS/PSA procedures](#) for further guidance.

Real Property:

- 1 Follow the contract or rental lease agreement. See [State Leasing and Property Transfer](#) for guidance.
- 2 Process rental utility reimbursement or other related pass-throughs via a Core-CT Procurement Contract with the contract type 'Rntl Lease – Rental Lease'.



For multi-year leases, agencies may issue purchase orders for the entire lease period.

Interagency Transfers:

- 1 Determine if the transaction can be process via a Core-CT [non-PO voucher](#) or MOU agreement.
- 2 MOU agreement must be attached to the procurement contract in Core-CT. Use the contract type 'MOU' when entering your requisition or purchase order.



Only exception: DAS Print Shop purchases are allowed under GL71a or GL71b.

Public Utilities:

- 1 For direct purchasing of public utility services, see CGS 4a-57(e)(1).
- 2 Create a PO in Core-CT, the PO Type will be GEN, and the Purchasing Authority: CGS, and reference in the header comments Connecticut General Statute (CGS) 4a-57(e) (1)



Sewer services bundled within an invoice also fall under the statute, if billed separately, follow GL71.

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GL71a Purchases when No DAS Contract Exists

Purchases of \$25K or less when performance is to be completed within 1 year.

- GL71a.i is a minor nonrecurring or emergency purchase without a competitive solicitation.
- GL71a.ii is a recurring purchase with a competitive solicitation where possible and practical.

1

Process the appropriate requisition/purchase order for purchase of \$25K or less when performance is completed within 1 year. No contract is required (some technology purchases may need a contract).

2

Although not required, consider obtaining written quotations or bids, where possible and practical.

3

Technology purchases may require a contract; consult with your CSM/IT Manager.



Emergency purchases will be processed after the fact with 'Emergency' noted in the header comment.



Follow agency statutes/policies for purchases not authorized under GL71: Transactions Not Authorized

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GL71b Purchases when No DAS Contract Exists

Purchases over \$25K or any purchases, regardless of amount, when performance exceeds 1 year fall under GL71b. For [technology purchases](#) consult with your [CSM/IT Manager](#).

Purchases of \$100K or less

- 1 Advertise bids on [CTsource](#), where possible and practical. After award, obtain required documents from selected contractor, including: [Certificate of Insurance](#) (COI, ACORD form) and [OPM Form 1](#) (if contract is \$50K or more), any other required award documents.
- 2 Before issuing a purchase order, ensure the following steps are completed:
 - Use the most current contract templates available on the DAS [GL71 webpage](#).
 - Complete and execute the Agency Form Contract. To maintain PDF accessibility, all required signatures from the contractor and the agency signatory must be obtained digitally.
 - Complete the Exhibit A template. Once finalized, convert Exhibit A to PDF and verify is accessible.
 - The Agency Form Contract and Exhibit A must remain as separate documents. Do not combine them into a single PDF.
- 3 Post executed contract and Exhibit A on [CTsource](#). Note: Awarded suppliers must be registered in CTsource and have an approved status in order to post the contract.



In bid document, require suppliers to register in [CTsource](#). This will expedite obtaining award documents and facilitate a more efficient contract posting process.



Purchases of more than \$100K, including emergency purchases, must be submitted to DAS using a DAS-BID requisition. For emergency purchases, note 'Emergency' in the header comment field.



Follow agency statutes/policies for purchases not authorized under GL71: [Transactions Not Authorized](#)

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Transactions not authorized under GL71:

Note: When a transaction does not fall under the authority granted to DAS or OPM, agencies should work with their legal counsel to identify applicable statutory authority to complete the transaction. Guidance in the statutes is generally found where roles and responsibilities of the Commissioner of the respective agency are defined.

Educational Memberships, Dues and Fees

- 1 Use your agency’s statutory authority if purchase is unique to your agency, consult legal counsel as needed.
- 2 When creating your PO in Core-CT, select the purchasing authority CGS and reference the applicable statute in the header comment.



Buying training courses like Skillpath, etc., use GL71a. Use GL71b for recurring training.

Expert Witness

- 1 Please review with Office of Attorney General.

Grant Transactions

- 1 Grant transactions must be entered into Core-CT as a procurement contract as a contract option: ‘purchase order’ and select the contract type 'Grant' with a PO type of 'Contract'.

Inter-agency Payments, Reimbursements and Transfers

- 1 In Core-CT, use a Non-PO Voucher or MOU agreement by creating a procurement contract.



Inter-agency purchases for goods and services are not authorized under GL71 except for the DAS Print Shop. Follow GL71a or GL71b when making purchases from the DAS Print Shop.

Postage (FedEx, UPS, USPS)

- 1 In Core-CT, use a Non-PO Voucher to purchase postage from FedEx, UPS, USPS.

Sponsorships

- 1 Agencies must review their statutory authority and consult legal counsel as needed.
- 2 When creating your PO, select the purchasing authority CGS and reference the applicable statute in the header comment.

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Note: All contractors should be required to maintain reasonable insurance coverage and provide written proof of this protection. This insurance becomes especially important when the contractor has agreed to defend and indemnify the State. The insurance required in state contracts varies, depending on the nature of the work being performed and the resulting exposures.

- A Certificate of Insurance (COI) is a document that provides evidence that the party required to furnish the insurance has:
 - Purchased certain types of insurance; and
 - Purchased sufficient amounts of insurance

- A Certificate of Insurance (COI) provides general information, such as:
 - Insurance company providing the coverage
 - Limits of insurance
 - Types of insurance
 - Policy effective and expiration dates
 - Should indicate the specific dates of the event or the dates that the coverage is needed; and
 - The coverage should contain no special limitations on the scope of protection afforded to the State

- A COI is NOT an insurance policy, and does not show:
 - The financial condition of the insurance company
 - A large deductible or program of self-insurance
 - If the insurance policy has actually been endorsed to add the State as an Additional Insured
 - If the policy has been cancelled since the COI was issued
- While being listed in the Description section as an Additional Insured can be evidence that a policy has been endorsed to add the state as an Additional Insured, best practice is to obtain a copy of the endorsement itself as well.

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