



State of Connecticut

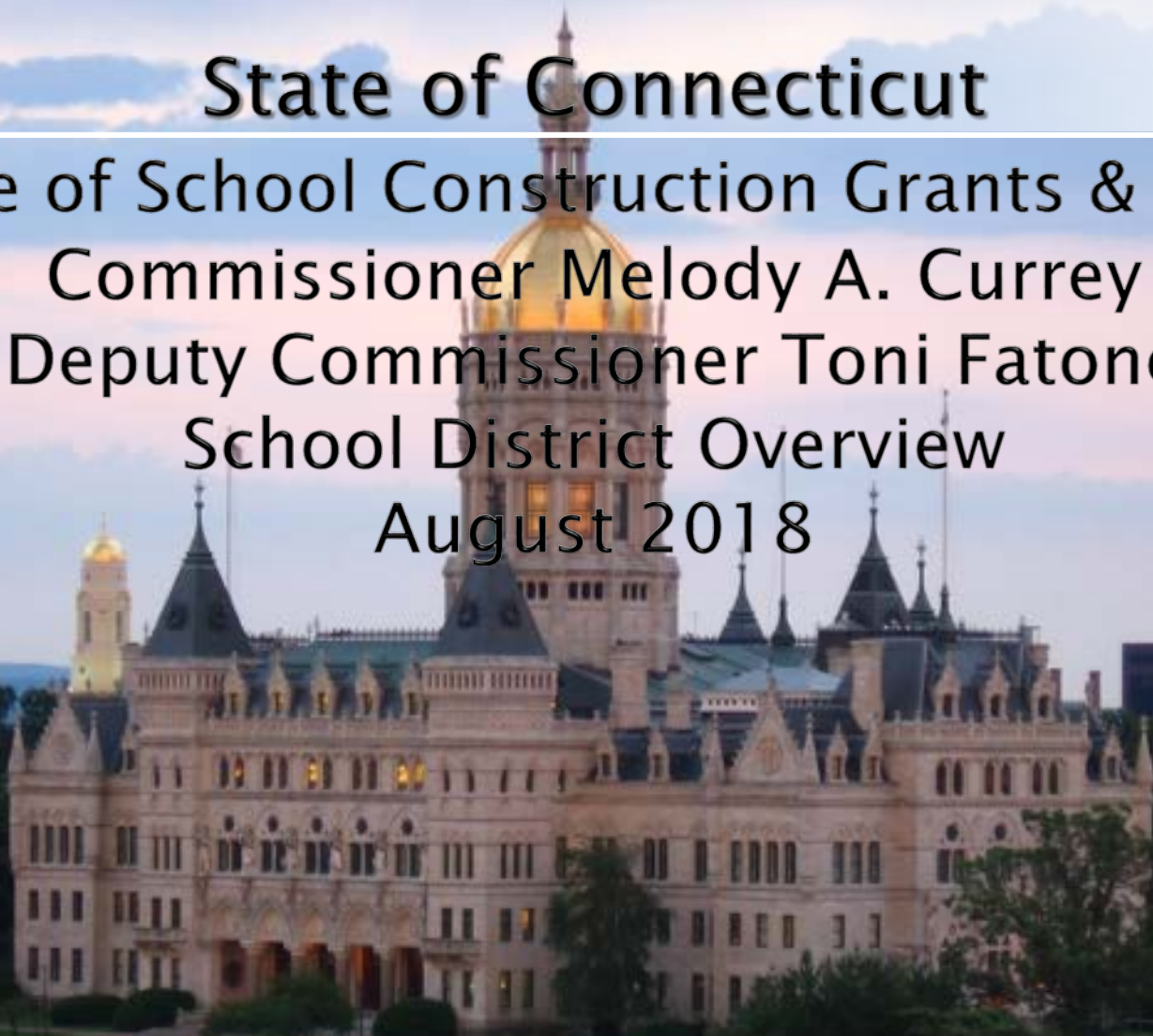
Office of School Construction Grants & Review

Commissioner Melody A. Currey

Deputy Commissioner Toni Fatone

School District Overview

August 2018

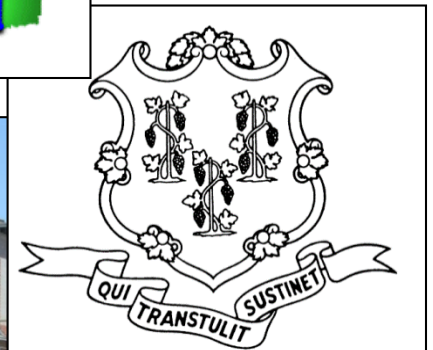


Welcome: Today's Objectives

Presented by Director Kosta Diamantis

- ▶ Review the Mission and Goals of the Office of School Construction Grants and Review (OSCG&R)
- ▶ Review the benefits of the new online Grant Application and Payment Request process
- ▶ Provide an overview of the new functionality within Core-CT
- ▶ Review the timeline and key activities
- ▶ Question and answer session

Core-CT





Mission and Goals of OSCG&R

- ▶ Our Mission: To ensure the delivery of safe and secure, healthy and educationally adequate school facilities that are sustainable and fiscally sound.


- ▶ Our Goal: Beginning with the conception of a project through completion, our review process is designed today to:
 1. Ensure the programmatic needs of the children are met.
 2. Protect taxpayer investments.
 3. Ensure right-sized schools.
 4. Control costs of alterations, extensions, renovations and new construction.
 5. Limit new construction projects as a last resort approved by the state.

Introduction to eSupplier

- ▶ OSCG&R is upgrading to Core-CT, the statewide financial management system, which will enable them to have an integrated system to manage School Construction Grants.
 - Data from the legacy system will be converted into Core-CT to allow of the continuity of ongoing projects.
- ▶ Districts will access Core-CT via eSupplier (Vendor Self Service), which will allow Districts to submit applications, documentation, and payment.

Core-CT

Welcome



OFFICE of the STATE COMPTROLLER
Accounts Payable Division Supplier Portal

Welcome to the new State of Connecticut Supplier Portal, as of March 2018 this portal replaces the Vendor Self Service (VSS).
Changes include enhanced security features, new format, and additional content.

Supplier Login

User ID

Password

[Forgot Password ?](#)

Announcements

Helpful Links:

- [IRS W-9 Form](#)
- [Doing Business with the State](#)

Benefits of eSupplier



- ▶ OSCG&R is implementing eSupplier to provide the Districts:
 - **Improved Customer Service:** the new process will reduce processing time for grant applications by 50%.
 - **Quicker Issue Resolution:** Online discussion forum will allow for direct communication between the superintendents and the OSCG&R team.
 - **Greater Transparency:** Districts and towns will be able to track the status of payments.
 - **Improved Efficiency:** The application review period will be reduced by 30 days, and time to reimburse the grant payments will be reduced by 25%.
 - **Creating a Paperless System:** With all documentation being submitted electronically, OSCG&R can truly go “paperless”. Electronic documentation will allow the project audit to be smoother and faster.

eSupplier Access

- ▶ Districts will log into eSupplier (also called VSS – Vendor Self Service).
- ▶ eSupplier provides a platform for OSCG&R to manage the grant application and payment request process.

The screenshot displays the eSupplier portal interface, which is divided into several sections:

- Welcome:** Features the State of Connecticut seal and the text: "OFFICE of the STATE COMPTROLLER Accounts Payable Division Supplier Portal". A welcome message states: "Welcome to the new State of Connecticut Supplier Portal, as of March 2018 this portal replaces the Vendor Self Service (VSS). Changes include enhanced security features, new format, and additional content."
- Supplier Login:** Includes a "User ID" field with the value "MAIN1234", a "Password" field with masked characters, a "Sign In" button, and a "Forgot Password ?" link.
- Contact Us:** Provides the email address "osc.apdvf@ct.gov" and a note: "Please include 'VSS' in the subject line when contacting the help desk via email regarding the Supplier Portal." It also lists telephone numbers and hours of help desk and supplier portal access.
- Announcements:** Lists "Helpful Links" such as "IRS W-9 Form", "Doing Business with the State", "State Agency Contacts - Accounts Payable", "State Agency Contacts - Purchasing", and "Direct Deposit (ACH) Application Instructions".
- FAQs:** Contains sections for "General Information", "Problems/Issues", and "Registration", each with expandable questions.

eSupplier Access

- ▶ Every town has an eSupplier administrator who creates user names and passwords for the system.
 - You will receive a notification in September, identifying your administrator, and prompting you to reach out to set up your user name and password.
 - Once you receive your user name, please email your user name to OSCG&R by September 15.
 - The State mandates each user have their own unique user name and password. Please do not share your User IDs or passwords with any other users.

- ▶ On October 1, all new users who have communicated their user name to OSCG&R by September 15 will be assigned the security roles needed to access the new system.

- ▶ If users are added after September 15:
 - Send a request to the town administrator to set up the user name and password.
 - Contact the OSCG&R team to set up their security roles.

New Terminology

- ▶ Moving to a new system has created some new terminology for the application process, including:
 - Event: An instance posted by OSCG&R to which Districts can submit grant applications.
 - Priority Events
 - Non Priority Events
 - Event Questions: Questions used by OSCG&R and answered by Districts to determine priority versus non priority construction projects. Responses, and attached documents included along with the application, provide objective information about the project.

Events



- ▶ An event is the vehicle used to submit an application and Districts answer pre-qualification questions and schedules.
- ▶ Events have an “open period” where Districts submit applications.
- ▶ Applications cannot be submitted after the end date.
- ▶ Districts will be answering questions based on statutory criteria that will determine if their application is Priority or Non-Priority.

Application Process

- ▶ Superintendents will receive an automatically generated email alerting them that an application period (event) has opened.
 - By submitting early, the District will be able to see if they have all documentation and have met all requirements.
 - All Superintendents will receive this notification once the first event is opened on October 1.

Event Invitation

Dear Invited Bidder,

You have been invited to participate in a strategic sourcing event. Review this information and use the URL below to bid on this event.

Event Overview

Event Name: Project Types and Bid Factors

Description:

Event Details

Event Id: DASM1-EV00000059 Round 1 Version 1

Event Starts: 03/20/2018 3:10PM EDT

Event Ends: 04/20/2018 3:10PM EDT


Header Attachments: None

Line Attachments: None


Event URL

[Review and bid on this event.](#)

Events



Welcome



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Contact Us

E-mail: osc.apdvf@ct.gov

Please include "VSS" in the subject line when contacting the help desk via email regarding the Supplier Portal.

Telephone:
(860) 702-3400

Hours of Help Desk Availability:
Monday - Friday: 8am – 4pm

Hours of Supplier Portal Access:
Monday - Saturday: 4am – 8pm

Announcements

Workcenter Link:

Click [Supplier Homepage](#) to view supplier transactions and profile information.

Helpful Links:

- [IRS W-9 Form](#)
- [Doing Business with the State](#)
- [State Agency Contacts - Accounts Payable](#)
- [State Agency Contacts - Purchasing](#)
- [Direct Deposit \(ACH\) Application Instructions](#)

FAQs

General Information

- ☒ [Who is a Supplier Administrator?](#)

How Do I?

- ☒ [How do I reset my password?](#)

Job Aids/Training

- ☒ [User Productivity Kit - UPK](#)

Problems/Issues

- ☒ [Who do I contact with a question about payments due to me?](#)
- ☒ [Who do I contact with a question about my vendor data?](#)

My Sell Events

Personalize | Find | View All | | | First 1 of 1 Last

Event Name	Event Type	Start Date/Time	End Date/Time
Non Priority Template	RFx	06/28/2018 12:02PM PDT	07/10/2018 03:01 PM EDT

[See all of my events](#)

My Buy Events

There are no events to view.

Application Process

- ▶ Districts will submit their applications, attach all required documentation and answer questions.

The screenshot displays the Core-CT application interface. At the top left is the Core-CT logo. Below it, a section titled "General Questions" contains two questions. The first question asks for a program type and SDE approvals, with a dropdown menu for "Response" and an "Add Comments or Attachments" button. The second question asks for OSCG&R project types, with a text area for "Response", a "Select Response" button, and another "Add Comments or Attachments" button. Below this is a "Lines" table with columns for Line, Item ID, Description, Unit, Your Unit Bid Price, and Your Total Bid Price. The table has one row for "Priority Event" with unit "EA". Below the table are "Event Comments and Attachments" instructions and buttons for "Submit Bid", "Save for Later", and "Validate Entries". A "Return to Event Search" link is at the bottom left.

Core-CT

General Questions Previous Questions 1-16 of 16 Next Questions

★ Please select your Program Type, and attach the required SDE approvals for Specialty Programs (Magnet, Special Ed., Vo-Ag, etc.)

Response Add Comments or Attachments

★ OSCG&R Project types

Response Select Response Add Comments or Attachments

Hide Line Detail

★ Bid Required Line Comments/Files

Lines Personalize | First Previous Lines 1 of 1 Next Lines

Line	Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price	
1	★	Priority Event	EA	<input type="text"/>	Bid	

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid Save for Later Validate Entries

Return to Event Search

Application Process

- ▶ Pre-qualification questions (Event Questions) will identify if a project is eligible for reimbursement.
- ▶ Once the type of event is selected, the District will complete required pre-qualification bid factors, including attaching required documentation.

Event Questions	
★ Bid Required	★ Ideal Response Required
General Questions Previous Questions 1-10 of 10 Next Questions	
★ List of all special facility types, requiring Towns to submit attachments of approval.	
Response <input type="text"/>	Add Comments or Attachments
★ OSG&R Project types	
Response <input type="text"/>	Select Response Add Comments or Attachments
★ Has the district obtained all three required local resolutions? If yes, please attach. 1) Superintendent to apply for a grant 2) Establishing a building committee 3) Creation of plans and specs (confirm exact language)	Enter File Attachment Response
★ What is the date that the local resolutions were passed?	
Response <input type="text"/>	Add Comments or Attachments
★ What is the LOCAL funding amount?	
Response <input type="text"/>	Add Comments or Attachments
★ Date local funding approved	
Response <input type="text"/>	Add Comments or Attachments
★ Please include an attachment of the educational specifications.	Enter File Attachment Response

Application Process

- ▶ eSupplier offers a new method of communication, the Discussion Forum, to alert Districts to application discrepancies or concerns.
- ▶ A discussion forum within eSupplier is available to communicate between the District and OSCG&R.

Event Discussion

&Message

Author: DAS-Dixon Michelle R
Datetime: 05/08/2018 01:51 PM
Email: doit.core.emailtest@ct.gov
Subject: DASM1 1000000002 Rnd:1 Ver:1

Message This message thread is the dedicated forum for discussing Event 1000000002. If you would like to post a reply to someone but don't want others to see it use the Private Message feature. Only you and the person being replied to will be able to see it.

Groupbox

Author: VSS-Town of Barkhamsted
Datetime: 07/09/2018 01:35 PM
Email: doit.core.emailtest@ct.gov
Subject: RE: DASM1 1000000002 Rnd:1 Ver:1

Message

[Add Attachment](#)

Submit

Application Process

- ▶ Once OSCG&R approves the application, the following communications will be sent to the Districts:
 - A grant commitment letter signed by the Commissioner will be sent to Districts for non-priority list projects
 - A grant commitment letter approved by the legislature will be sent for priority list projects.

Award Notification

You have been awarded this Sourcing event.

Event Details

Event Id: 0000000101 Round 1 Version 1

Name: Notify 2

Award Details

Award Type: Procurement Contract

Award ID: SHARE-000000000000000000000107

Awarded Item:

Description: test

Awarded Quantity: 0.5

Awarded Unit Price: 96 USD

Payment Request Process

- ▶ Districts will submit payment requests via eSupplier.

Core-CT

Payment Request Form

Department of Administrative Services		School Construction	
Business Unit	DASM1	Contract ID	18DASTEST23640
Request #	1000000008	Award Amount	
School District	TOWN OF ANDOVER	*Form Type	Estimated Request
School Name		Request Status	Draft
*Preparer	<input type="text"/>	Entry Date	
*Preparer's Title	<input type="text"/>	Project Status	
*Phone	000-0000	Payment Status	
*Email	lj@hgf.com	Approved Date	

Cost Type	Col. 1 Estimated Application Project Costs	Col. 2 Revised Contracted Project Costs	Col. 3 Approved Expenditures to Date	Col. 4 Current Expenditures Requested
Eligible Costs				
- 1 Architectural Design	0.00	660.00	0.00	0.00
- 2 Site Acquisition	0.00	0.00	0.00	0.00
- 3 Facility Purchase	0.00	0.00	0.00	0.00
- 4 Other Professional Fees	0.00	0.00	0.00	0.00
- 5 Construction Fully Eligible	0.00	0.00	0.00	0.00
- 6 Bonus cost (School Readiness)	0.00	0.00	0.00	0.00
- 7 Bonus Costs - Fully K/Class Si	0.00	0.00	0.00	0.00
- 8 Equipment Furnishing	0.00	0.00	0.00	7,790.00
- 9 Roof 15-19 years Cost	0.00	0.00	0.00	0.00
- Sub-Total	0.00	660.00	0.00	7,790.00
Limited Eligible Costs				

Payment Request Process

- ▶ To close out a project, Districts will fill out the "Final" form type on the Payment Request (replacing the EDO49F).
- ▶ This form will allow Districts to submit required final Payment Request documents such as:
 - Acknowledge Affidavit Certifications
 - Local Board Acceptance Date
 - Certified Minutes
 - Grant Application Phase Cost Estimate
 - Final Project Funding
- ▶ Once the District reaches 85% of total project costs, the District will be required to close the project in order to receive any more payments.

Timeline and Next Steps

- ▶ September
 - Be on the look out for upcoming communications to set up your eSupplier access.
 - Further communications will be sent regarding training and lab sessions.

- ▶ October
 - OSCG&R will resume processing on October 1.
 - Your access will be activated.
 - Training materials will be available.
 - Lab sessions will be offered to help you start applications and payment requests in the new system.

- ▶ If you have questions or concerns, please contact Konstantinos Diamantis at 860-713-6467 or Konstantinos.Diamantis@ct.gov.

Questions?

