

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 'User ID' and 'Password' input fields, 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 emails will be sent from generic sender addresses. A 'Helpful Links' section lists: 'IRS W-9 Form', 'Doing Business with the State', 'State Agency Contacts - Accounts Payable', 'State Agency Contacts - Purchasing', and 'Direct Deposit (ACH) Application Instructions'.

At the bottom, an 'FAQs' section is partially visible, with 'General Information' and 'Problems/Issues' categories. One question is listed: 'Who do I contact with a question about payments due to me?'.



Password reset

User ID

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



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 that the portal replaces the Vendor Self Service (VSS) as of March 2018 and lists changes like enhanced security and new format.
- 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 are now from generic sender addresses, with email addresses coreact@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.

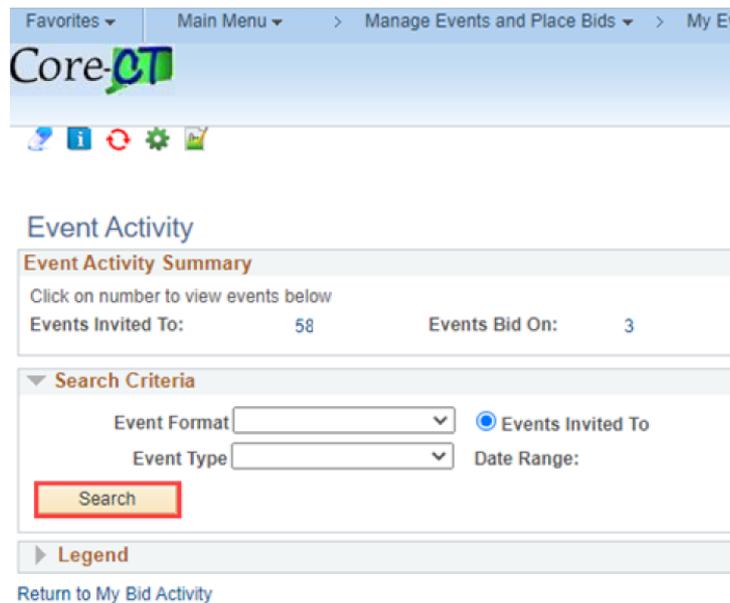
Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

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.



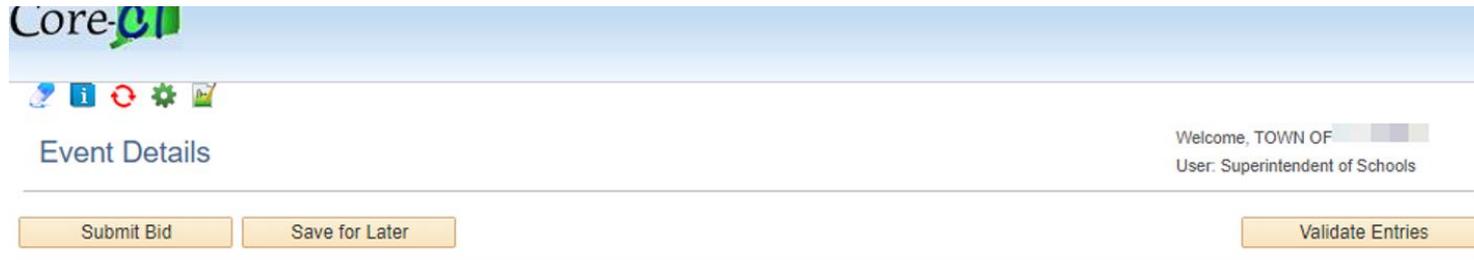
The screenshot shows the Core-CT application interface. At the top, there is a navigation bar with "Favorites", "Main Menu", "Manage Events and Place Bids", and "My Ev". Below this is the "Core-CT" logo and a row of social media icons. The main content area is titled "Event Activity" and includes an "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 a dropdown for "Event Format", a radio button for "Events Invited To", a dropdown for "Event Type", 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 and a link to "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

Response Item
<input type="checkbox"/> 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 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

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 several utility icons. 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 is expanded, showing 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". At the bottom of the section, there is a link: "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

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	🗨️

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](#)

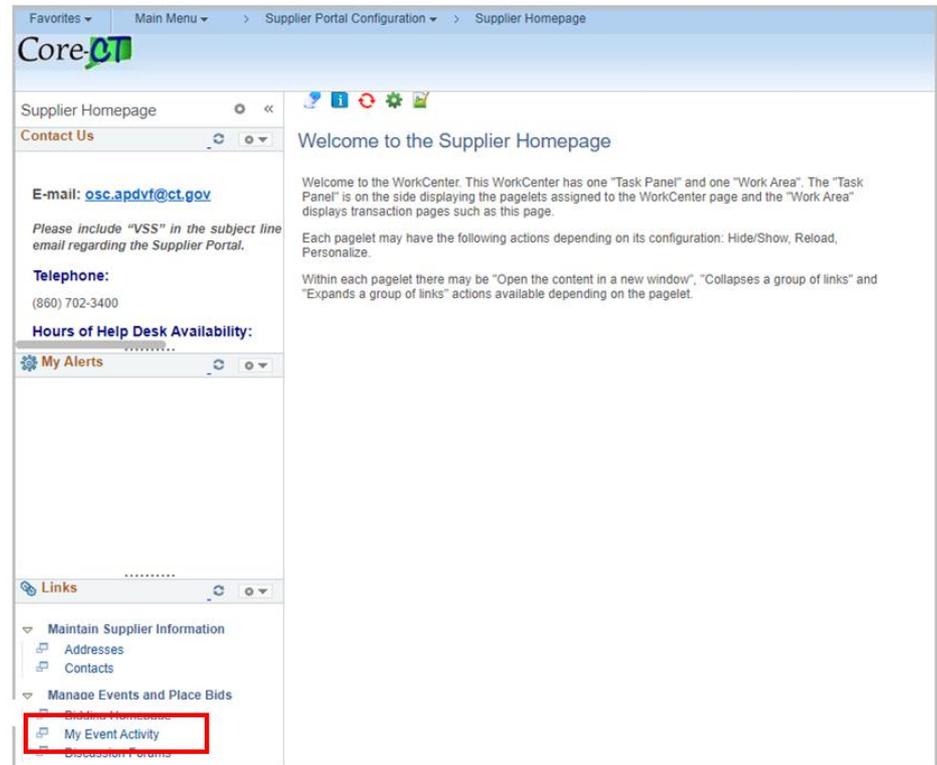
Note: The CORE-CT system will allow you to edit applications you have already submitted until the end of the application deadline. However, if you make changes to an already submitted application, click "Submit Bid" and not "Save for Later" since doing that will revert your application to unsubmitted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

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



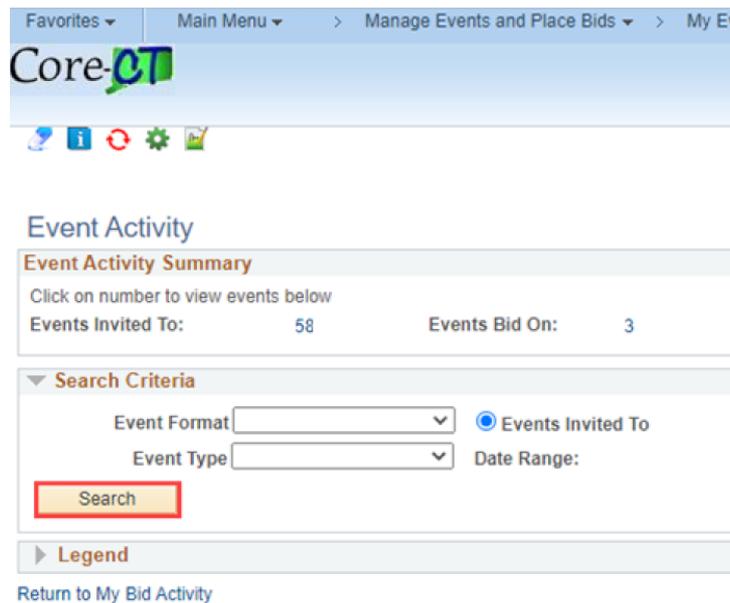
Returning to Draft Applications

- 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.



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 to '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, including a phone number (860/713-6477) and an email ID link.

Payment Terms are listed as "My Bids: 2 In-Process and Submitted", which is highlighted with a red box. Other terms include "Edits to Submitted Bids Allowed" and "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 entries. The first bid (ID 1) has a status of 'Posted' and was last saved on 09/20/2022 at 3:18PM EDT. The second bid (ID 2) has a status of 'Saved' and was last saved on 09/22/2022 at 11:51AM EDT. Both rows have a 'View/Edit' button highlighted with a red box. The table also includes 'Copy' and 'Cancel' buttons for each bid. A 'Personalize' link is visible at the top right of the table. A 'Return to Event Search' link is at the bottom left.

Bid ID	Bid Status	Event Status	Bid Last Saved			
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.

