OEC CT Source Resource Guide for Vendors

Please refer to these reference guides and tips for Contractors using CT Source:

The CT Source system is fully web-based and is the state's hub for contracts, RFPs, and contractor workforce analysis. A computer, smart phone or tablet with internet connectivity is required to access CT Source. For best results please use Edge, Chrome or Firefox internet browsers. Whichever of the preferred browsers you use to access CT Source, it is important to allow pop ups for the CT Source site on your web browser.

Please remember to register using your agency or business's full legal name that matches registrations and filings with the State of Connecticut's business.gov services.

**How to Search for a Contract on the Bid Board**:

https://portal.ct.gov/das/-/media/das/ctsource/documents/ctsource-bid-board-guide.pdf

Vendor Registration Resources and Video Help Guide:

https://portal.ct.gov/das/ctsource/ctsource-resources/registration-resources?language=en_US

- Vendors should upload **OPM1 (available here) ,** insurance riders and all required forms directly into CT Source.
- You may receive notifications from "webprocure@proactis.com." These are legitimate notices from CT Source with information about your vendor record, RFP submissions or contracts that are publicly available on the State's contract board.   Please make sure these notices are not going to your junk mail.

Quick Reference Guide to Contract Board Icons:

Icons associated with the Contract Board are:	
✓	Active Contract
🔕	Expired Contract
⏰	Contract Expires Soon
⏱	Scheduled Amendment to the Contract
🔗	Piggyback Contract
Co-op	Coop Contract

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RFP Resources:

If a vendor is looking up an active RFP on CT Source, these are icons to show the status of various agency RFPs posted on the site:

Icons associated with status or actions for solicitations:

≽	Open Solicitation
✕	Closed Solicitation
▣	Solicitation Under Evaluation
★	Awarded Solicitation
▫	Solicitation Canceled/Retracted
⋏	Solicitation Has Been Amended
⚡	Solicitation is Ending Soon

Workforce Analysis:

The Workforce Analysis that is required of Connecticut Contractors is not one single form, but a collection of data questions and attestations found under the *Account Management, State of Connecticut, Additional Required Attribute* Section of the Vendor Platform. More information on each section is available on page 19 of the vendor user guide. Each Section under the Additional Required Attributes should be filled out as completely as possible. Attachments like insurance certificates, W9 forms, policies, OPM1, etc. may all be uploaded for the State in this section. Please sign and date all attestations and save frequently so as not to lose data while entering. The save button is located at the bottom of the form.

For clarification of the workforce areas and how they are defined by the State of Connecticut, vendors may access the CHRO website here if the link does not work in the guide.

Help and Support:

The Frequently Asked Questions (FAQs) sections under each topic area on the CT Source help portal have good information for anyone using the system. Prior to reaching out for help, it is suggested that users read the FAQs found here: https://portal.ct.gov/das/ctsource/ctsource-resources/faq?language=en_US.

For assistance with your CT Source account: Please call 1-866-889-8533 or reach out to SupplierSupport@ProactisServiceDesk.com.