
EARLY START CT

Pre-Contract Process Training

May 15, 2025



Office of Early Childhood

Welcome!

Presenter:

Lindsay Raymond, OEC Grants and Contracts



Congratulations On Your Award!

Our goal today is to help you be **ready** to contract with OEC.

Whether you are a new or existing Vendor, you will:

- Understand the process and timeline for Vendors to be ready to contract with OEC.
- Learn how to submit required paperwork and where resources are available for support.



Agenda

Introductions to the Pre-Contracting Phase

Step 1: Establishing Vendors

Important Information for New & Existing Vendors, Forms

Step 2: CORE Vendor Set Up

Step 3: CTsource Registration

Step 4: Important Contract Documents For Review

Reminders, Key Points & Timelines



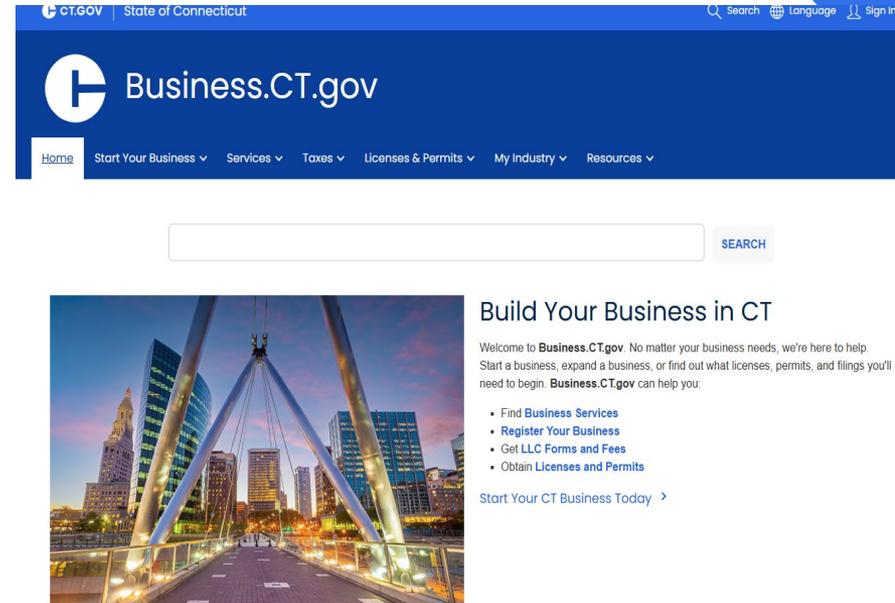
Step 1: Establishing Vendors



Establishing Vendors with OEC

- Are you a **“new”** vendor/supplier/contractor or an **“existing”** Vendor?
- **Are you registered to do business in the State?**

Check online at business.ct.gov.



The screenshot shows the Business.CT.gov website. At the top, there is a navigation bar with 'CT.GOV | State of Connecticut' on the left, a search icon and 'Search' in the middle, and 'Language' and 'Sign In' on the right. Below this is a dark blue header with the 'Business.CT.gov' logo and name. A secondary navigation bar contains links for 'Home', 'Start Your Business', 'Services', 'Taxes', 'Licenses & Permits', 'My Industry', and 'Resources'. A search bar with a 'SEARCH' button is positioned below the navigation. The main content area features a large image of a modern bridge at dusk. To the right of the image, the text reads 'Build Your Business in CT' followed by a welcome message: 'Welcome to Business.CT.gov. No matter your business needs, we're here to help. Start a business, expand a business, or find out what licenses, permits, and filings you'll need to begin. Business.CT.gov can help you.' Below this is a bulleted list of services: 'Find Business Services', 'Register Your Business', 'Get LLC Forms and Fees', and 'Obtain Licenses and Permits'. At the bottom right of the content area, there is a link that says 'Start Your CT Business Today >'.





Vendor Forms

[← BACK TO "DOING BUSINESS WITH THE STATE OF CONNECTICUT"](#)

Before commencing performance for the State and throughout the Agreement Term, and during the time that any provisions survive the termination of the Agreement, the Contractor shall:

- A. complete and email the following to the Agency with whom you are Contracting
 1. Vendor Profile Form (SP-26NB)
 2. Vendor ACH Form
 3. Copy of Voided Check
 4. W9
- B. Upload electronic copies of the following to CTSOURCE
 1. Notarized Campaign Contribution Certification
 2. Completed Affirmation of Receipt and Adherence to State Ethics Laws
 3. Current W9
 4. Insurance Coverage
 1. Declaration Page
 2. Certificate of Insurance (Acord Form)
 3. Policy Endorsement

IMPORTANT: Additional documentation and/or certifications not listed here may be required as outlined within the RFP and/or negotiation process. The CTSOURCE documentation outlined above is required to be updated **annually** with CTSOURCE **before** each anniversary of the effective date during the Agreement Term along with any additional required documents or certifications outlined in the RFP and/or negotiation process.

To manage and view *all* documents with CTSOURCE, go to [My Account > Edit Main Org Info > Organization Attachments](#).

Vendor Forms

- [Vendor Forms » Office of the State Comptroller » State of Connecticut](#)
- Vendor Form & W-9
Make sure your legal business name is the name you use on all sites and forms.
- The Contract must be signed by the authorized official listed on the Vendor form.



VENDOR E-MAIL ADDRESS

VENDOR WEB SITE

REMITTANCE INFORMATION: INDICATE BELOW THE REMITTANCE ADDRESS OF YOUR BUSINESS. SAME AS VENDOR ADDRESS ABOVE.

REMIT ADDRESS

STREET

CITY

STATE

ZIP CODE

CONTACT INFORMATION: NAME (TYPE OR PRINT)

1ST BUSINESS PHONE:

Ext. #

HOME PHONE:

2ND BUSINESS PHONE:

Ext. #

1ST PAGER:

CELLULAR:

2ND PAGER:1ST FAX NUMBER:

TOLL FREE PHONE:

2ND FAX NUMBER:

TELEX:

WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN PROPOSALS ON BEHALF OF THE ABOVE NAMED VENDOR

DATE EXECUTED

← SIGN HERE

TYPE OR PRINT NAME OF AUTHORIZED PERSON

TITLE OF AUTHORIZED PERSON

IS YOUR BUSINESS CURRENTLY A DAS CERTIFIED SMALL BUSINESS ENTERPRISE? YES (ATTACH COPY OF CERTIFICATE) NOIS YOUR BUSINESS CURRENTLY A CT DOT CERTIFIED DISADVANTAGED BUSINESS ENTERPRISE (DBE)? YES NOIF YOU ARE A *STATE EMPLOYEE*, INDICATE YOUR POSITION,
AGENCY & AGENCY ADDRESS

PURCHASE ORDER DISTRIBUTION:

(E-MAIL ADDRESS)

NOTE: THE E-MAIL ADDRESS INDICATED IMMEDIATELY ABOVE WILL BE USED TO FORWARD PURCHASE ORDERS TO YOUR BUSINESS.**ADD FURTHER BUSINESS ADDRESS, E-MAIL & CONTACT INFORMATION ON SEPARATE SHEET IF REQUIRED**

Agency Vendor Form

- **All Vendors** (even existing Vendors) are required to fill out the Vendor Form and include DBAs.
- Be sure the name on the Vendor form and your FEIN/SSN matches your legal name from the Business.Ct.gov website. Indicate any DBAs. If your name does not match, you must email Erica at OEC.
 - The legal business name must be used for the contract*
- **Send to OEC: erica.previti@ct.gov**



Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)



W-9

- **New Vendors:** Send the W-9 to erica.previti@ct.gov at OEC and upload the W-9 on CTsource. (Please send in the same email as your Vendor Form).
- **Existing Vendors:** Confirm the legal business name is the same on:
 - Business.ct.gov
 - W-9
 - CORE
 - CTsource

If the business name is different on any of these sites or forms, please email erica.previti@ct.gov as soon as possible.



W-9 cont.

- **All Vendors (new and existing)** must upload their **W-9 to CTsource annually during the contract.** (CTsource will be discussed on future slides)
 - *W-9s should be reviewed annually and any name changes should be updated and sent to OEC **before** the start of each contract year.*
 - **OEC does not monitor if you update your submission each year. It is the Contractor's responsibility to keep all forms and names current to avoid payment delays.**



Vendor Direct Deposit (ACH) Form

If you are a new or existing Vendor and you would like ACH (direct deposit of checks from the State for payment) please fill out the following form, follow all directions and submit to the email address on the form with an electronic copy of a cancelled check.

<https://osc.ct.gov/vendor/directdeposit.html>





ACCOUNTS PAYABLE DIVISION OFFICE of the STATE COMPTROLLER Vendor Resources

let's stay in touch



Select Language

State Agency Resources Retiree Resources Employee Resources Public Resources Vendor Resources

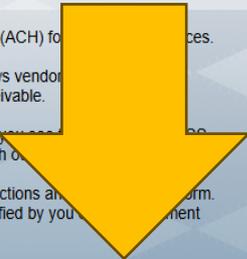
DIRECT DEPOSIT(ACH)

The Accounts Payable Division within the Office of the State Comptroller is pleased to offer Direct Deposit (ACH) for vendors.

Vendors participating in Direct Deposit (ACH) will also be enrolled in Vendor Self-Serve (VSS), which allows vendors to view and manage their outstanding invoices, confirm payment information, review address information, or reconcile accounts receivable.

Through electronic banking, funds will be automatically transferred to your financial institution the evening before the payment date. This allows you to utilize those funds on the very next business day after the payment is processed through our system.

Enrolling in Direct Deposit (ACH) is easy. Just click on the appropriate button below to download the instructions and enrollment form. Once enrolled, electronic payments will be securely deposited into your designated bank account as specified by you on the enrollment form.



BENEFITS OF DIRECT DEPOSIT(ACH):

- » Faster, more secure payments
- » Eliminates mailing delays
- » Prevents fraudulent cashing of checks
- » Eliminates lost checks
- » Streamlines A/R process
- » Eliminates postage expense and other related costs to the State

IN CONJUNCTION WITH VSS:

- » Get updates of pending payments
- » Track missing/delayed invoices to process payments faster
- » Information is accessible outside normal business hours
- » Information is available online which reduces the need to contact State agencies
- » View outstanding invoices
- » Assists in A/R reconciliation

Direct Deposit (ACH) Enrollment Forms

Enrollment Form for **Individuals**

Enrollment Form for **Companies**

Enrollment Form for **Towns**

Vendor Direct Deposit (ACH) Election Form – Company Revised July 2022

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
Accounts Payable Division
165 Capitol Avenue
Hartford, CT 06106-1000

email questions to osc.apdvf@ct.gov

Part 1 Vendor Information

Business Name:

Contact Name:

Title:

Address:

City: State:

Contact Email:

Vendor Self-Serve (VSS) contact email(s):

Please list below the name of the individual(s) who are authorized to make payments on behalf of the company.

Authorized Name 1: Authorized Name 2:

Email:

Phone:

Part 2 Account Information

Bank Name:



Summary for Step 1: Establishing Vendors

- Check your business.ct.gov profile
- Fill out and return all Vendor forms to OEC
- Remember *business names, #'s must match!*
- Remember that the Contract must be signed by the authorized official listed on the Vendor form.



STEP 2: CORE VENDOR SET UP



CORE

CORE is the State's Vendor self-serve fiscal portal.

CORE allows Vendors to view:

- Contracts
- Invoices
- Payments



Your Vendor name and FEIN must match your submitted forms and business.ct.gov name and on CORE!



VENDOR SET UP

- If you do not have a CORE VSS user id: Set up your Vendor profile and Request a USER ID (guide) by logging into the **“Set Up”** your VSS profile button.

The screenshot shows the website for the Accounts Payable Division, Office of the State Comptroller. The navigation bar includes links for HOME, ABOUT US, NEWSROOM, CONTACT, and CT.GOV, along with a search box. The main header features the State of Connecticut seal and the text 'ACCOUNTS PAYABLE DIVISION OFFICE of the STATE COMPTROLLER Vendor Resources'. Social media icons for Facebook, Twitter, and Instagram are also present. A large blue box highlights the website URL: <https://osc.ct.gov/vendor/index.html>. Below this, a navigation bar lists various resource categories: State Agency Resources, Retiree Resources, Employee Resources, Public Resources, and Vendor Resources. The 'Vendor Resources' section is expanded to show 'VENDOR SELF-SERVE' information, including a description of VSS, links for 'Vendor Self-Serve Instructions (Powerpoint)' and 'Vendor Self-Serve Frequently Asked Questions', and two buttons: 'GO Set Up Your VSS/eSupplier Account' and 'GO Already a member? VSS/eSupplier Log-In'. A blue arrow from the text on the left points to the 'Set Up Your VSS/eSupplier Account' button.





ACCOUNTS PAYABLE DIVISION
OFFICE of the STATE COMPTROLLER
Vendor Resources



- **If you are an existing Vendor--try to log into the CORE VSS site "already a member" with your user id.**

contacting ACCOUNTS PAYABLE

E-mail: osc.apdvf@ct.gov
When contacting the help desk via email regarding Vendor Self-Serve, please include "VSS" in the subject line

Telephone: (860) 702-3400

Hours of Help Desk Availability
Mon-Fri: 8am – 4pm
Hours of Vendor Self-Serve Access
Mon-Fri: 6am – 7pm Sat: 6am– 4pm

Vendor Set Up:

One Stop Vendor Portal Information

- Help Guides
- Log ins
- Support
- Password Reset
- [Vendor Resources - OSC](https://osc.ct.gov/vendor/index.html)
<https://osc.ct.gov/vendor/index.html>

State Agency Resources Retiree Resources Employee Resources Public Resources Vendor Resources

VENDOR SELF-SERVE

Vendor Self-Serve (VSS) allows vendors to check on outstanding invoices, confirm payment information, review address information, or reconcile accounts receivable online.

Vendor Self-Serve Instructions (Powerpoint)

Vendor Self-Serve Frequently Asked Questions

GO Set Up Your VSS/eSupplier Account

GO Already a member? VSS/eSupplier Log-in



Vendor Resources

- How to Become a State Vendor
- Requests for Proposals
- Help With Outstanding Invoices or Missing Payments
- State Agency Contacts - Accounts Payable
- State Agency Contacts - Purchasing
- Core-CT eSupplier Job Aids

Welcome



OFFICE of the STATE COMPTROLLER
Central Accounts Payable Supplier Portal

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

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

Supplier Login

User ID

Password

[Forgot Password ?](#)

Announcements

VSS System Upgrade

eSupplier Portal (VSS) Upgrade

IMPORTANT!! The system was recently upgraded. All Users should clear cache before signing in. Please click [here](#) for instructions on clearing cache.

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](#)
- [Reset Password Instructions](#)

FAQs

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?](#)

Registration

- ☒ [Why is it necessary to register as a Supplier?](#)
- ☒ [How do I submit a Supplier Registration Request?](#)
- ☒ [How long does it typically take for a new supplier to complete the registration process?](#)

General Information

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

Logging Into CORE VSS For The First Time

• <https://corevss.ct.gov/psp/FN/VSS/SUPPLIER/ERP/h/?tab=DEFAULT>

- Job Aid for Clear Cache
- Help Guide Here
- Hours of operation: 7am-8pm M-F, limited hours on the weekend.
- Common issues- guides here
- Save often!



CORE VENDOR SET UP CONT

- For newly registered Vendors, after you receive your CORE VSS user id– **please send your user id, contact email and contact name to erica.previti@ct.gov** at OEC.
- OEC will review and establish your permissions to view your contracts and payment information.



Summary: Step 2 CORE set-up

- Log into CORE or Request a User ID
- For newly registered Vendors, **send your user id, email and name to OEC**
- Log in to CORE with your User ID and make sure your Vendor name, FEIN/SSN match your Vendor forms and your business.ct.gov filing!



STEP 3: CTsource VENDOR SET UP



Contract Board    

[Clear Filter](#)
 Preserve Filter

1134 Matching Contracts Found
Page 1
Sort Results By
Contract Title (Ascending)

Status

Active (1134)

Type

- DAS Contract (313)
- DAS-CS CMR Contract (9)
- DAS-CS Construction Contract (9)
- DAS-CS Consultant Contract (16)
- DAS-CS On-Call Consultant Contract (72)
- General Contract (31)
- Grant Contract (27)
- Migrated Contracts (8)
- Migrated DAS Contract (300)
- Migrated DAS-CS Consultant Contract (7)

	<p>09DSS0901HR 09DSS0901HR - Idemia Identity & Security USA, LLC.</p> <p>Production of EBT and medical cards</p> <p>Sep 1, 2009 - Aug 31, 2025</p> <p> Idemia Identity & Security USA LLC</p>
	<p>18DSS4702LG A7 18DSS4702LG - Hispanic Health Council, Inc.</p> <p>To fulfill the requirements of the USDA Food & Nutrition Act of 2008 through SNAP-ED</p> <p>Oct 1, 2018 - Sep 30, 2027</p> <p> Hispanic Health Council, Inc.</p>
	<p>200ECB2301ABI 200ECB2301ABI Birth to Three</p> <p>Birth to Three Services</p> <p>Jul 1, 2020 - Jun 30, 2025</p> <p> Abilis</p>
	<p>200ECB2301ASD 200ECB2301ASD Birth to Three</p> <p>Birth to Three Services.</p> <p>Jul 1, 2020 - Jun 30, 2025</p> <p> The American School, at Hartford, for the Deaf</p>
	<p>200ECB2301AWH 200ECB2301AWH Birth to Three</p>

CTsource CONTRACT BOARD

- All Contracts in the State are required to be posted publicly.
- Example of what is listed publicly.
- Information on the contract symbols are available in the vendor resource guide **HERE**

CTsource

CTsource is the State's contracting portal. The site allows the public to view all state contracts.

The portal allows Vendors to submit all required contracting forms and information on their workforce.

CTsource log in:

https://portal.ct.gov/das/CTsource/login?language=en_US





Administrative Services

[Home](#) [Agency Services](#) [Procurement](#) [Grants](#) [Employee Services](#) [News And Updates](#) [About DAS](#) [Contact Us](#)

CTsource log in:

https://portal.ct.gov/das/CTsource/login?language=en_US

Login to CTsource

Enter Username

Enter Password

[Login](#)

[Forgot password?](#)

Powered by Proactis

Email support: suppliersupport@proactisservicedesk.com or das.ctsource@ct.gov

If you
need
help



Vendor Set Up

- **Existing Vendors:** Try to login
 - Review your business name and information
- **New Vendors:** Create a user id and create your Vendor profile ([guide here](#))
- **ALL Vendors:** Upload your required documents and your **OPM 1** Campaign Form to the Portal. Under "*Additional Required Attributes,*" you will enter information about your workforce.



CTsource PORTAL

Highlighted Items on this slide will help you to remember what to upload on the site.

Organization Attachments

Document Category

Upload New

W-9 document	0
License documents	0
Insurance documents	0
Certification documents	0
Other documents	0

Please click here to fill out information about your workforce. This is called the workforce analysis in your contract.

*** OPM 1 is an ethics form for the State. It is available here and **requires a Notary's certification**: <https://portal.ct.gov/opm/fin-psa/forms/ethics-forms>

*** *Municipalities do not fill out an OPM1 or a W-9.*



OPM 1: Campaign Contribution Certification

- Ethics form for transparency in contracting
- It is to be filled out for **all** officers/principals in the company or business.
- It states that you have not provided a campaign contribution to an elected official to obtain this contract
- Please check initial certification for each annual submission.
- Please read the directions carefully and if your status changes during a contract year, please resubmit following the instructions for an updated change.

OPM Form 1



STATE OF CONNECTICUT CAMPAIGN CONTRIBUTION CERTIFICATION

Written or electronic certification to accompany a bid or proposal or a non-competitive contract with a value of \$50,000 or more, pursuant to C.G.S. § 9-612.

INSTRUCTIONS:

Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any campaign contributions made to campaigns of candidates for statewide public office or the General Assembly, as described herein. Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of submission of your bid or proposal (if no bid or proposal– submit this completed form with the earliest submittal of any document to the state or quasi-public agency prior to the execution of the contract), and if there is a change in the information contained in the most recently filed certification, such person shall submit an updated certification either (i) not later than thirty (30) days after the effective date of such change or (ii) upon the submittal of any new bid or proposal for a contract, whichever is earlier.

Check One:

Initial Certification



Updated Certification because of change of information contained in the most recently filed certification



Summary: Step 3 Ctsource Set-up

- Login to CTsource
- Make sure your Vendor name, FEIN/SSN match the information from your Vendor forms and business.ct.gov filing.
- Upload all required documents to contract– W-9, OPMI, insurance documents and complete the workforce analysis section under “Additional Required Attributes.”



STEP 4: **Review Part II**

Standard Terms and Conditions
of State Contracts



PART II. TERMS AND CONDITIONS

The Contractor shall comply with the following terms and conditions.

- A. **Definitions.** Unless otherwise indicated, the following terms shall have the following corresponding definitions:
1. **“Bid”** shall mean a bid submitted in response to a solicitation.
 2. **“Breach”** shall mean a party’s failure to perform some contracted-for or agreed-upon act, or his failure to comply with a duty imposed by law which is owed to another or to society.
 3. **“Cancellation”** shall mean an end to the Contract affected pursuant to a right which the Contract creates due to a Breach.
 4. **“Claims”** shall mean all actions, suits, claims, demands, investigations and proceedings of any kind, open, pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum.
 5. **“Client”** shall mean a recipient of the Contractor’s Services.
 6. **“Client Agency”** shall mean the agency of the State of Connecticut that is entering into this Contract.
 7. **“Contract”** shall mean this agreement, as of its effective date, between the Contractor and the State for Services.
 8. **“Contractor Parties”** shall mean a Contractor’s members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, servants, consultants, employees or any one of them or any other person or entity with whom the Contractor is in privity of oral or written contract (e.g. subcontractors, vendors, suppliers, etc.) for the performance of the Contractor’s Services.

PART II

- The Standard Terms and Conditions of ALL contracts for the State of CT.
- Nonnegotiable– statutorily required and prevail if another term contradicts.
- Provide protections for Contractor and the State and ensure the State’s– “the people of the State’s”– interests are met.
- Its important to understand the terms so that you know what the expectations are for you as a contractor.



Components of The PART II Terms & Conditions

- **Section A** are the definitions for the Terms and Conditions
- **Section B** are client (the people a contractor works with) related safeguards for information, for reporting of neglect and of required background checks.
- **Section C** are your obligations as a Contractor- this is a very important section. It describes your rights; your relationship to the State and who is responsible in situations; how you must maintain business records; establishing insurance riders; subcontracting, reporting; filing the workforce analysis (as mentioned earlier); protecting confidential information; filing with the IRS and other important duties.



Terms and Conditions Continued

- **Section D** are the terms for amendment (which means updating the contract during the term of the contract); termination of the contract for various circumstances and the process/expectations if the State or a Contractor needs to terminate the contract.
- **Section E** is for Statutory and Regulatory Compliance with State and Federal policies: including HIPAA, the ADA, priority hiring designations, nondiscrimination policies, Freedom of Information, Campaign contributions (as mentioned earlier) and state ethics policies among other policies listed. There is a consultant section that refers to doing business with former state employees and the requirement to disclose that information.



SUMMARY STEP 4: Purchase of Service(POS) Contract – PART II

Review the Part II standard terms and conditions with a legal advisor prior to receiving the contract from OEC to help ensure the contract signature and review moves swiftly!



Timeline & Key Reminders



Timeline Overview



Begin preparation today for your contract work to start on July 1st!



Quick Registration Checklist: Are You Ready To Contract?

Topic	Did You?
Step 1: Are you registered as a Vendor? <i>Be sure to send in W9 & Vendor Paperwork if needed</i>	
Step 2: Are you registered for CORE access? <i>Did you share your log in and request permissions from OEC?</i>	
Step 3: Are you registered for CTsource Access? <i>Did you post your completed OPM1, all forms and workforce analysis?</i>	
Reminder: Do your legal business name and FEIN/SSN match on all sites and all forms for the Contract?	

* Full Checklist is online



[Home](#) > [Early Start CT Resources](#)

Programs and Services

- Overview
- Birth to Three
- Care 4 Kids ▾
- Child Care and Development Fund (CCDF) ▾
- Early Childhood Facilities Construction and Renovation Grant Program
- Early Start CT** ▲
- Overview
- How Early Start CT Works
- Local Governance Partners
- Resources**
- Family Bridge ▾
- Help Me Grow
- Home Visiting ▾
- State-Funded Early Care and Education Programs ▾
- News – Programs and Services

OEC Website

[Early Start CT Resources - Connecticut Office of Early Childhood](#)

Early Start CT Resources

Contract Information & Resources For RFA Awardees

- *Check Back Often for Updated Resources through July 1*
- [Precontract Checklist for Vendors to be ready to Contract](#) 📄
- Pre Contract Process Slide Deck, May 15, 2025
- [Verify you are an active registered business with the State of CT](#)
- [Vendor Form](#) 📄
- [W-9](#) 📄
- [Instructions for the W-9](#) 📄
- [ACH Direct Deposit Form for Vendors](#)
- [CORE VSS log in](#)
- [CORE support guides](#)– Click the link first for help guides. Additional help guides and V Instructions are available [here](#). If you need further support, please email osc.apdvf@ct.gov and put VSS Help in the subject of the email.
- [CTSource log in](#)
- [CTSource User Guides](#) and [OEC Tip Sheet for CTSource](#) 📄
- [OPM 1](#)
- [Part II of the OEC standard contract for review](#) 📄

QUESTIONS?

Please submit any questions you have from today's webinar to both oec.statefunded@ct.gov and erica.previti@ct.gov

A frequently asked question doc will be posted within a week as well as the recording from this presentation and the slide deck on <https://www.ctoec.org/early-start-ct/>

FAQS will be provided weekly as questions come in.

Check the website often for updates.



ADDITIONAL RESOURCES FOR SUPPORT

If you are a new vendor and need individual assistance, please contact – erica.previti@ct.gov.



Please list in the subject “New Vendor Support Needed” and your preferred language – English or Spanish



Additional Resources for Support Cont.

To Learn More about the Women's Business Development Support Program:

<https://ctwbdc.org/what-we-do/child-care-business-support-program/>

To Request Support From The Women's Business Development Support Program, Visit:

<https://ctwbdc.wufoo.com/forms/wbdc-support-request-for-oec-early-start-awardees/>



**THANK
YOU!**



Office of Early Childhood