

## How can my company do business with the State of Connecticut?

The State Contracting Portal is a single Internet website that hosts **all** contracting opportunities by Connecticut state agencies.

Information found on the Portal and the DAS Procurement website will help prepare you to make informed responses when the right opportunity presents itself!

- Find bids and requests for proposals by state agencies on the State Contracting Portal website.
- View the results of the bids and requests for proposals on the Portal.
- Find bids and award results issued by certain municipalities and nonprofit organizations on the Portal (they may choose to use the Portal, but are not required to do so).
- Search for current contracts on the DAS Procurement website by using a keyword, vendor name, contract number (bid number) or commodity. Contract details will tell you which company is on the contract, the contract award schedule, when the contract term ends and the DAS Contract Specialist and phone number associated with that contract.
- Check out our "NEW Procurement Video" on the DAS website. It interacts with a PowerPoint presentation and includes important links to the procurement process. The video walks you through every step!

**All this in one location!**  
**The DAS Procurement Website and**  
**The State Contracting Portal!**

## Is your company a certified small or minority business?

If you're a Connecticut vendor, you need to know about DAS' Supplier Diversity Program...it just might be a great opportunity for **you** to do business with **us**.

The Supplier Diversity program targets a minimum of 25% of the state's business to be transacted with small businesses including those owned by minorities, women and the disabled in the State of Connecticut.

There are significant benefits associated with certification:

- Some bids are restricted to Connecticut small and minority business participation.
- Agencies regularly search for certified businesses when sourcing their local purchasing needs.
- Certification provides visibility to small/minority businesses seeking procurement opportunities with both the state and the private sector.

To learn more or apply for certification, visit our procurement website and look under "Quick Links".

## E-Alert System

Opportunities on the State Contracting Portal change daily, but if you can't check everyday, we have developed a no-cost, online Bidder Notification System to alert you to new postings. All you have

to do is subscribe electronically with DAS and we will automatically email you each day with an up-to-date listing.

To subscribe, visit our website at:  
[www.das.state.ct.us/busopp.asp](http://www.das.state.ct.us/busopp.asp)

## DAS Contractor Prequalification Program

If you are a vendor providing construction services, you need to be aware of the Contractor Prequalification Program.

State statutes require contractors to pre-qualify before

they can bid on any construction, alteration, remodeling, repair or demolition of any public building, for work by the state or a municipality, estimated to cost more than \$500,000 and which is funded in whole or in part with state funds.

To learn more about this program, visit the DAS Procurement home page. From there you can link to the pre-qualification application itself, or to a list of frequently asked questions.

## What you should do

There are steps you can take right now to get started.

- Review the current DAS contracts to see what goods and services the state buys.
- Register for the Bidder Notification System to learn about contracting opportunities.
- If eligible, become certified with the Supplier Diversity Program.
- If needed, become certified in the Contractor Pre-qualification Program.
- Become familiar with our documents; DAS offers a checklist with each solicitation to help you stay organized.
- Be a frequent visitor to the DAS website!

# The Myth

There is a myth about a “list” that your business must be on in order to receive state business.

This simply is not true.

# The Facts

Agencies sometimes refer to a contract award as an “approved vendor list” because agencies are required to make their purchases from vendors on current state contracts. This can be misleading.

You must participate in the competitive bidding process and be awarded a state contract.

Once a company has submitted a bid or a proposal and has been awarded a state contract, that company can then sell goods and services through the contract term.

Bids are awarded to the lowest qualified *and responsible* bidder.

Request for Proposals (RFPs) are awarded to the most advantageous proposer based on evaluation criteria contained within the RFP.

Visit us online: [www.das.state.ct.us/busopp.asp](http://www.das.state.ct.us/busopp.asp)  
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# The Keys to Procurement



A guide to doing  
business with the  
State of Connecticut