



DAS Contracting Checklist: Preparation

Are you interested in contracting with the State of Connecticut? This checklist will help you prepare for the CT Department of Administrative Services' (DAS) bidding process.

IMPORTANT! The list below does not cover the requirements for every bid opportunity, but it does include the most common ones. Always read each solicitation document thoroughly.

#1 Confirm Business Compliance

Make sure your business is in compliance with government and industry requirements such as:

- Registered with the [Connecticut Office of the Secretary of State](#)
- Holding all current and active business and trade licenses
- Obtaining a Federal Employee Identification Number (EIN) from the [IRS](#)

#2 Demonstrate Capacity

Do you have the capacity to complete the contract work, and can you demonstrate that?

- Make sure you can demonstrate relevant expertise and experience specific to the commodities outlined in the solicitation (i.e. projects, clients). Some bids consider the experience of company principals, not just the company itself.
- If you rely on leased or shared equipment, verify the bid allows this.
- Confirm you have the financial capacity to work on a government project.
- Include your capabilities statement and all certifications on bids, even if not requested.

#3 Review Requirements

Before submitting a bid, make sure you meet the bid requirements but also consider the awardee requirements in case you are awarded the bid.

- Insurance: Assess your capacity and that of your insurance company.
- Legal representation: A lawyer with experience in public sector contracts can help you navigate negotiations (if applicable) and understand the contract terms.
- Indemnification: Be prepared to accept liability for acts of omission.
- Procurement: Your work performance will be rated on this public sector supplier review website. Make sure you are up to the job to maintain a positive reputation.

#4 Apply for Small/Minority Business Certification

If you have a CT-based small business or small minority-owned business, you may be eligible for our small business certification. Learn more [here](#).

#5 Register on CTsource

Register now on [CTsource](#), our state contracting portal. [Watch this video](#).

- During registration, select UNSPSC codes that match your products or services. These codes help CTsource notify you of relevant opportunities.
- Solicitations are open for limited timeframes, sometimes as short as 5 days, so timely notification is essential.



DAS Contracting Checklist: Submitting a Proposal

Contracting with the State of Connecticut starts with submitting a strong bid proposal. Businesses submit a proposal in response to a solicitation that aligns with the products or services they offer. Proposal awardees are added to the contract.

To increase your chances of success, review the following DOs and DON'Ts and avoid common mistakes in the Connecticut Department of Administrative Services (DAS) bidding process.

DO

- ✓ Register on [CTsource](#), the state contracting portal. Use the portal to:
 - Search for opportunities on the [Bid Board](#)
 - Access solicitation requirements
 - Submit proposals
- ✓ Review the [Supplier Solicitation Response and Addenda Guide](#) for step-by-step instructions on finding opportunities, reviewing solicitation requirements, and submitting proposals.
- ✓ Read the entire solicitation carefully, including attachments, questionnaire section, and evaluation criteria, so that you fully understand the scope of requirements.
 - Tailor your response. Some solicitations provide a roadmap of requirements while some encourage creativity and innovation.
- ✓ Take advantage of the Question & Answer period (if available) to get clarity on requirements.
 - Submit questions in the required format and only within the designated timeframe.
 - Review posted answers on CTsource. Answers are shared with all bidders.
- ✓ Notify your references in advance so they are prepared to respond to inquiries from the State.
- ✓ Double-check your proposal before submitting:
 - Ensure all questions are answered completely.
 - Use the required formats and structures.
 - Verify formulas and calculations.
 - Upload all required attachments.

DON'T

- ✓ Don't wait until the last minute to begin a solicitation response. Solicitations may be open for as few as 5 days.
- ✓ Don't contact any employee of the State concerning the opportunity as contact violates the procurement process.
- ✓ Don't change any bid forms provided in the solicitation.
- ✓ Don't substitute items unless the solicitation allows it.