

Using the CORE-CT Grant Application System

School Construction Priority List, Non-priority List, and HVAC Indoor
School Air Quality Grant Applications.



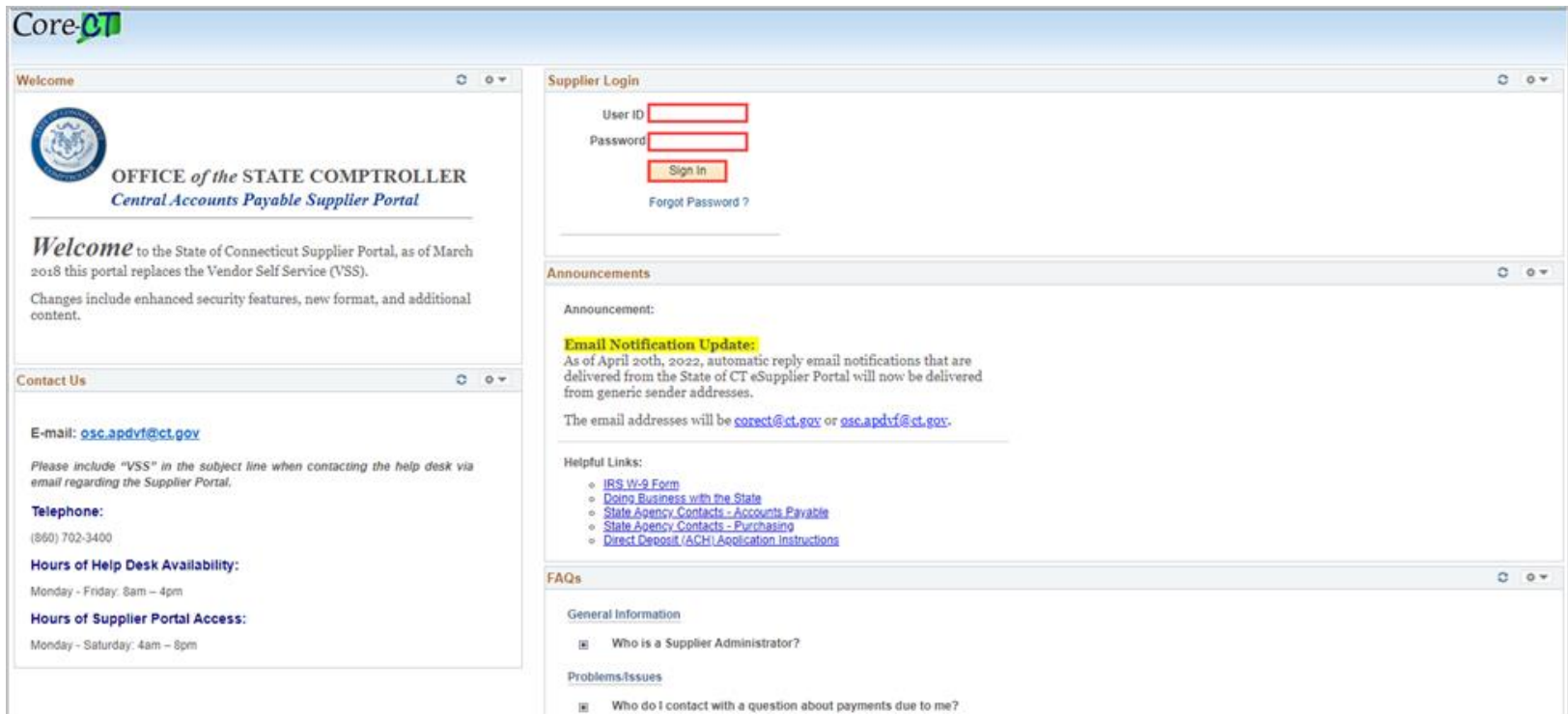
Superintendent User Accounts

- 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 shows the CoreVSS Central Accounts Payable Supplier Portal. The header features the 'Core-CT' logo. The main content area is divided into several sections:

- Welcome:** Includes the Office of the State Comptroller logo and text: "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:** Provides contact information: "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", and "Hours of Supplier Portal Access: Monday - Saturday: 4am - 8pm".
- Supplier Login:** Contains a login form with fields for "User ID" and "Password", a "Sign In" button, and a "Forgot Password?" link.
- Announcements:** Features an "Email Notification Update" stating that as of April 20th, 2022, automatic reply email notifications will be delivered from generic sender addresses. The email addresses listed are corect@ct.gov or osc.apdvf@ct.gov.
- Helpful Links:** Lists links to "IRS W-9 Form", "Doing Business with the State", "State Agency Contacts - Accounts Payable", "State Agency Contacts - Purchasing", and "Direct Deposit / ACH / Acquisition Instructions".
- FAQs:** Includes sections for "General Information" and "Problems/Issues". Under "General Information", there is a link to "Who is a Supplier Administrator?". Under "Problems/Issues", there is a link to "Who do I contact with a question about payments due to me?".

Password reset

User ID

Password

[Sign In](#)

[Forgot 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

[Send](#)




Navigating to the Application

- Click **Supplier Homepage**.

CoreCT

Home Sign Out

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.apdvt@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

Announcements

Workcenter Link:
Click [Supplier Homepage](#) to view supplier transactions and profile information.

Announcement:
Email Notification Update:
As of April 20th, 2022, automatic reply email notifications that are delivered from the State of CT eSupplier Portal will now be delivered from generic sender addresses.
The email addresses will be corect@ct.gov or osc.apdvt@ct.gov.
More...

FAQs

General Information

- Who is a Supplier Administrator?

How Do I?

- How do I reset my password?

Job Aids/Training

- User Productivity Kit - UPK

Office of School Construction

- School Construction Contact and Training information.

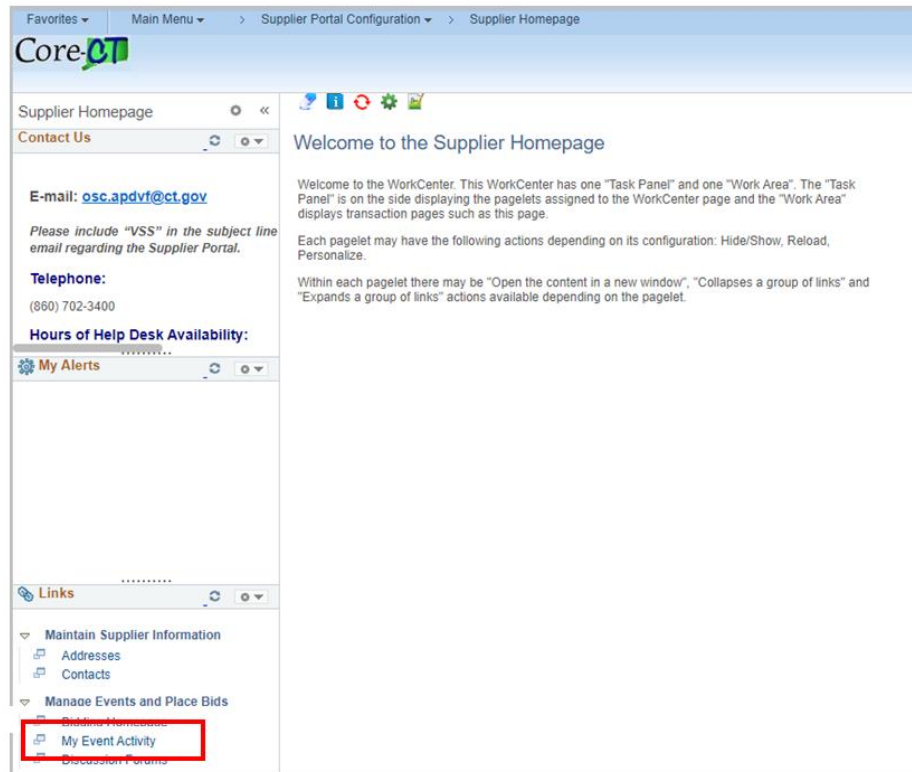
Problems/Issues

- Who do I contact with a question about payments due to me?
- Who do I contact with a question about my vendor data?



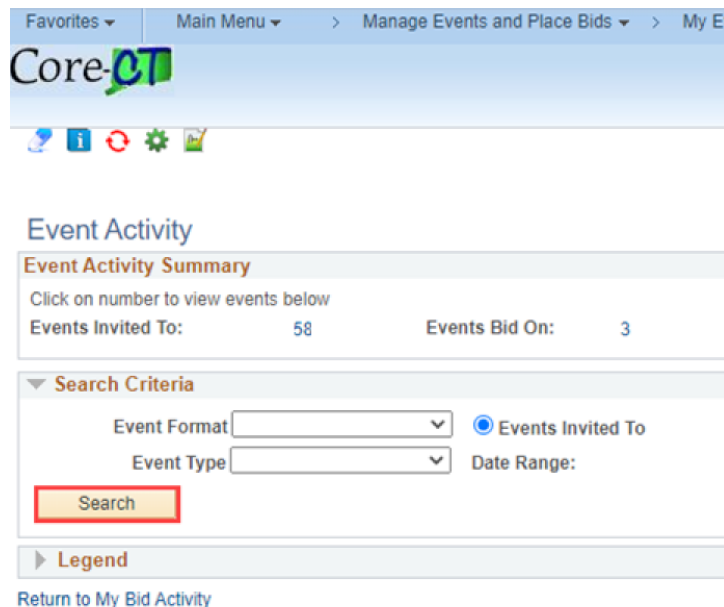
Navigating to the Application

- Then click **My Event Activity**.



Navigating to the Application

Click on the yellow *"Search"* button.



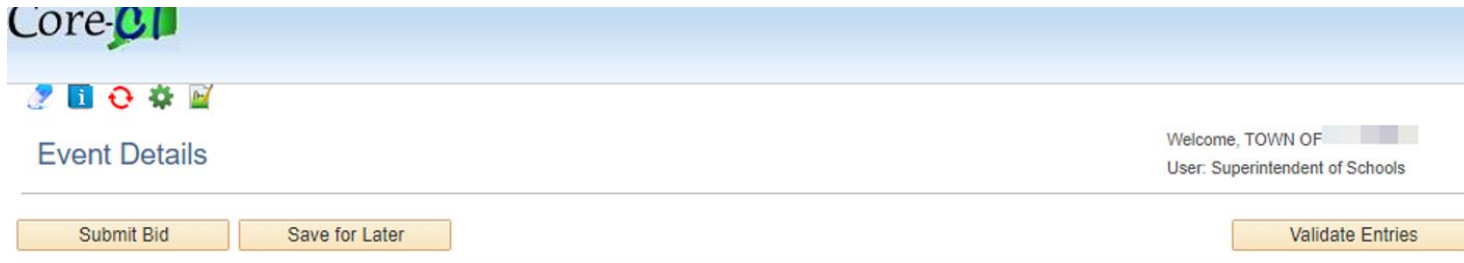
The screenshot shows the Core-CT application interface. At the top, there is a navigation bar with links: Favorites, Main Menu, Manage Events and Place Bids, and My Events. Below the navigation bar is the Core-CT logo and a row of social media icons. The main content area is titled "Event Activity" and contains an "Event Activity Summary" section. This section includes a link "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 menu for "Event Format", a radio button for "Events Invited To", a dropdown menu 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. Below the search criteria section is a link "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**.



The screenshot shows the Core-CT application interface. At the top left is the 'Core-CT' logo. Below it is a navigation bar with icons for home, information, refresh, settings, and a document. The main header area contains 'Event Details' on the left and a welcome message 'Welcome, TOWN OF [redacted]' and 'User: Superintendent of Schools' on the right. At the bottom, there are three buttons: 'Submit Bid', 'Save for Later', and 'Validate Entries'.

- 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

[Add Comments or Attachments](#)

Select Response



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

<input type="checkbox"/>	Response Item HVAC (HV)
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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

Attached File	Attachment Description	Upload	View
		Upload	View

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	Comment

[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'. Below the 'Core-CT' logo, there are icons for social media and settings. The 'Line Details' section contains three buttons: 'Save for Later', 'Start Page' (highlighted with a red border), and 'Validate Entries'. Below these buttons, it indicates 'Line 1 of 1'. The 'Line Details' section is expanded, showing a table with the following content:

Line	Item ID	Response Required
1	HVAC Application	Yes

Below the table, the 'Category' is listed as 'Building and Construction and'. At the bottom, 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.

Submit Bid Save for Later Validate Entries

Return to Event Search

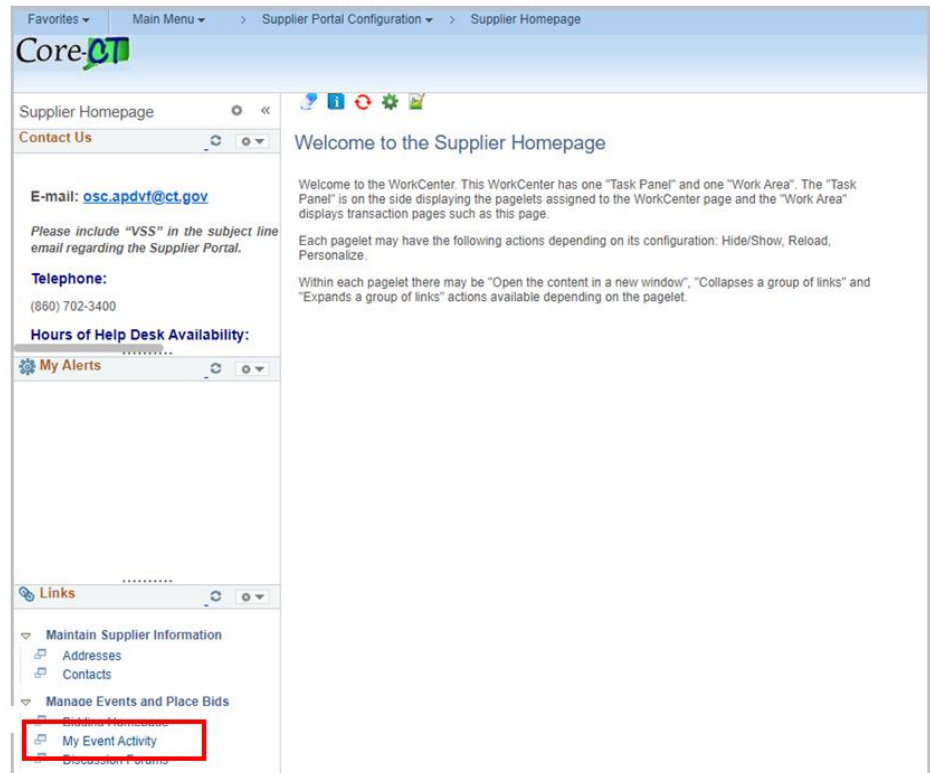
Note: The CORE-CT system will allow you to edit applications you have already submitted until the end of the application deadline. However, if you make changes to an already submitted application, click "Submit Bid" and not "Save for Later" since doing that will revert your application to unsubmitted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

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



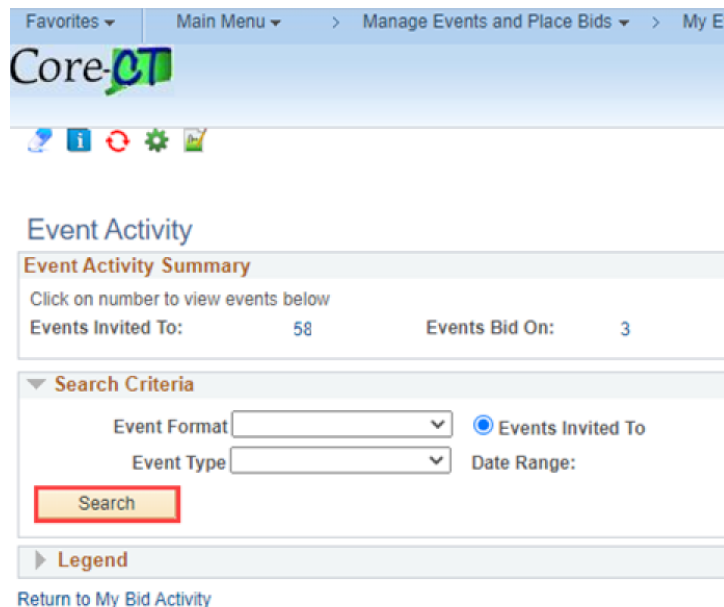
Returning to Draft Applications

- 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.



Event Activity

Event Activity Summary

Click on number to view events below

Events Invited To:	58	Events Bid On:	3
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▼ **Search Criteria**

Event Format ☐ Events Invited To

Event Type Date Range:

Search

► **Legend**

[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...*”

Favorites ▾ Main Menu ▾ > Manage Events and Place Bids ▾ > Bidding Homepage

Core-CT

Event Details

Welcome, TOWN OF [User]
User: Superintendent of Schools

Information On Inquiry Options

[Bid on Event](#)

Bidding Shortcuts:

[View Event Activity](#)
[View, Edit or Copy from Saved Bids](#)

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

Event Description:
This HVAC Application is open from July 1, 2022 - July 31, 2022.

Contact DAS-Dixon Michelle R
Phone 860/713-6477
Email: [Email ID](#)

Payment Terms:
My Bids: 2 In-Process and Submitted
Edits to Submitted Bids Allowed
Multiple Bids Allowed

Online Discussion:
Live Chat Help:



Returning to Draft Applications

Click "*View/Edit*" in the row for whichever of your applications you wish to edit.

Favorites ▾ Main Menu ▾ > Manage Events and Place Bids ▾ > Bidding Homepage

Core-CT

Welcome, TOWN OF CROMWELL
User: Superintendent of Schools

View, Edit or copy from Saved Bids

Event Name HVAC Application Invitation
Event ID DASM1-SCP0000068
Event Format/Type Sell Event RFx
Event Start Date 09/20/2022 2:28PM EDT Multiple Bids Allowed
Event End Date: 12/01/2022 08:00 PM EST Currency: US Dollar

Bids Personalize ⓘ First 1-2 of 2 Last

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

[Return to Event Search](#)



Questions and Contact Information

- Please contact DAS.GrantsAdministration@ct.gov for questions or additional support.

