

Questions and Answers From May 15th Contract Training

QUESTIONS	ANSWERS
<i>Please Note that any program specific questions were forwarded to the program to answer.</i>	
Will we be prompted to upload all these docs and info to all these different sites?	Please reference the checklist provided online at: Early Start CT Resources - Connecticut Office of Early Childhood . The webinar was the orientation and the ask by the OEC for you to review and complete required documents for all sites. OEC will be processing contracts based on submission and completion of ALL required forms and registrations.
Will the forms be sent to us, or do we get them off the CTsource site?	The forms are available at Early Start CT Resources - Connecticut Office of Early Childhood .
Where do we get a contract number??	OEC will assign the contract number.
Do we also have to upload budget and documentation into eGMS?	No. OEC will no longer be using eGMS for Early Start CT payments.
if you received covid funds directly from OEC , are you a current vendor?	Yes, you are a current vendor. All vendors should follow the checklist available at Early Start CT Resources - Connecticut Office of Early Childhood to make sure they are ready to contract.
Will the contract also be available in Spanish?	No. State of CT contracts are only available in English.
When will we receive the contract?	OEC will be processing contracts based on submission and completion of ALL required forms and registrations.
Will OEC have anyone who can zoom into a group meeting to provide support? This is a lot to undertake and absorb, especially for new vendors.	The webinar recording is available for review along with resources Early Start CT Resources - Connecticut Office of Early Childhood . Additional questions can be emailed to erica.prevet@ct.gov
I am an existing Vendor with OEC. Is there a way to confirm that direct deposit has been set up already?	Questions related to direct deposit can be directed to OSC.APDV@CT.GOV . If you have CORE access you should be able to see your remittance type in your portal.
Do you also need me to email the ACH form to you? Or does that simply get done on the Core site?	The form should not be emailed to the OEC. Please follow the directions on the ACH form available online Early Start CT Resources - Connecticut Office of Early Childhood . For any Vendors who wishes to have ACH, the Vendor Direct Deposit form should be submitted according to the directions on the direct deposit form.
Do I need to provide OEC the OPM-1 form?	The OPM 1 form will need to be uploaded into CTsource.
We already have a vendor ID we have been getting direct deposits for many years. I also went into Administrative services to do the paper work for Contact person. There was a drop down for service code. I was not sure what to put in so I put the last one ---Not listed.	OEC does not support the completion of this form. If you need help on ach forms, please contact the OSC email on the form for support.
Im an existing vendor do I send you a W-9.	No, if you are an existing vendor, you do not need to submit your w-9 to OEC. It must be uploaded to CT Source. Municipalities or state agency vendors do not need to upload a W-9 to CT Source.
CORE QUESTIONS	

STATE OF CONNECTICUT**EARLY START CT****CONTRACT PROCESS FAQ**

If our agency has a CORE ID with a different state agency, do we need to set up a new one with OEC?	No. There is only one CORE vendor ID for the legal business entity.
I am a relatively new director; how would I find out if we already have a CORE VSS account?	This link will take you to the job aids for CORE that are designed to help you with issues as a supplier. There is a trouble shooting guide which includes helpful information and the help desk phone and email.
What information from VSS does OEC need?	The VSS User ID, name of person, and email associated with the user ID. We do not need the password for the User ID.
There is an existing CORE account for our organization but the email address associated with the account is a person no longer with the organization. How do we proceed?	Please send the information for the new VSS user id administrator with the completed vendor agency form and OEC will process this for any vendor who needs this change.
CTSOURCE QUESTIONS	
Can the link for CT source be provided in Chat to save.	Login to CTsource – You can find this on the OEC website under: Early Start CT Resources - Connecticut Office of Early Childhood which has all of the links and help guides for CTsource.
I tried to register in CTsource but it says my DUN # is already used?	This could mean your organization has a CTsource account already. Please reach out to the help desk for assistance logging in: suppliersupport@proactisservicedesk.com or das.ctsource@ct.gov
QUESTIONS ABOUT MUNICIPALITIES	
Are towns required to fill out vendor forms, w-9 or upload these to CTsource?	All Vendors must complete the agency vendor form for OEC to verify all information and the authorized signer. As a municipality, it is not necessary to complete the W-9 or insurance form on CTsource. Most towns also have a CORE VSS. You will need to find out who the Core VSS and CTsource user admin is as they can create a user id for you. Please send your created user id, email and name to erica.previti@ct.gov .
For school district programs, are they still using Town BOE @ Program name as their vendor name?	The OEC will award the contract to the legal business entity. If the programs operate under one legal business entity (i.e. the town), a separate sign up is not needed.
Do you submit a vendor form for each school site? We have 10 sites funded through CT Early Start but it is under 1 school district.	The OEC will award the contract to the legal business entity. If the sites operate under one legal business entity, a separate sign up is not needed.
My head start program is part of a school district and school districts are public governmental entities. Does registering as a vendor apply to me?	Yes, registering as a vendor does apply. All vendors need to complete the agency vendor form. You will need to find out if you are a part of the town or if the school district is the vendor. In most cases, it is the municipality of the district. You will need to find out who the Core VSS user is for the and who has the CTsource login for the vendor. They can create a user id for you, and you can work with them to review the material on the site. As a municipality, it is not necessary to complete the W-9 or insurance form on CTsource.
Do you submit a vendor form for each school site? We have 6 sites funded through CT Early Start but it is 1 school district under a single program?	The OEC will award the contract to the legal business entity. If the sites operate under one legal business entity, a separate sign up is not needed.

QUESTIONS ABOUT PROVIDERS WITH MULTIPLE SITES	
What should we do if we have 2 sites and only 1 site received RFA-B additional slots. Do we need to do a separate CT Source/Vendor sign up?	The OEC will award the contract to the legal business entity. If the sites operate under one legal business entity, a separate sign up is not needed.
If we have multiple sites that are funded, do we do these forms for all sites or just once since all sites are under one legal name?	The OEC will award the contract to the legal business entity. If the sites operate under one legal business entity, a separate sign up is not needed.
We have 2 sites. Do we need to do a separate CT Source/Vendor sign up forms?	The OEC will award the contract to the legal business entity. If the sites operate under one legal business entity, a separate sign up is not needed.
Also, I have one business name and one FEIN, but two sites, will I get one or two contracts?	You will receive one contract.
QUESTIONS ABOUT MATERIALS PROVIDED	
Can you put Ericas email back on?	erica.previti@ct.gov
Is there a one-page checklist that we can follow to ensure we don't miss a step?	The checklist is posted online at Early Start CT Resources - Connecticut Office of Early Childhood (www.ctoec.org/early-start-ct-resources/)
Can you share these slides and all the links please?	All resources are available online at Early Start CT Resources - Connecticut Office of Early Childhood (www.ctoec.org/early-start-ct-resources/)
Can you make a flow chart of what we should do first? And then break out the steps at each point, depending on what we have completed already? A lot of this is completely unfamiliar contract language.	Please reference the webinar slide deck for the order of steps and checklist provided online at: Early Start CT Resources - Connecticut Office of Early Childhood (www.ctoec.org/early-start-ct-resources/) .
A one page checklist would be incredibly helpful.	Thank you. Please view the checklist at Early Start CT Resources - Connecticut Office of Early Childhood (www.ctoec.org/early-start-ct-resources/) .

Have any other questions not answered here?

Please email Erica.previti@ct.gov