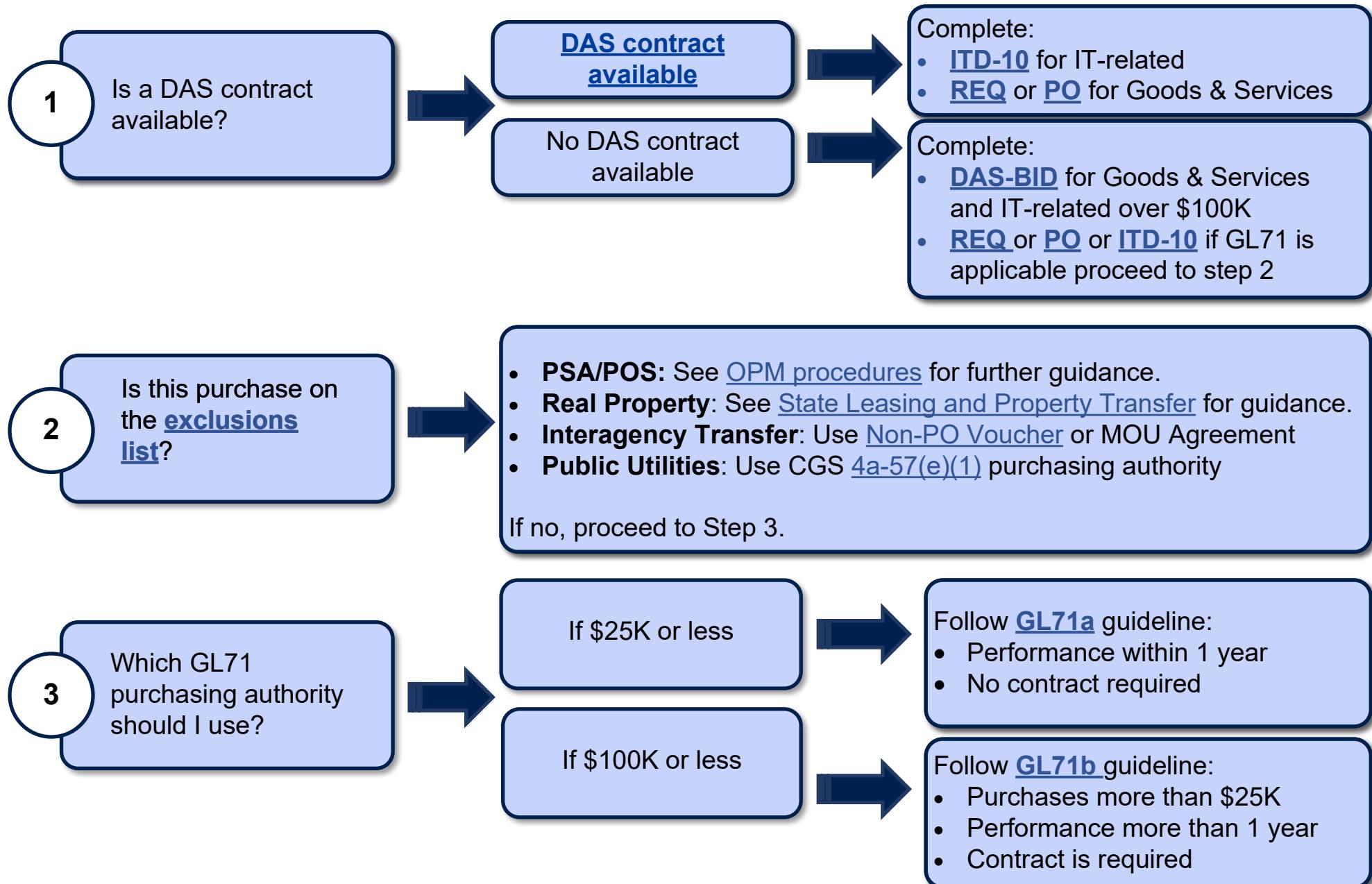




## General Letter 71 (GL71) 101

Executive Branch Agency Purchase Guidance – Effective July 1, 2025



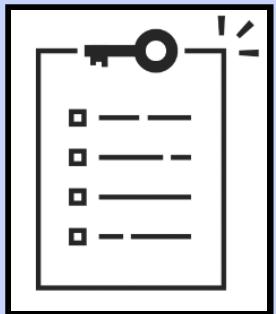
Click on the links for more information.



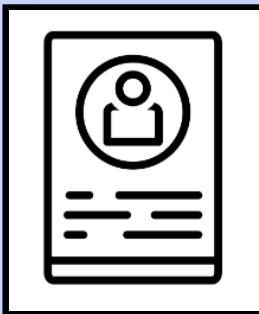
Call **DAS Procurement 860-713-5095** for further guidance or  
email [DAS.Procurement@ct.gov](mailto:DAS.Procurement@ct.gov).

## How do I search the Contract Board?

### Search By:



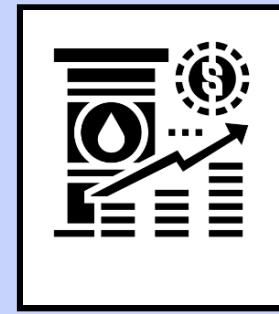
Key Word



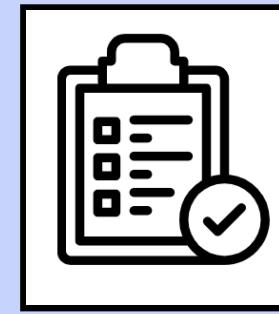
Contractor Name



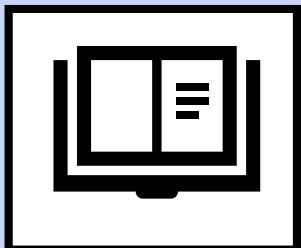
Contract Number



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](#)

[Return to Steps](#)

## 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.

[Return to Steps](#)

## 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](#)

[Return to Steps](#)

## 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. Obtain required documents from awarded contractor: [Certificate of Insurance](#) (COI, ACORD form) and [OPM Form 1](#) (if contract is \$50K or more), etc.

2 Before issuing a purchase order, ensure the following steps are completed:

- Execute the Agency Form Contract provided on the DAS, [GL71 webpage](#).
- Complete the Exhibit A template. Convert Exhibit A to PDF and attach to the contract.
- Obtain required signatures from the contractor and agency signatory.
- Ensure you are using the most current contract templates provided on the DAS, [GL71 webpage](#).

3 Post executed contract on [CTsource](#). 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](#)

[Return to Steps](#)

## 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.

[Return to Steps](#)

## 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?

[Return to Steps](#)

# Certificate of Insurance (COI) Information

**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.

## What is a Certificate of Insurance?

- 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

## What information is shown on a COI?

- 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

## What information is NOT shown on a COI?

- 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.

		STATOFC-04		LVERSELLI DATE (MM/DD/YYYY) 12/20/2021		CERTIFICATE OF LIABILITY INSURANCE	
						THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.	
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisos or be endorsed. IT SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements.		PRODUCER AssuredPartners New England, Inc. One Financial Plaza Hartford, CT 06103		CONTACT NAME: Doreen Lessard, AIS, ACSR, CPIW, DAE FAX: (860) 426-6179 E-MAIL: Doreen.Lessard@AssuredPartners.com ADDRESS:		FAX (AC) No.: (860) 426-6179 NAIC #	
INSURED State of Connecticut Dept of Administrative Services Ins. & Risk Mgmt. Board, 450 Columbus Blvd Hartford, CT 06103		INSURER A: Safety National Casualty INSURER B: Westchester Surplus Lines Ins		INSURER C: INSURER D: INSURER E: INSURER F:		15105 10172	
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAYMENT CLAIMS.							
INSURER LTR	TYPE OF INSURANCE	AMOUNT INS'D. WVD	POLICY NUMBER	EXPIRATION (MM/DD/YY)	EXPIRATION (MM/DD/YY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> GEN. AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC OTHER:		GLE4056101	12/31/2021	12/31/2022	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (EX-LOSSES) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMPIO/AGG \$ OTHER:	
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		CA6675480	12/31/2021	12/31/2022	COMBINED SINGLE LIMIT (Ex-accident) \$ 5,000,000 BODILY INJURY (Per person) \$ PROPERTY DAMAGE (Per accident) \$ OTHER:	
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$  INCLUDES COMPENSATION AND DEFENSE COVERS: LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N Mandatory in HI Per Person Per Occurrence DESCRIPTION OF OPERATIONS below		G46851614005	12/31/2021	12/31/2022	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000  PER STATUTE OTHER: E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Liability Insurance is excess of \$4,000,000 self-insured retention (SIR). Worker's Compensation is Self-Insured in Accordance with Statute.							
State of Connecticut, University of Connecticut vehicles are insured through the above policies.							
CERTIFICATE HOLDER				CANCELLATION			
Evidence of Insurance				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
				AUTHORIZED REPRESENTATIVE <i>Melissa Ross</i>			

ACORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

Return to Steps