



STATE OF CONNECTICUT
OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE CONTRACTING STANDARDS BOARD

Final & Approved Minutes
Friday, December 9, 2016 Meeting of the State Contracting Standards Board
999 Asylum Avenue, Hartford, Connecticut
5th Floor Conference Room

Members Present:

Claudia Baio, Chair
Thomas Ahneman
Alfred Bertoline
Bruce Buff
Charles Casella, Jr.
Donna Karnes
Stuart Mahler
Robert Rinker
Brenda Sisco

David L. Guay, Executive Director - ex-officio board member

Staff Present:

Julia Marquis, Chief Procurement Officer

1. [Call to order](#)

Meeting called to order by Chair Claudia Baio at 10:13 A.M.

2. [Approve the Minutes of the November 4, 2016 Meeting](#)

Chair Baio entertained a motion to approve the draft minutes from the November 4, 2016 Board meeting.

Motion made by Alfred Bertoline and seconded by Thomas Ahneman to approve the minutes of the November 4, 2016 Board meeting. All voted in favor, with Robert Rinker abstaining.

3. [DESPP possible rape kit processing outsourcing](#)

Julia Marquis, Chief Procurement Officer, reported that she wrote to Dr. Vallaro as requested by the Board at the November 4, 2016 meeting and has not received a response. Ms. Marquis will write Dr. Vallaro again.

4. [DAS BEST Information Technology procurement suggestions](#)

The Board reviewed and discussed the communication from Rachel Whitesell, Attorney for the Department of Administrative Services Procurement Division, who specializes in IT contracting and procurement. Ms. Marquis also discussed the communications she had with Mark Raymond, Chief Information Officer, Department of Administrative Services (DAS), Bureau of Enterprise Systems and Technology (BEST) in response to the letter the Board sent. Ms. Marquis noted that the material Mr. Raymond forwarded previously offers six highlighted best practices of State Chief Information Officers and suggested members take a look at that again.

Board also discussed the continuing desire to review the Department of Motor Vehicles (DMV) 3M contract for licensing software when it is appropriate and does not compromise the interests of the State. The Board also discussed its role in assisting in the best practices of Information Technology (IT) contracting. Members agreed to read the material provided by Mr. Raymond and Ms. Whitesell before the next meeting in order to hold a substantive discussion on IT contracting standards at the next meeting.

5. [Tracking Cost Effectiveness Evaluations](#)

The Board noted that a review of CEEs will be undertaken by the Audit Work Group for technical correctness and cost savings.

6. [Report from Privatization Contract Committee](#)

Committee Chair Baio reported that the Committee met on November 4, 2016, continuing its review of the bridge safety inspection contracts and is currently waiting for the plan from the Department of Transportation (DOT). DOT has been in contact and informed the Committee that it is working with the Office of Policy and Management (OPM) on the plan to bring the work in house.

The next meeting of the Committee is immediately following the January Board meeting.

7. [Report of the Contested Solicitations and Awards Subcommittee](#)

Subcommittee Chair Robert Rinker reported the Subcommittee previously met and issued a decision to DSS asking the department to re-score the bids of the SSBG Case Management RFP. The rescoring was to be accomplished November 30th and December 1st. The Subcommittee is waiting for a response about the outcome of the rescoring.

8. Work Group Reports

a. Report from Data Analysis Work Group

Work Group Chair Alfred Bertoline reported that the Work Group has received the data requested. The Work Group is meeting today after the full Board meeting to develop its action plan on what to do with its analysis of the data.

b. Report from Training and External Communications Work Group

David Guay reported the Training and External Communications Work Group is scheduled to meet next on January 20, 2017.

Ms. Marquis reported that she will be hosting a training on Wednesday, December 14, 2016 with Valerie Clark of OPM. The training will be a review of POS and PSA procurement standards.

Ms. Marquis reviewed that the Board held a training session with Gerard O'Sullivan, Director of the Consumer Affairs Division at the Connecticut Insurance Department, about certificates of insurance, as required by the mandatory terms and conditions for all state contracts on November 8, 2016.

c. Report from Audits Work Group

Thomas Ahneman reported the Audits Work Group met earlier today, December 9, 2016. The Work Group has completed a draft audit document which should be finalized by next month's meeting. A draft cover letter is also ready and the Work Group is compiling a list of state agencies to audit. The Work Group may come to the Board in January with a list of agencies to audit.

The next meeting is scheduled for 9:00 A.M. on January 13, 2017.

d. Report from Operating Regulations Work Group

Mr. Guay reported that the Operating Regulations Work Group has the two regulations approved by the Board at the November 4, 2016 being placed in the system for approval.

The next set of draft regulations to address the review and termination of a contract, the disqualification of a contractor, bidder or proposer and the suspension of a contractor, bidder or proposer under the Uniform Administrative Procedures Act (UAPA) have been provided to the Work Group for their consideration. The Work Group is also beginning to review the complete list of regulations the Board is tasked with writing to determine if they still need to be drafted.

The next meeting is scheduled for 10:00 A.M. on January 20, 2017.

9. Other business

Stuart Mahler noted that the Legislative Efficiency Panel was due to issue its report yesterday, but no further information is known.

10. Adjournment

Motion made by Alfred Bertoline and seconded by Robert Rinker to adjourn. All voted in favor, the motion passed and the meeting was adjourned at 11:55 A.M.

Respectfully submitted: David Guay