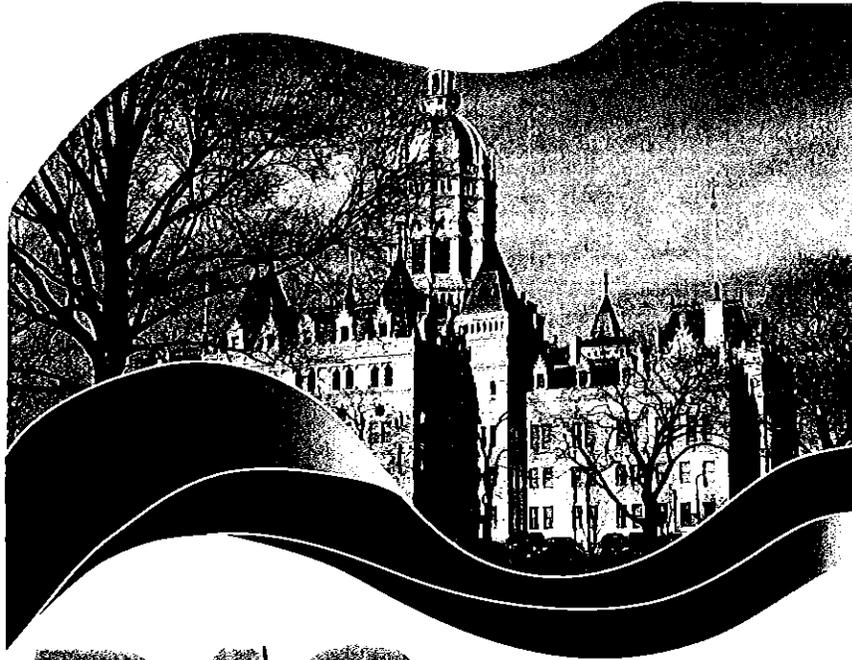


DEPARTMENT OF ADMINISTRATIVE SERVICES

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**DAS** Appropriations  
Testimony

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FEBRUARY 10, 2009

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BRENDA L. SISCO  
Commissioner

# Department of Administrative Services

## Overview

*The Department of Administrative Services was established in 1977 as the single agency in charge of providing administrative services to other agencies. DAS's services allow the state to save money by taking advantage of economies of scale and streamlining services and processes throughout the agencies. DAS's primary units include:*

### **Procurement Services:**

Responsible for the purchase and provision of supplies, equipment and contractual services, as defined in C.G.S. 4a-50. Oversees the Set-Aside Program (Supplier Diversity), State and Federal Surplus Property Distribution, prequalification of contactors to bid on contracts for the construction, alteration, repair or demolition of public works by the state or municipalities, and the Master Insurance Program for local housing authorities.

### **Statewide Human Resources Management:**

Responsible for implementing Chapter 67 of the C.G.S. with regard to hiring and promoting employees, conducting examinations, maintaining the state's job classification system, evaluating jobs, and administering compensation and benefits.

### **Collection Services:**

Responsible for maximizing reimbursement to the state for human services, public assistance and other services provided or funded by the state.

### **Fleet Operations:**

Responsible for the purchase, maintenance and repair of the approximately 4,200 vehicles used by state agencies.

### **Strategic Resources Management:**

Responsible for statewide strategic HR/workforce planning, new manager and executive level training, catastrophic event planning and the DAS Learning Center.

### **Workers' Compensation:**

Responsible for managing the state's workers' compensation program for state agencies and employees, and promoting agency safety and loss control programs.

### **Small Agency Resource Team:**

Responsible for providing personnel, payroll, and affirmative action functions to numerous state agencies under Sec. 60(c) of Public Act 05-251.

### **Business Office:**

Responsible for providing business office functions to numerous state agencies under Sec. 60(c) of Public Act 05-251. Also oversees the DAS Print Shop, Mail/Courier Services, Property Management, and the Federal Food Distribution Program.

### **Core-CT:**

Responsible for managing state government's core financial and administrative computer systems including central and agency accounting, purchasing, accounts payable, assets, inventory, payroll, time and attendance, workers' compensation, human resources, and other business systems.

## Procurement Services

*The Procurement Division is primarily charged with the purchase and provision of supplies, materials, equipment and contractual services, as cited in C.G.S. 4a-58, for executive branch state agencies. The Procurement Division also administers the State Contracting Portal on the DAS website, which was created by Executive Order #3 to serve as a central location for the posting of all state bids, RFP's and contracts. Centralized procurement streamlines administrative functions statewide and saves state agencies and municipalities millions of dollars by taking advantage of economies of scale and leveraging state agency spend through the administration of statewide contracts.*

*The Procurement Division offers online information and applications for all of its programs, enabling the agencies, vendors and municipalities to have access to program information and forms 24/7. A recent re-design of the Procurement web pages have helped agencies and suppliers navigate the website more effectively.*

### **Division Responsibilities**

- **Statewide Procurement** awards and administers goods and contractual services contracts for executive branch state agencies. DAS Procurement strives to provide high quality goods and services and the best possible prices for the state, while ensuring that the procurement process is fair and transparent and all statutory mandates are met. Other branches of state government, towns and municipalities, and some non-profits are also able to purchase off of many DAS contracts.
- **Set-Aside Program**, also known as the **Supplier Diversity Program**, certifies Connecticut-owned small and minority business enterprises and assists agencies in their goal setting and in finding purchasing opportunities with certified businesses; state statute mandates that 25% of state contracts be awarded to certified small businesses, and that 25% of that amount be awarded to certified minority-owned businesses.
- **State and Federal Surplus Program** distributes surplus state property and acquires federal surplus property for state agencies and municipalities. By statute, state surplus goods are first made available to state agencies through an online "transfer" system. After seven days, municipalities can purchase remaining items at \$50 for the first item and \$15 for each additional item per purchase (per day); after seven additional days, the product is slated for public auction. If the product does not sell at auction, municipalities and not-for-profit organizations (501(c)(3)'s) can request the product to be donated. Federal goods are available to the state on a more limited basis. DAS is designated as the official state agency to acquire, warehouse and distribute surplus federal property. If DAS is made aware of a municipality or agency in need of certain federal products, DAS can scan the federal system in an effort to locate the item.
- **Construction Contractor Prequalification Program** prequalifies building contractors and subcontractors to enable them to bid on a contract or perform work

pursuant to a contract for the construction, alteration, repair or demolition of a public building or any other public work by the state or a municipality, estimated to cost more than \$500,000 and funded in whole or in part with state funds, except for certain construction projects administered by the Department of Transportation. This program is established in C.G.S. 4a-100.

- **Master Insurance Program** is administered on behalf of state and federally funded housing units operating under the jurisdiction of local housing authorities, C.G.S. 4a-2b. The program offers all housing authorities in the state the opportunity to leverage their dollars by pooling their insurance needs (property, general liability, auto, etc). The housing authorities are charged a fee, based on the number of residential units they manage, to participate in the program.
- **State P-Card** is co-administered by the Procurement Division of DAS and the Office of the State Comptroller (OSC), providing a convenient payment tool for state purchases. DAS has aggressively monitored the propriety of all P-Card purchases by state agencies.
- **Core-CT Supply Chain Module Team** is part of the state's online financial system group that administers the activities used to support the system's purchasing functions, including business process development, system configuration and testing development, troubleshooting, training upgrades and software maintenance.

### *Division Highlights*

**Aggressive Cost Reduction:** Reviewed all state contracts and bids to identify those to be cancelled, restricted from new orders, and rebid and renegotiated to save money for the state.

**Environmentally Preferable Purchasing (EPP):** The Procurement Division strives to incorporate environmentally preferable products in all contracts whenever possible.

- Executed contracts for a firm supply of electricity increasing the State's use of "clean and green" renewable power as follows: CT DOT 10%, UCONN 15%, UCONN Health Center 15% and other executive branch agencies 25%
- Through the environmentally preferred electronics disposal contract, over one million pounds of recycled electronics were kept from our landfills and/or remarketed as re-usable assets and the state achieved revenue of \$100,000 from this effort
- Continue to participate in Connecticut Climate Change Coordinating Committee (C4) and the Governor's Steering Committee on Climate Change (GSC)
- Administered contracts and set standards for environmentally preferable cleaners and incorporated these standards into state contracts
- Directed agencies to purchase remanufactured toner cartridges further supporting environmental initiatives and saving an estimated \$400,000 per year by reduced costs.

**Municipal Use of State Contracts:** Many towns/cities in the state continue to use the state's contracts and other free services offered by DAS Procurement. Recent legislation (P.A. 08-2, Nov. Special Session) expanded DAS's authority to assist municipalities

achieve procurement savings by allowing DAS to contract for supplies, materials or equipment on behalf of a group of three or more municipalities if we determine that our assistance will achieve cost savings. Examples of municipal use of DAS contracts include:

- 88 municipalities use the annual DAS contract for flu vaccines
- 110 of the 169 (65%) cities/towns utilize the state's road salt contract
- The state's dairy products and bakery/bread products contracts are utilized by four different municipalities resulting in significant savings

### **Bid Notification System and State Contracting Portal Postings**

- A total of 3,188 solicitations were posted on the State Bid/Contracting Portal in 2008. Of these, 1,114 were posted by towns/cities.
- DAS has established an easy, on-line registration system (E-Alert) that notifies registrants daily of all new bids and RFPs for state contracts. Currently, 16,513 individuals and companies receive these daily E-Alerts.
- DAS also publishes BuyLines, a bi-weekly e-mail newsletter that includes information about state contracts and other procurement news and information. Approximately 400 individuals and companies have currently subscribed to receive BuyLines.

### **CT Grown**

- Purchased 32,575 cases of locally grown produce for a total of \$626,098.

### **Janitorial Pilot Program**

- In conjunction with C.G.S 4a-82, DAS Procurement has continued to administer a pilot program to create and expand janitorial work job opportunities for individuals with disabilities and persons with disadvantages. DAS Procurement has successfully administered four pilot contracts, as required by statute.

### **Savings/Cost Avoidance**

- In addition to implementing the Governor's recent directive to review all existing state contracts to determine which can be cancelled or renegotiated for cost savings, DAS has negotiated savings and implemented cost avoidance measures this year on various DAS-administered contracts:
  - Electricity, \$29 million next year
  - Purchasing Card Spend Volume Rebates - \$202,245
  - Grainger Spend Volume Rebates - \$6,286
  - Eastern Bag Spend Volume Rebate - \$25,111
  - C&C Janitorial Spend Volume Rebate - \$5,174
  - Printing of Governor's budget documents - \$21,000
  - Pharmaceutical - \$334,000
  - Influenza Vaccine - \$424,000



## State Surplus Program

Type of Auction	Number of Auctions Held at the DAS Property Distribution Center (Wethersfield) in 2008	Property Sold at Auction by Clearing House Auctioneers at their Location in 2008	Revenue Generated
Vehicle	6		\$ 3,361,905.57
Property	3		\$ 121,237.00
Truck/Heavy Equipment	1		\$ 136,050.00
Property including Jewelry from Judicial & Estates		7	\$ 19,955.00
Sealed Bids	2		\$ 5,386.00
<b>Totals:</b>	<b>12</b>	<b>7</b>	<b>\$ 3,644,533.57</b>
Amount to State of CT Accounts			\$ 3,483,533.57*
Amounts to Municipalities			\$ 161,000.00
<p><i>*Note that revenue received through State Surplus auctions is distributed to both revolving fund accounts and the General Fund. The program from which the property came determines which fund receives the revenue from sale of the property.</i></p>			

## Statewide Human Resources Management

*Statewide Human Resources Management implements the State Personnel Act, which establishes guidelines for hiring and promoting state employees, conducting examinations for state job titles, maintaining the state's job classification system and evaluating titles. This division is also responsible for assisting agencies in meeting their human resources needs while ensuring that all personnel activity is conducted in accordance with relevant statutes, regulations, and collective bargaining agreements.*

### *Division Responsibilities*

- **Personnel Assessment:** Announces, develops, validates, schedules, administers and scores all state open-competitive, promotional and continuous recruitment merit employment examinations for appointment into state job titles.
- **Statewide Recruitment:** Trains agency human resources staff on recruitment and interviewing processes; represents the state at DOL and other job/career fairs; coordinates and participates in “hiring day” events for hard-to-recruit-for positions and occupationally-based career fairs.
- **Reclassification Grievances:** Schedules reclassification grievances; serves as the hearing officer in Step 3 reclassification grievances and issues decisions; and represents the state at Step 4 reclassification grievance hearings.
- **Reemployment/SEBAC:** Maintains and updates re-employment lists; maintains and updates SEBAC lists resulting from layoffs of state employees.
- **Classification/Job Evaluation:** Manages the statewide job classification system; develops, updates, abolishes, red-circles, and consolidates job classifications/ specifications as appropriate.
- **Agency Liaisons:** Provides human resources consulting services to state agencies in the areas of staffing, classification, compensation, organization analysis/ structure, reemployment/SEBAC, strategic planning, etc.
- **Human Resources Certificate Training:** Designs, coordinates and oversees the State of Connecticut Certificate in Human Resources Management program, an 11-day certificate program required of all human resources staff to ensure statewide compliance with all state personnel statutes and policies.

## ***Division Highlights***

### **Personnel Assessment**

- Administered 528 examinations during FY 2008.
- Reviewed and determined eligibility for examination for approximately 29,770 exam candidates.

### **Statewide Recruitment**

- Collaborated with agencies on recruitment needs and services in the identification of targeted Internet recruitment websites (i.e. nurses, IT positions, engineering positions, state police and other protective services).
- Developed specific recruitment advertising, and assisted in the development of recruitment plans for specific positions, including two Nurse Hiring Days resulting in 27 Nurses hired.

### **Classification/Job Evaluation**

- Conducted an agency-wide analysis of DMHAS education and training functions as a result of multiple requests to look at positions involving education and training.
- Provided HR technical assistance with job classifications in response to the CVH/Department of Justice survey and the new Young Adult Services Program at DMHAS.

### **Human Resources Certificate Training**

- During FY 2008, held 4 sessions of this 11-day certificate program.
- A total of almost 500 participants have completed this program, which is a requirement of all HR professionals in state service and ensures that all personnel staff throughout the Executive Branch understand and uniformly apply state and federal personnel laws and policies.

## **Collection Services**

*Under C.G.S. 4a-12, DAS Collection Services maximizes reimbursement to the state for human services, public assistance and other services provided or funded by the state.*

### ***Division Responsibilities***

- Bills and collects for residential and behavioral health care services provided to individuals through the state's humane institutions and programs as defined by C.G.S. 17b-222.
- Provides Medicare/Medicaid billing services for the Department of Veterans' Affairs.
- Provides billing and collection services to 80 towns for the School-Based Child Healthcare program and the Department of Veterans' Affairs.
- Collects money due the state from decedent estates or from the recipients of windfalls.
  - Windfalls are described as unearned income/assets such as causes of action and inheritances.
  - When an individual applies for state aid, either with DSS, DMHAS, DCF, or DMR, or has been sentenced to serve a term in jail by a Connecticut court, that individual is liable for the assistance received or the cost of their care or incarceration.
  - Collection Services identifies individuals or their legally liable relatives who owe the state money and liens either the estate or their attorney for the cause of action.
  - There are rules that limit the amount of money the state may collect from the windfall, and these are found in a variety of state statutes.
- Acts as legal representative of decedent estates under C.G.S. 4a-16. This allows DAS to be appointed legal representative of the decedent estates of recipients of aid, claim the assets, pay limited funeral fees and probate costs and then reimburse the state for unreimbursed care.

### ***Division Highlights***

- In 2008, DAS Collections recovered over \$866 million in paid claims. Of that amount, \$794,560,244 consisted of reimbursement from Medicaid and Medicare.
- DAS Collections Division processes approximately 5,000 small estates annually under C.G.S. 4a-16.
- The Division also maintains 1,200 trustee accounts for residents of the state humane institutions, providing personal funds for the recipients and paying for their costs of care.

## **Fleet Operations**

*Fleet Operations provides safe and reliable transportation to state agencies. The DAS Fleet is made up of approximately 4,200 vehicles, consisting of passenger cars, light duty trucks and vans. Vehicles are purchased by DAS and leased out to 96 state agencies; these vehicles are used to transport state employees, patients, inmates, clients and materials as required to carry out the day-to-day functions of these agencies.*

### ***Division Responsibilities***

- Purchases vehicles for state agencies, including the Department of Public Safety, consistent with state (C.G.S. 4a-67d) and federal (Energy Policy Act of 1992) mandates.
- Maintains and repairs state vehicles, except for DPS vehicles.
- Carries out the mandates of Executive Order 22, issued January 9, 2009.
  - Achieve a 20% reduction in the state fleet
  - Re-justify all agency vehicle assignments and permission for home garaging of vehicles

### ***Division Highlights***

- Vehicle maintenance is performed at three repair facilities: Norwich, Hartford (Wethersfield) and New Haven.
- In March 2008, DAS Fleet Operations issued a revised Statewide Policy for Motor Vehicles Used in State Business (General Letter 115) and created a network of Agency Transportation Administrators to better manage the use of vehicles by state employees.
- 58% of the DAS active fleet consists of Hybrids and AFVs (E-85 and natural gas).
- DAS has consistently maintained compliance with EAct's requirement that 75% of "covered vehicles" purchased each year consist of "alternative fuel vehicles" (AFVs). Under federal EAct, AFVs are E85 or natural gas cars, but not hybrids.
- In 2008, DAS achieved compliance with EAct by (1) purchasing 448 E-85s; (2) taking full advantage of EAct's exclusions for law enforcement, emergency response and home-garaged vehicles, by verifying vehicle usage with every agency; and (3) applying AFV credits obtained from previous years.
- DAS anticipates realizing \$1.2 million in savings by deferring new vehicle purchases this fiscal year.

## **Strategic Resources Management**

*Strategic Resources Management is responsible for statewide workforce planning and the DAS Learning Center; coordinates quality improvement, strategic planning, and performance measurement at DAS; regularly reports on the characteristics and trends of the state executive branch workforce; orients newly appointed managers to state service.*

### ***Division Responsibilities***

- Consults with agencies on their workforce planning needs, including retirement projections, succession planning, and specialized training initiatives.
- Designs, coordinates and oversees the *New Manager Orientation Program*, preparing more than 273 new managers to ensure their compliance with state and federal law and policy.
- Manages the *DAS Learning Center*, offering a wide assortment of state-mandated, safety, and professional development courses and training for state employees.
- Provides semi-annual “*Management Briefings*” for state managers on key topics.
- Coordinates state agency Continuity of Operations Planning (COOP) in the event of a pandemic flu or other catastrophic events affecting the state workforce including annual recertification of plans, and collaboration with the Pandemic Interagency Strategic Planning task force.

### ***Division Highlights***

- DAS Learning Center served over 800 employees in 2008.
- Managed executive recruitment and selection activities for a number of key agency commissioner and deputy commissioner positions.
- Trained 150 human resource staff statewide to effectively use the EPM ad hoc reporting system within Core-CT.
- Coordinated and delivered an executive training package to meet state requirements for 57 appointed officials representing 18 agencies.
- Implemented the *Aspiring Leaders Executive Development Program* for state managers with an initial participant group representing six agencies.

## **Workers' Compensation Program**

*Under C.G.S. 31-284a, DAS is the central administrator for the State of Connecticut Workers' Compensation Program. DAS is responsible for designing the program, establishing statewide agency operating procedures, accounting and reporting functions, procuring and managing the third party claim administrator, and general program reporting. DAS also provides guidance and support relating to agencies' safety and loss control activities.*

### ***Division Responsibilities***

- Manages the state workers' compensation budget for all state agencies, with the exception of five large agencies that have their own appropriation for workers' compensation.
  - These agencies include the Departments of Developmental Services, Mental Health and Addictive Services, Correction, Children and Families, and Public Safety.
- Serves as the central fiscal administrator of the state's workers' compensation program for all state agencies, including the separately-budgeted agencies.
- Manages the Workers' Compensation Third-Party Administrator, which handles all state employee workers' compensation claims.

### ***Division Highlights***

#### **Claim Activity**

- The statewide workers' compensation total number of reported claims for FY 07-08 was 7,716, representing a 2.4% decrease over last year and a 9% decrease from the program's five-year high of 8,479.
- The statewide workers' compensation total number of reported lost time claims (claims that require employees to lose time from work) for FY07-08 was 2,255, representing a 5.8% decrease from the prior year and a 18% decrease from the program's five-year high of 2,736.

#### **Budget**

- The statewide workers' compensation total program cost for FY07-08 was \$91,062,186, representing a 2% increase over FY 06-07.
- As of January 2009, the total workers' compensation budget among all budgeted agencies and branches had a surplus of approximately \$1,873,379. However, DAS anticipates that the General Government account – which is appropriated to DAS –

will be in deficit at the end of this fiscal year. Although this deficit is not anticipated to exceed \$1.5 million, final numbers are dependent on the amount and extent of claim activity during the last five months of the fiscal year.

### **Program Initiatives & Cost Savings**

- Initiated efforts to promote transparency and statewide consistency in state workers' compensation claim administration and processing, including: launching a workers' compensation website for state agencies and employees; creating a comprehensive DAS workers' compensation manual; and creating a Core-CT operating manual for agency claim administration functions.
- Amended the State of Connecticut Managed Care Plan to achieve cost savings for the state by introducing managed care protocols into the program for the distribution of prescription medication, including discount pricing and generic substitutes (September 2008).
- Saved nearly \$2 million in diagnostic imaging costs over the past 2 fiscal years by implementing an imaging network to the managed care program in 2007.
- Conducted monthly file reviews with the Third Party Administrator and agencies to identify candidates for return to work and to develop strategies to increase file closure rates.

### **Safety and Health Services**

- Partnered with state agencies to establish and maintain 46 Safety and Health committees within the agencies.
- Provided workplace ergonomic consulting and assessment reporting, including performing 379 individual evaluations and specific task consulting.
- Engaged in Loss Control Safety Initiatives, including DMHAS Body Alarms Safety Program, Winter Safety programs and Safety Communication programs.

### **Return-to-Work Programs**

- In conjunction with agencies and the Third Party Administrator, established and administered return-to-work programs to enable injured state employees to return earlier to duty. By contract, DAS administers a Selective Duty Program specifically for the 1199 bargaining unit, paying the costs of returning participating employees to work out of the General Government ("GG") Workers' Compensation account. In FY08, 98 employees utilized this program, resulting in \$499,757 being reimbursed to agencies from the GG account. In FY09 to date, 52 injured workers have participated in the Selective Duty Program, at a cost of \$309,818 to the GG account.

## **Small Agency Resource Team (SmART)**

*The Department of Administrative Services' Small Agency Resource Team (SmART) became effective July 1, 2005, under Sec. 60(c) of Public Act 05-251, which required the Commissioner of Administrative Services, in consultation with the Secretary of the Office of Policy and Management, to develop a plan for the Department of Administrative Services to provide personnel, payroll, affirmative action and business office functions to various state agencies. By centralizing certain agency functions, the Executive Branch is able to do more with less and to bring uniformity to state government processes and procedures.*

### ***Division Responsibilities***

- Administers personnel, labor relations, staff training and development; conduct administrative investigations and related human resources services for the following 23 state agencies:

- Department of Agriculture
- Board of Education and Services for the Blind
- Board of Firearms Permit Examiners
- Commission on the Deaf and Hearing Impaired
- Commission on Fire Prevention Control
- Connecticut Commission on Culture and Tourism
- Connecticut Siting Council
- Department of Consumer Protection
- Emergency Management and Homeland Security
- Judicial Selection Commission
- Office for Workforce Competitiveness
- Office of the Child Advocate
- Office of Consumer Counsel
- Office of Health Care Access
- Office of Protection and Advocacy
- Office of the Victim Advocate
- Police Officers Standards and Training Council
- Properties Review Board
- Public Utility Control
- Department of Public Works
- State Marshall Commission
- Board of Accountancy
- State Contracting Standards Board

- Provides payroll and benefit processing/services to the above agencies, as well as to:

- Department of Administrative Services
- Office of the Governor
- Office of the Lieutenant Governor

### ***Division Highlights***

- Merged/consolidated SmART functions and activities with the DAS Human Resources office to enhance utilization of staff, resources and efficacy.
- Provided independent training programs for all SmART agencies. Topics included Progressive Discipline, Recruitment and Selection, Workers' Compensation and Workplace Violence. More than 150 employees of the SmART agencies participated in these training classes.
- Developed a website specifically for the SmART division.
- Executed MOUs between DAS and each SmART agency delineating the specific services provided by DAS to each agency.
- Developed and submitted to CHRO Affirmative Action Plans for SmART agencies, DAS, Office of the Governor, and two other state agencies (Department of Economic and Community Development and Military) on the statutorily required filing dates.
- Conducted internal discrimination complaint investigations pursuant to Public Act No. 07-181. As of January 2009, 14 complaints/investigations had been referred to DAS by CHRO pursuant to the Public Act.
- Conducted internal discrimination complaint investigations in SmART agencies.

## **Business Office**

*Provides a full spectrum of business office support to DAS and to 20 other state agencies, including budgeting, accounts payable, accounts receivable, purchasing, grant management, central accounting, delinquent accounts, and asset management. The DAS consolidated Business Office program is unique to state government; it increases uniformity, consistency and efficiency throughout the Executive Branch agencies and provides value-added services.*

### ***Division Responsibilities***

- **DAS Business Office** provides the full range of business office services, including budget, accounts payable, accounts receivable, grants management, central accounting, delinquent accounts and asset management to the following agencies:

Department of Administrative Services  
Board of Accountancy  
Board of Education and Services for the Blind  
Board of Firearms Permit Examiners  
Connecticut Siting Council  
Culture and Tourism  
Department of Agriculture  
Department of Consumer Protection  
Department of Deaf and Hearing Impaired  
Fire Prevention and Control  
Governor's Office  
Judicial Selection Commission  
Lieutenant Governor's Office  
Office of Child Advocate  
Office of Consumer Counsel  
Office of Health Care Access  
Office of Protection & Advocacy  
Office of Workforce Competitiveness  
Police Officers Standards & Training  
State Marshal Commission  
State Properties Review Board

- **Central Mail** provides metering services to the Capitol Region as well as sorting mail for all agencies for delivery throughout the state.
- **Courier Services** provides same-day and next-day delivery services of communications (interoffice mail) and records to approximately 285 locations in the state.

- **Print Shop** provides duplicating and printing services for all state agencies.
- **Delinquent Accounts Unit** runs and oversees the State Income Tax Offset Program, which is administered by the Department of Revenue Services (DRS). This program helps state agencies collect unpaid debts by offsetting state tax refunds owed to debtors.
- **Federal Donated Foods Program** provides USDA food products to all state schools, institutions, and other programs.

## **Core-CT**

*Core-CT is the system that replaced Connecticut state government's core financial and administrative computer systems including central and agency accounting, purchasing, accounts payable, assets, inventory, payroll, time and attendance, workers' compensation, human resources, and other business systems. DAS contributes 25 staff throughout all levels of the program.*

### ***Division Responsibilities***

- Provides integrated management information so that central control agencies, the legislature, and line agencies can get a better handle on what is going on in state government. Examples include:
  - Information on statewide spending by program
  - Comprehensive purchasing information, supporting analysis of spending trends and the tracking of purchases by vendor
  - Comprehensive state employee workforce information, including an accurate accounting of the number of state employees
  - Consistent application of statutes, policies, procedures, and bargaining unit agreements across State government
  
- Automates processes and functions that had been performed manually in the past. Examples include:
  - Enrollment and administration of employee benefits
  - Processing of garnishments
  - Calculation of Fair Labor Standards Act overtime rates
  - Calculation of non-resident alien year-end tax rates
  - Purchasing and position approval processes
  - Updates to salary plans, step progressions, and other mass salary changes
  - Employee self-service time entry, which is currently in use in eight agencies and being implemented in another six
  
- Modernizes, standardizes, and simplifies the state's information technology base. Examples include:
  - Using mainstream technologies and replacing six legacy core systems that were 15 to 20 years old and at the end of their technology life cycle
  - Using a standard set of technologies, whereas the legacy systems used a variety of different programming languages, databases, and hardware
  - Replacing six core systems and over 50 agency systems that performed financial or human resource functions