

Using the CORE-CT Grant Application System

School Construction Priority List, Non-priority List, and HVAC Indoor
School Air Quality Grant Applications.



Superintendent User Accounts

- All applications are submitted in [CORE-CT](#).
- Each municipality has a CORE-CT administrator who can create an account for the Superintendent.
- After the Superintendent account is created, the municipality is to send the account username to the Office of Grants Administration at DAS.GrantsAdministration@ct.gov. DAS Office of Grants Administration will add the correct permissions to the account. Our office will notify you once the permissions are added.
- Applications for School Construction Grants may be submitted by Superintendent CORE-CT accounts only.
- **Do not wait!** It can take two weeks or more to get an account set up to use.



Logging in

- Website: <https://corevss.ct.gov/>

The screenshot displays the Core-CT Supplier Portal interface. On the left, a 'Welcome' panel features the Office of the State Comptroller logo and text: 'OFFICE of the STATE COMPTROLLER Central Accounts Payable Supplier Portal'. Below this, a 'Welcome' message states: 'Welcome to the 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.' A 'Contact Us' panel provides the email osc.apdvf@ct.gov, a telephone number (860) 702-3400, and hours of help desk availability (Monday - Friday, 8am - 4pm) and supplier portal access (Monday - Saturday, 4am - 8pm).

The main content area is titled 'Supplier Login' and contains a form with fields for 'User ID' and 'Password', a 'Sign In' button, and a 'Forgot Password?' link. Below the login form is an 'Announcements' section with a highlighted 'Email Notification Update' stating that as of April 20th, 2022, automatic reply email notifications will be delivered from generic sender addresses. The email addresses are corect@ct.gov or osc.apdvf@ct.gov.

Below the announcements are 'Helpful Links' including: [IRS W-9 Form](#), [Doing Business with the State](#), [State Agency Contacts - Accounts Payable](#), [State Agency Contacts - Purchasing](#), and [Direct Deposit \(ACH\) Application Instructions](#).

The bottom section is titled 'FAQs' and includes 'General Information' with a link to 'Who is a Supplier Administrator?' and 'Problems/Issues' with a link to 'Who do I contact with a question about payments due to me?'.



Password reset

User ID

Password

[Sign In](#)

[Forgot Password ?](#)

- *"Forgot password"* leads to a page to trigger a reset email.

Supplier Login

Reset and Send Forgotten Password

Enter your UserID and click send to reset your password and have it sent to you via email.

*User ID

[Send](#)



Navigating to the Application

- Click **Supplier Homepage**.

The screenshot shows the Core CT Supplier Portal homepage. The page is divided into several sections:

- Header:** Includes "Favorites", "Main Menu", "Home", and "Sign Out".
- Welcome Section:** Features the Office of the State Comptroller logo and text: "OFFICE of the STATE COMPTROLLER Central Accounts Payable Supplier Portal". A welcome message states: "Welcome to the 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."
- Contact Us Section:** Provides contact information: "E-mail: osc.apdvt@ct.gov", "Telephone: (860) 702-3400", and "Hours of Help Desk Availability: Monday - Friday, 8am - 4pm". A red box highlights the "Hours of Supplier Portal Access: Monday - Saturday: 4am - 8pm".
- Announcements Section:** Contains a "Workcenter Link" with a red box around "Supplier Homepage" and text: "Click [Supplier Homepage](#) to view supplier transactions and profile information." Below is an "Email Notification Update" dated April 20th, 2022, stating that automatic reply emails will now be delivered from generic sender addresses, with email addresses corect@ct.gov and osc.apdvt@ct.gov.
- FAQs Section:** Lists various questions under categories like "General Information", "How Do I?", "Job Aids/Training", "Office of School Construction", and "Problems/Issues". A red box highlights the "Office of School Construction" link and its associated question: "School Construction Contact and Training information."



Navigating to the Application

- Then click **My Event Activity**.

Supplier Homepage

Contact Us

E-mail: osc.apdvf@ct.gov

Please include "VSS" in the subject line email regarding the Supplier Portal.

Telephone:
(860) 702-3400

Hours of Help Desk Availability:

My Alerts

Links

- Maintain Supplier Information
 - Addresses
 - Contacts
- Manage Events and Place Bids
 - Bidding Homepage
 - My Event Activity**
 - Discussion Forums

Welcome to the Supplier Homepage

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

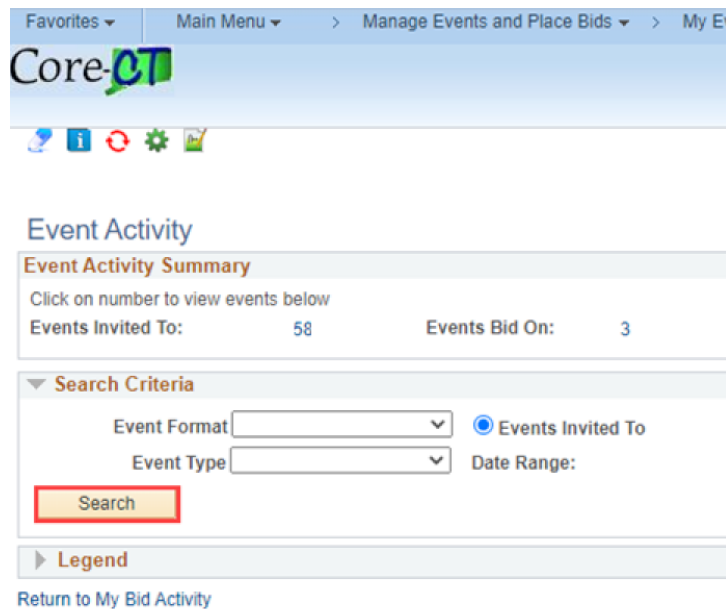
Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.



Navigating to the Application

Click on the yellow "Search" button.



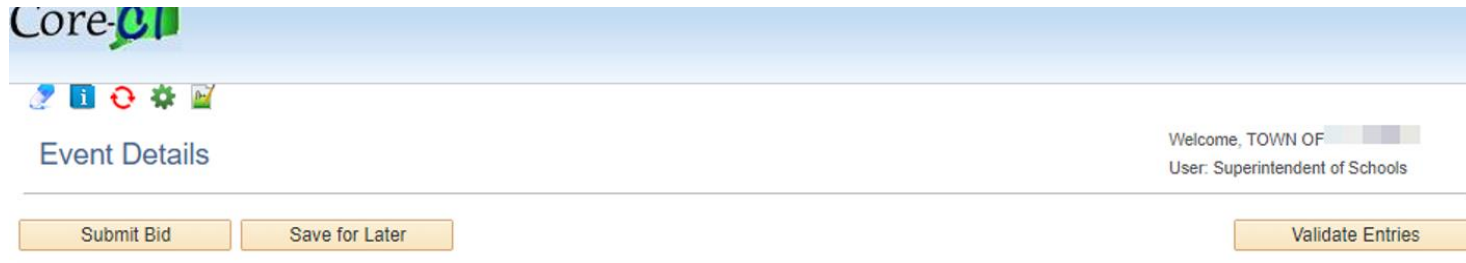
The screenshot shows the Core-CT application interface. At the top, there is a navigation bar with "Favorites", "Main Menu", "Manage Events and Place Bids", and "My Ev". Below the navigation bar is the "Core-CT" logo and a row of social media icons. The main content area is titled "Event Activity" and contains an "Event Activity Summary" section. This summary includes the text "Click on number to view events below" and two statistics: "Events Invited To: 58" and "Events Bid On: 3". Below the summary is a "Search Criteria" section with a dropdown arrow. It contains two dropdown menus for "Event Format" and "Event Type", a radio button for "Events Invited To" (which is selected), and a "Date Range:" label. A yellow "Search" button is highlighted with a red border. At the bottom of the search criteria section is a "Legend" section with a right-pointing arrow. Below the search criteria is a link that says "Return to My Bid Activity".

At the bottom of the list, select the application event you intend to apply to.



Starting an Application

Click **Save for Later**.



- This causes your draft application to exist in the system.
- You will see a pop-up saying that the application is incomplete and a list in **red** of questions on this page that you need to complete. This is normal and expected.
- You can follow the steps up to this one more than once to create applications for more than one school facility.



Question Types

Menu selection.

General Questions Previous Questions 1-15 of 15 Next Questions

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

Response: 1 - Standard program Add Comments or Attachments

★ 2. Please select

Response: 1 - Standard program
 2 - Vocational Agricultural
 3 - Special Education
 4 - Board of Education
 5 - Interdistrict Cooperative
 6 - Interdistrict Magnet

Select Response Add Comments or Attachments



Question Types

Choice options.

★ 2. Please select your non-priority project types and/or non-priority bonus.

Response [Select Response](#) [Add Comments or Attachments](#)

Header Bid Factor List

Business Unit DASM1 Event ID SCP0000068

2. Please select your non-priority project types and/or non-priority bonus.

Select All Deselect All

Find First 1 of 1 Last

| | |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Response Item HVAC (HV) |
|--------------------------|----------------------------|

OK Cancel




Question Types

Date selection.

★ 4. What is the date that the Superintendent grant application resolution was passed?



Response 

[Add Comments or Attachments](#)

Calendar 

September ▾ 2022 ▾

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

 Current Date 



Question Types

File upload.

Question Comments and Attachments

Business Unit DASM1 Event ID SCP0000068

9. Please attach the certified town minutes authorizing the three resolutions.

Attachments

Add New Attachments Personalize | [?] First [v] 1 of 1

| Attached File | Attachment Description | Upload | View | | |
|---------------|------------------------|--------|------|---------------------|--------|
| | | Upload | View | Add New Attachments | Delete |

Comments

Add New Comments

OK Cancel

Attachments

Event ID SCP0000068

minutes authorizing the three resolutions.

| Attachment Description | Upload |
|------------------------|--------|
| | |

File Attachment

Choose File No file chosen

Upload Cancel

OK Cancel



Two pages of application

Accessing the second page.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 1
Lines That Require a Response 1
Lines Responded To 0
Your Total Line Pricing 100,000.0000 USD

[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 | ★ | | HVAC Application | EA | 100000.000000 | 100,000.0000 USD | Bid | Comment |

[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](#)



Two pages of application

Returning to the first page.

The screenshot displays the Core-CT Bidding Homepage. The breadcrumb trail at the top reads: Favorites > Main Menu > Manage Events and Place Bids > Bidding Homepage. The Core-CT logo is prominently displayed. Below the logo are social media icons for Twitter, Facebook, and a refresh icon, along with a gear icon for settings. The main section is titled "Line Details" and contains three buttons: "Save for Later", "Start Page" (highlighted with a red border), and "Validate Entries". Below the buttons, it indicates "Line 1 of 1". A "Line Details" section contains a table with the following data:

| Line | Item ID | Response Required |
|------|------------------|-------------------|
| 1 | HVAC Application | Yes |

Below the table, the category is listed as "Building and Construction and" with a link to "View/Add Question Comments and Attachments".



Submitting the application

Click "*Submit Bid*" to submit your application.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 1
Lines That Require a Response 1
Lines Responded To 1

Your Total Line Pricing 100,000.0000 USD

Hide Line Detail
★ Bid Required Line Comments/Files

Personalize | [?] First Previous Lines 1 of 1 Next Lines

| Line | Item ID | Description | Unit | Your Unit Bid Price | Your Total Bid Price | | |
|------|---------|------------------|------|---------------------|----------------------|-----|---|
| 1 | ★ | HVAC Application | EA | 100000.000000 | 100,000.0000 USD | 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.

[Return to Event Search](#)

Note: The CORE-CT system will allow you to edit applications you have already submitted until the end of the application deadline. However, if you make changes to an already submitted application, click "Submit Bid" and not "Save for Later" since doing that will revert your application to unsubmitted draft status.

If you do not receive a confirmation that your application was submitted, please contact DAS.GrantsAdministration@ct.gov.



Returning to Draft Applications

- You can return to a draft (or already submitted) application for further edits during a later sitting.
- To do that, go back to the step where you clicked **My Event Activity**, and do so again.

Supplier Homepage

Contact Us

E-mail: osc.apdvf@ct.gov

Please include "VSS" in the subject line email regarding the Supplier Portal.

Telephone:
(860) 702-3400

Hours of Help Desk Availability:

My Alerts

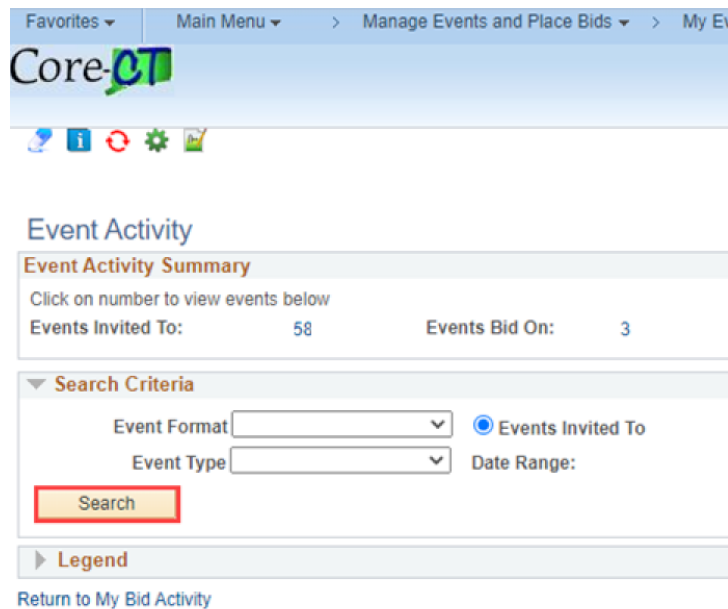
Links

- ▼ Maintain Supplier Information
 - Addresses
 - Contacts
- ▼ Manage Events and Place Bids
 - My Event Activity
 - Discussion Forums



Returning to Draft Applications

Click on the yellow "Search" button.



The screenshot shows the Core-CT web application interface. At the top, there is a navigation bar with "Favorites", "Main Menu", "Manage Events and Place Bids", and "My Ev". Below this is the "Core-CT" logo and a row of social media icons. The main content area is titled "Event Activity" and contains an "Event Activity Summary" section with the text "Click on number to view events below" and two statistics: "Events Invited To: 58" and "Events Bid On: 3". Below the summary is a "Search Criteria" section with two dropdown menus for "Event Format" and "Event Type", a radio button for "Events Invited To", and a "Date Range:" label. A yellow "Search" button is highlighted with a red border. At the bottom of the search section is a "Legend" section and a link "Return to My Bid Activity".

At the bottom of the list, select the event for your type of application.



Returning to Draft Applications

Click where it says “X-in-Process...”

The screenshot displays the Core-CT Bidding Homepage. At the top, there are navigation menus: Favorites, Main Menu, Manage Events and Place Bids, and Bidding Homepage. The Core-CT logo is prominently displayed. Below the logo, there are social media icons and a user greeting: "Welcome, TOWN OF [redacted] User: Superintendent of Schools".

The main content area is titled "Event Details" and includes a "Bid on Event" button. To the right, there are "Bidding Shortcuts" for "View Event Activity" and "View, Edit or Copy from Saved Bids".

The event information is as follows:

- Event Name: HVAC Application Invitation
- Event ID: DASM1-SCP0000068
- Event Format/Type: Sell Event RFX
- Event Start Date: 09/20/2022 2:28PM EDT
- Event End Date: 12/01/2022 08:00 PM EST

The Event Description states: "This HVAC Application is open from July 1, 2022 - July 31, 2022."

Contact information for DAS-Dixon Michelle R is provided: Phone 860/713-6477 and Email ID. There is also a "Live Chat Help" link.

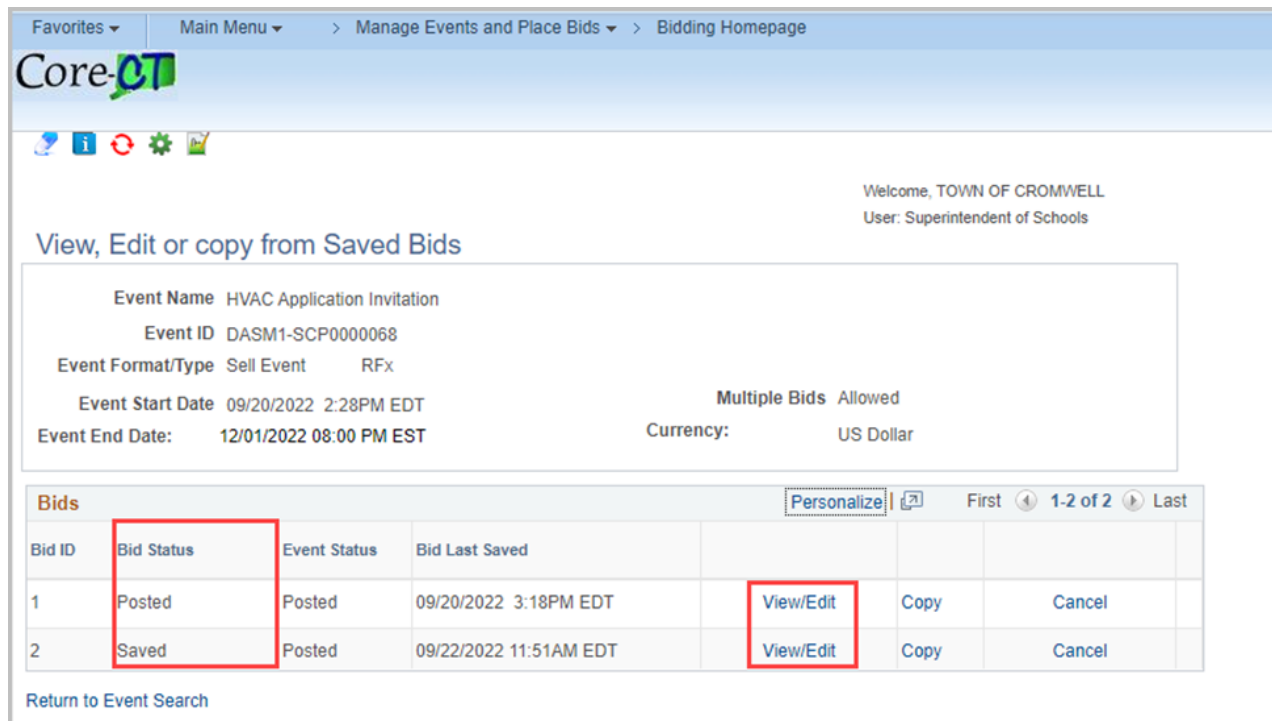
Payment Terms are listed as:

- My Bids: 2 In-Process and Submitted (highlighted with a red box)
- Edits to Submitted Bids: Allowed
- Multiple Bids: Allowed



Returning to Draft Applications

Click "*View/Edit*" in the row for whichever of your applications you wish to edit.



The screenshot shows the Core-CT Bidding Homepage. The breadcrumb trail is: Favorites > Main Menu > Manage Events and Place Bids > Bidding Homepage. The user is identified as 'TOWN OF CROMWELL' and 'User: Superintendent of Schools'. The main heading is 'View, Edit or copy from Saved Bids'. Below this, event details are displayed: Event Name: HVAC Application Invitation, Event ID: DASM1-SCP0000068, Event Format/Type: Sell Event RFX, Event Start Date: 09/20/2022 2:28PM EDT, Event End Date: 12/01/2022 08:00 PM EST, Multiple Bids: Allowed, and Currency: US Dollar. A table titled 'Bids' shows two rows of bid data. The 'Bid Status' column for both rows is highlighted with a red box. The 'View/Edit' button in the 'View/Edit' column for both rows is also highlighted with a red box.

| Bid ID | Bid Status | Event Status | Bid Last Saved | View/Edit | Copy | Cancel |
|--------|------------|--------------|------------------------|-----------|------|--------|
| 1 | Posted | Posted | 09/20/2022 3:18PM EDT | View/Edit | Copy | Cancel |
| 2 | Saved | Posted | 09/22/2022 11:51AM EDT | View/Edit | Copy | Cancel |



Questions and Contact Information

- Please contact DAS.GrantsAdministration@ct.gov for questions or additional support.

