



DEP and the Procurement Process

Training for All Agency Employees

Rev. November 30, 2010

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The Purchasing Unit is responsible for procuring the goods and services necessary for the staff of the Department of Environmental Protection to carry out their programs. These services are performed under authority granted by The Connecticut General Statutes and under the supervision of the Department of Administrative Services, Bureau of Purchases. The office strives to provide these services in a timely and proficient manner, while ensuring that all statutes, regulations and policies of both the State and the Department are adhered to.

Directions to the Purchasing Unit - 141 South Street, Unit D, West Hartford

Requisition & Purchasing Procedures available on InsideDEP

How to Initiate a Purchase Request

Guidance for Staff

1. Identify need for item or service. Check to see if the item is already available:

- in your Division's standard supply cabinet or
- from DEP's "[Recycle/ Reuse Center](#),"
- through existing [State contract](#).

2. Discuss your need with your Division's [CoreCT Requester](#) to determine if this is a "standard" purchase that can be ordered without additional detailed information from you or approvals from division staff before entry into CoreCT.

3. For non-standard purchases, or where pre-approval is required, check with your supervisor (or other authorized division designee).

- Does the supervisor/authorized designee agree that the need is justified?
- Is funding available?
- Are detailed specifications required/available? Contact a [Purchasing Unit](#) or [technical assistance](#) contact regarding information to include in specifications.

4. Complete and save the on-line "[Purchase Requisition](#)" form. Provide as much complete information as possible, including a thorough justification and any necessary attachments.

- If your Division requires approval prior to CoreCT entry, email the form & attachments to your supervisor/authorized designee for review. If they approve, they then note their approval and "forward" your request for any remaining approvals before forwarding to the CoreCT Requester (**note: Forwarding e-mails sends attachments, replying does not**).
- If no pre-approval is required, email your request directly to your Division's CoreCT Requestor to enter into the CoreCT system for electronic approvals and processing.

Tips for Completing Purchase Requisition



Starting the Process

- Discuss the need with your Supervisor
- Plan ahead – items/services may require a bid process
- For office supplies, check the Re-Supply Center
- For commodities, choose “Green Products” where possible
- Determine the source of funding



Contacts

- [Business Offices](#) – Coding, contracts, process, vendor & procurement freeze information
- [Purchasing Officers](#) – Bidding, specifications, large price purchases with time constraints
- [Requesters](#) – Enters the requisition in CoreCT

Approvals Required BEFORE CoreCT Requisition Entry

- **Air** – Supervisory pre-approval required.
- **BNR** – Director pre-approval required.
- **BOR** – Supervisory pre-approval required.
- **Commissioner's Offices** - Verbal pre-approval from Director level required. Some areas require written pre-approval.
- **FSS** – No pre-approval required.
- **MMCA – Office Supplies** can be forwarded to Requester w/out pre-approval except for Emergency Response.
 - Emergency Response – Pre-approval by AD or Director required for ALL purchases.
 - WPED – No pre-approval for office supplies or filing on Land Records; all else requires AD or Director pre-approval.
 - WEED – Supervisory pre-approval required for anything other than standard office supplies.
- **WPLR** – No pre-approval required for office supplies. Supervisory pre-approval required for all other purchases.



Detailed Description

Commodities

Include information such as:

- Detailed item description
- Brand and item #
- Size
- Color
- Price
- Quantity
- Date needed
- Delivery location (if different from Requester's address)



Detailed Description Services

Include information such as:

- Clear and detailed description of service
- Dates
- Times
- Frequency
- Location
- Billing Rates

Justification

- All requisitions must have written justification
- Include any statutory or other citation **REQUIRING** the purchase

The Freeze



- Executive Directives to curtail spending are still in effect.
- Is the purchase critical to meet the agency's mission?
- Is there a state or federal mandate requiring the purchase?
- If printing, can it be published electronically?

Executive Directive #1

Purchasing Freeze

- Instructed agencies to freeze all purchasing except for those goods and services that are **absolutely and immediately essential to the agencies' operations**. The Directive also instructed agencies to:
 - (1) deplete all existing office supplies prior to placing any new orders;
 - (2) avoid exhausting year-end OE budget funds; and
 - (3) ensure that they have proper purchasing reviews and controls in place to guarantee that only emergency or truly essential items are purchased.

Executive Directive #2

P-Cards

- Asked Agency Heads to cancel all P-Cards issued to agency employees that had not been used within the last six months, and to suspend all other agency P-Cards other than those required for purchases deemed absolutely and immediately essential to accomplish the mission of the agency.

Executive Directive #3

Printing

- Directed agencies to cease printing all agency business cards and letterhead, and to stop printing brochures, leaflets, annual reports and similar communications or informational materials **unless they are required to fulfill a federal or state mandate**. This directive also instructed agencies to **use paperless processes** – including the internet and email – whenever possible.



Other Information

- Accurate vendor information (if preference)
- Bidding – start by asking your Business Officer.
 - Required for all goods and services not on existing state contract
 - <\$50K done by DEP Purchasing Office
 - >\$50K generally done through DAS (minimum 3 week process)
- Coding – Obtained from the Business Officer
 - Staff must provide the name of a source of funding (general fund, specific federal grant, etc.)



Factors to Note

- Pricing
 - When invoices are received, how will Vendors be billing DEP (hour, item, packet, variable price)?
 - Has a quote been supplied? If so forward to Requester.
- Approvals
 - Are any approvals outside your normal chain required?

Asset Overview

Will the item be a “taggable” asset?

- Different coding required for all controllable assets and capital assets
 - Controllable Asset - <\$1,000 and an expected useful life of one or more years.
 - Capital Asset - \$1,000+ and an expected useful life of one or more years.
- **Asset Location** – tell the requester where the asset will be permanently located.

Submitting the Request

Requests are forwarded by staff to the CoreCT Requester in the following formats (varies by bureau/division):

- E-mail completed [Electronic Requisition Form](#)
- Hard copy Requisition Form (*least preferred option*)
- E-mail information without form
- Copy of marked up catalog page
- Verbal information
- Sticky note



CoreCT Requesters

- Staff with the roles are listed on DEP's intranet

The screenshot shows the DEP Intranet homepage. At the top left is the 'CT.gov State of Connecticut' logo. To the right is a search bar. Below the logo is the 'Department of Environmental Protection Intranet' title and a scenic background image of a lake. A green navigation bar contains links for 'Home', 'Quick Links', 'Forms', and 'Contact Us'. On the left side, a vertical menu lists various administrative categories, with 'ADMINISTRATIVE POLICES & PROCEDURES' and 'Procurement/Purchasing' highlighted with red boxes. The main content area is titled 'Agency Business Contacts' and includes links for 'Bureau/Office Contacts', 'Purchasing Staff', and 'Technical Assistance'. The 'CoreCT Requesters' link is also highlighted with a red box. At the bottom, it states 'Content Last Updated 9/30/09'.

Approvals

- **Amount Approvers**
 - ≤\$2,500;
 - >\$2,500-\$10,000;
 - >\$10,000-\$1M;
 - >\$1M)
- **Business Officers** (reviews for coding; appropriateness & accuracy of orders; any freezes which might affect the order)
- **Directors & Bureau Chiefs** (review for appropriateness of order and consistency with funding sources and budgets)

Approvals (cont'd.)

- Budget Approval
 - Verifies Chartfield Combinations for Accuracy
 - Verifies Funding Availability
 - Makes Corrections or Pushes Back Requisition if Necessary

Approvals (cont'd.)

- Purchasing Approval
 - Determines Purchasing Authority
 - Checks for Existing Contracts
 - Determines & Initiates Bidding Process, as needed
 - Verifies Pricing Information
 - Dispatches Purchase Order to Vendor



Receipt

- Commodities are “received” by those with receiver roles at the Warehouse and major field locations
 - Raul Granillo
 - Ed Stratton
 - Vic Masi
 - Scott Brandon
 - Lisa Rogers
 - Kathe Skibisky
 - Meghan Frommer
 - Rose Novak
- Payments for commodities can only be made if the commodity is “received” in CoreCT.
- If a specialized piece of equipment is delivered, someone from the program staff may be requested to inspect the item to ensure it is acceptable.

Invoicing



- **All invoices must be submitted direct to Accounts Payable by the vendor.**
 - Do not request invoices be sent to other locations.
- If an invoice must be authorized for payment by program staff (e.g. verify that services were acceptably performed), AP will e-mail a scanned copy of the invoice to the designated Business Officer and/or program office.
- Electronic authorization can be provided to AP by Replying or Forwarding the e-mail.



Invoicing (cont'd.)

- In most cases, invoices for commodities will be paid direct by AP following “receipt” of goods in CoreCT and receipt of an invoice from the vendor.
- When a PO is distributed by Quantity (not Amount), unit pricing on the Invoice must exactly match the PO unit pricing to release **payment**. (AP will coordinate with Business Officers & Purchasing if PO & Invoice do not match)

Payments

Payments can be checked via CoreCT. If you need to check on a payment, contact one of the following:

- Business Officer
- CoreCT Requester



Questions & Answers



Contact your Business Officer or Requester for more information.



Congratulations! You're an Expert!!

