



State of Connecticut

Department of Administrative  
Services



Searching the State Contracting Portal

# STATE CONTRACTING PORTAL

The screenshot shows the State Contracting Portal search interface. At the top, there's a banner for the State of Connecticut and the portal logo. Below the banner, there's a navigation bar with links for 'Current User', 'Search', 'Search Results', 'Results Detail', 'Biznet Menu', and 'Log In/Out'. The main heading is 'State Contracting Portal Search'. Underneath, there's a section for '>Search Contracts/Results' which includes a search form. The form has several fields: 'Organization' (dropdown menu), 'Contract Number' (text input), 'Keyword' (text input), 'Vendor Name' (text input), 'Industry' (dropdown menu), and 'All Activity' (dropdown menu). There are also checkboxes for 'Active' (selected), 'Expired', 'No Award', 'SBE/MBE', 'DBE', 'EPP', and 'CTRRecovery'. A 'Search Contracts' button is at the bottom of the form. Below the search form, there are links for '>Search Solicitations' and '>Search Vendors'. At the very bottom, there's a footer with administrative information, including 'Administered by: The Department of Administrative Services - Business Network', a link to 'Review our Privacy Policy', and a note about state disclaimers and permissions.

*Finding what you're looking for has never been easier...*

Our new advanced State Contracting Portal search engine allows you to quickly locate state contracts, solicitations and vendor information.

Set the parameters to be as wide or as narrow as you need. Keywords, vendor names and SBEs are just some of the searchable fields.

The following guide will provide step-by-step instructions on navigating the State Contracting Portal, and provide some useful tips to maximize the effectiveness of your search and ensure the best results.

## QUICK TOUR of the State Contracting Portal Home Page

Click this [State Contracting Portal Link](http://das.ct.gov/cr1.aspx?page=12) or navigate to:

<http://das.ct.gov/cr1.aspx?page=12>

Links to the Search Engine for:  
**Solicitations**  
**Contracts**  
**Vendors**

Link to a page of **instructional resources** for doing business with the State of Connecticut.

Quick Links to **Government Entities (Agencies and Municipalities)** using the State Contracting Portal.

Quick Links to Solicitations of Other **Non-Executive Branch State Agencies**.

The screenshot shows the State Contracting Portal Home Page. The header includes the State of Connecticut logo, Governor Dannel P. Malloy, and a search bar. The main navigation bar has links for Home, About Us, Publications, FAQ, and Contact Us. Below this, there are two main sections: Bureau of Enterprise Systems and Technology, and Bureau of Properties and Facilities Management.

Annotations point to various features:

- Search for all:**
  - CURRENT SOLICITATIONS
  - CONTRACTS AND SOLICITATION RESULTS
  - VENDORS (general information and contract/program information)
- Learn how to do Business with the State of Connecticut**
- Contracting Organizations with Solicitations** (Table below)
- Links to Solicitations of Other Non-Executive Branch State Agencies**
  - Judicial Branch Procurement
  - Legislative Branch Procurement

Contracting Organizations with	Solicitations
Administrative Services, Department of	23
Administrative Services, Department of - Property Acquisition	1
Administrative Services, Department of - Leasing	2
Administrative Services, Property Management & Facilities	3
Amity Regional School District No. 1	1
Avon, Town of	1
Bethany, Town of - Fire Marshall	1
Board of Regents for Higher Education	1
Branford, Town of	1
Bristol, City of	1
Capital Community College	1
Capital Region Education Council	1
Central Connecticut State University	3
Children and Families, Department of	2
Comptroller, Office of the State	1
Connecticut Housing Finance Authority	2
Connecticut State University System	2
Construction Services, Dept. of	6
Correction, Department of	2
CT Transit	8
Culture, Arts and Tourism, Commission on	1
Danbury, City of	1
Developmental Services South, Department of	1
Developmental Services West, Department of	3
Developmental Services-Central, Department of	1
East Hartford Public Schools	2
East Hartford, Town of	1
Economic and Community Development, Department of	1
Education, Department of	2
Energy & Environmental Protection, Department of	3
Enfield, Town of	2
Groton, Town of	7
Hartford Housing Authority	5
Hartford, City of	2
Hartford, Town of	1
Housatonic Community College	1
Legislative Management Office of	2
Manchester, Town of	2
Mansfield, Town of	1
Metropolitan District Commission	6
Middlebury, Town of	2
Nalaxy, Department of	2
New Britain, City of	2
New Fairfield, Town of	1
New Haven, City of	1
New London, City of	1
North Branford, Town of	2
Norwalk Community College	1
Norwalk, City of	4
Norwich, City of	5
Policy and Management Office of	1
Public Health, Department of	3
Ridgfield, Town of	4
Social Services, Department of	3
South Western Regional Planning Agency	1
South Windsor, Town of	1
Southern Connecticut State University	2
Stamford, City of	14
Three Rivers Community College	1
Torrington, Town of	2
Transportation, Department of	16
Trombly, Town of	1
University of Connecticut	5
University of Connecticut Health Center	4
West Hartford, Town of	2
Western Connecticut State University	1
Westport, Town of	1
Wethersfield, Town of	2
Windham Regional Council of Governments	2
Windsor Locks Public Schools	2
Worker's Compensation Commission	1

**Government entities using the state portal**

**Links to Solicitations of Other Non-Executive Branch State Agencies**

- Judicial Branch Procurement
- Legislative Branch Procurement

Footer: Home | CT Main Site | Send Feedback  
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

## HOW TO FIND A CONTRACT

### Step 1:

Click this [State Contracting Portal Link](#) or navigate to:

<http://das.ct.gov/cr1.aspx?page=12>

### Step 2:

Click the link for **Contracts And Solicitation Results**.



**Tip:** You may also select links here for **Current Solicitations** and **Vendors**.

### Step 3:

The search engine for **Contracts/Results** allows you to search:

**Active** or **Expired** contracts and contracts which were **Not Awarded**.

Contracts awarded to **SBE/MBE** or **DBE** companies.  
(Small Business Enterprise, Minority Owned Enterprise, Disadvantaged Business Enterprise)

Contracts featuring **EPP**  
(Environmentally Preferred Products) OR containing **CTRecovery** funds.



**Tip:** Contract type defaults to **Active**.

The screenshot shows the State Contracting Portal website. At the top, there is a header with the State of Connecticut logo, Governor Dannel P. Malloy's name, and a search bar. Below the header, there are navigation links for Home, About Us, Publications, FAQ, and Contact Us. The main content area features a banner for "Doing Business with the State" and a search section titled "Search for all:". The search section includes links for "CURRENT SOLICITATIONS", "CONTRACTS AND SOLICITATION RESULTS", and "VENDORS". Below this, there is a section for "Learn how to do Business with the State of Connecticut" and a list of solicitations. On the right side, there are links for "EXAMS and Jobs", "Log On to BIZNET", "Subscription Center", and "Quick Links".

The search interface is titled "State Contracting Portal Search" and includes a section for "Search Contracts/Results". This section has radio buttons for "Active" (selected), "Expired", and "No Award", and checkboxes for "SBE/MBE", "DBE", "EPP", and "CTRecovery". There are also dropdown menus for "Organization" (set to "All"), "Contract Number", "Keyword", "Vendor Name", and "Industry" (set to "All"). A "Search Contracts" button is located at the bottom of this section. Below the search section, there are links for "Search Solicitations" and "Search Vendors". At the bottom of the page, there is a footer with administrative information and a hit counter.



## HOW TO FIND A CONTRACT (Cont.)

## Step 4:

Select or enter desired search criteria:

Organization  
Contract Number  
Keyword  
Vendor Name  
Industry

**Tip:**

If using **Keyword**, use one word at a time; less information will return more results.

**Tip:**

Selecting a particular **Agency** or **Industry** can also help narrow your search results.

## Step 5:

Select Dropdown for **All Activity**, **Recently Awarded**, **Recently Expired** or **Recent Supplements**.

## Step 6:

Click the button labeled

**Search Contracts**

## HOW TO FIND A CONTRACT (Cont.)

In this example we have searched by the **Keyword** "Furniture."

Results page will display: **Contract number, Start and End date** of the contract and a brief **Description**.

**Step 7:**

Read the **Description Fields** to locate the contract of interest.

**Step 8:**

Click on a **Contract #** to go to a summary of that contract.

The screenshot displays the State of Connecticut State Contracting Portal. At the top, there is a header with the state logo and the text "STATE CONTRACTING PORTAL". Below the header, there is a navigation bar with links for "Current User:", "Search", "Search Results", "Home", "Biznet Menu", "Log In/Out", and "Results Detail". The main content area is titled "State Contracting Portal Contract Search Results". Below this title, it shows "Search Criteria: Open Contracts and Keyword includes 'furniture'" and "Total Results Found: 17". A table lists the search results with columns for "Contract #", "Start Date", "Expiration Date", and "Description". The table contains 17 rows of data. The first row is highlighted in blue, and the second row is highlighted in yellow. The third row is highlighted in blue, and the fourth row is highlighted in yellow. The fifth row is highlighted in blue, and the sixth row is highlighted in yellow. The seventh row is highlighted in blue, and the eighth row is highlighted in yellow. The ninth row is highlighted in blue, and the tenth row is highlighted in yellow. The eleventh row is highlighted in blue, and the twelfth row is highlighted in yellow. The thirteenth row is highlighted in blue, and the fourteenth row is highlighted in yellow. The fifteenth row is highlighted in blue, and the sixteenth row is highlighted in yellow. The seventeenth row is highlighted in blue. The table is followed by a footer section with administrative information.

Contract #	Start Date	Expiration Date	Description
<a href="#">06PSX0377</a>	01/01/2007	12/31/2016	Correctional Enterprises of Connecticut (CEC) Goods and Services Contract for All Using State Agencies and Political Sub-Divisions
<a href="#">06PSX0439</a>	02/01/2007	03/31/2013	Beauty and Barber Shop Equipment, Accessories and Furniture
<a href="#">07PSX0275</a>	06/01/2008	05/31/2013	Office Case Goods Furniture Metal, Wood, Chairs
<a href="#">07PSX0285</a>	07/01/2008	12/31/2013	Lounge, Dormitory, Hospital & Residential Furniture
<a href="#">07PSX0350</a>	03/01/2008	02/28/2013	Floor to Ceiling Demountable Walls
<a href="#">07PSX0351</a>	12/01/2008	12/31/2013	Library Furniture
<a href="#">09PSX0049</a>	03/01/2010	07/31/2014	Custodial / Janitorial Green Supplies and Equipment. This is a multi-state cooperative Contract
<a href="#">10PSX0093</a>	08/01/2010	06/30/2013	3-Dimensional printers, laser scanner engineering design equipment for Connecticut Technical High School System (CTHSS)
<a href="#">10PSX0233</a>	01/01/2011	12/31/2014	Design Services for reconfiguring existing office furniture for all using state agencies, political sub-divisions and not-for-profit organizations.
<a href="#">10PSX0234</a>	04/01/2011	03/31/2016	Technical LAN Furniture for AUSA, Political Sub-Divisions of the State and Not-For-Profit Organizations
<a href="#">10PSX0253</a>	04/01/2011	03/31/2016	New Systems Workstation Furniture and furniture services for All Using Agencies, Political Sub-Divisions and Not-For-Profit Organizations
<a href="#">11PSX0107</a>	10/01/2011	09/30/2016	Purchase and Rental of Refurbished and/or Pre-Owned Office Furniture
<a href="#">11PSX0257</a>	04/01/2012	03/31/2017	School and Classroom Furniture
<a href="#">11PSX0295</a>	04/01/2012	03/31/2017	Molded Plastic Institutional Furniture for Correctional Detention Facilities
<a href="#">682835</a>	11/01/2007	10/31/2012	Wood Furniture
<a href="#">CNR 01300</a> , <a href="#">CNR01301</a> , <a href="#">CNR01302</a>	04/01/2011	03/31/2016	Educational and Institutional Cooperative Purchasing (E&I) RFP# 683092 - Mattresses, Bedding Covers, Related Linens and Service Solutions For Dormitory and other Residential applications at all Educational Institutions. 3 Awardees: American Hotel Register CNR 01302 Bourdon's Institutional Sales CNR 01301 Universit Sleep Products CNR 01300 The initial term of each agreement is for 5 years. Each contract contains the option for one (1), five year extension.
<a href="#">JCLM11REG0057</a>	06/15/2011	06/30/2015	(2) Color Copiers Lease/Maintenance

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## HOW TO FIND A CONTRACT (Cont.)

## Step 9:

Contract Summary page will display:

**Contract Number**

**Award, Start and End Dates**

**Restrictions** will let you know if contract has Small Business requirements, DBE requirements and if the contract is open to Political Subdivisions' and all Agencies.

Contact Information:

**Contract Specialist** who administers/maintains the contract. Any questions regarding the contract should go to this person.

**Common Documents:** Links to the Contract and any Contract Amendments.

**Vendor(s):** Contact information. For further information you can click on the vendor name.

**State of Connecticut STATE CONTRACTING PORTAL**

Current User: Search Search Results Results Detail Home Biznet Menu Log In/Out Solicitation Detail

SCP Contract Details

### State Contracting Portal Contract Results

**Administrative Services, Department of Contract Detail Info For # 11PSX0107**

Dates		
Award Date	Start Date	End Date
10/01/2011	10/01/2011	09/30/2016

**Description**

Purchase and Rental of Refurbished and/or Pre-Owned Office Furniture

**Comments**

**Restrictions**

Set Aside	DBE	Political Subdivisions	Agencies	CT Recovery
No	No	Yes	Yes	No

**Contact(s)**

Contact	Telephone	FAX	E-Mail
SusanneHawkins	(860) 713-5064	(860) 622-2941	susanne.hawkins@ct.gov

**Common Documents**

Date	Description
5/30/2012 8:11:28 AM	<a href="#">011_0107.pdf</a> Contract Document w/Supplement #1

**Vendor(s)**

Contract #	Cert	Vendor	Contact	Catalog
11PSX0107AA Start: 10/01/2011 End: 09/30/2016	No	<a href="#">Correctional Enterprises of Connecticut</a> 24 Wolcott Hill Rd. Wethersfield, CT 06109 Core Vendor ID: 9999910002	<b>David A. Brown</b> Phone: (860) 263-6839 FAX: (860) 670-3038	No
11PSX0107AC Start: 10/01/2011 End: 04/25/2012 <b>Expired</b>	No	<a href="#">Horan Enterprises, Inc.</a> DBA: Salka Office Furniture 194 Research Parkway Meriden, CT 06450 Core Vendor ID: 0000010937	<b>Michelle Horan</b> Phone: (203) 237-9082 FAX: (203) 237-0786 <a href="#">E-Mail</a>	No
11PSX0107AB Start: 10/01/2011 End: 09/30/2016	No	<a href="#">Lycos, Inc</a> 540 North Main St Manchester, CT 06042 Core Vendor ID: 0000092671	<b>Tom Lyon</b> Phone: (860) 646-3575 FAX: (860) 643-1116 <a href="#">E-Mail</a>	No
11PSX0107AD Start: 10/01/2011 End: 09/30/2016	SBE	<a href="#">Transfer Enterprises, Inc.</a> 140 Progress Drive Manchester, CT 06042 Core Vendor ID: 0000010304	<b>Robert F. Wilson</b> Phone: (860) 645-9090 FAX: (860) 645-7566 <a href="#">E-Mail</a>	No
11PSX0107AE Start: 10/01/2011 End: 09/30/2016	No	<a href="#">W.B. Mason Co., Inc.</a> PO Box 111 Brockton, MA 02303 Core Vendor ID: 0000010334	<b>Scott Fields</b> Phone: (888) 926-2766 FAX: (800) 262-1622	No

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