



STATE OF CONNECTICUT  
OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
STATE CONTRACTING STANDARDS BOARD

Final & Approved Minutes  
Friday, April 7, 2017 Meeting of the State Contracting Standards Board  
5<sup>th</sup> Floor Conference Room  
18-20 Trinity Street, Hartford, Connecticut

Members Present:

Claudia Baio, Chair  
Thomas Ahneman – Via Conference Telephone  
Alfred Bertoline  
Bruce Buff  
Charles Casella, Jr.  
Donna Karnes– Via Conference Telephone  
Stuart Mahler  
Jean Morningstar  
Robert Rinker  
Brenda Sisco

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

1. [Call to order](#)

Meeting called to order by Chair Claudia Baio at 10:01 A.M.

2. [Approve the Minutes of the March 10, 2017 Meeting](#)

Motion made by Robert Rinker and seconded by Alfred Bertoline to approve the minutes of the March 10, 2017 Board meeting. All voted in favor.

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

Executive Director David Guay reported on the communication he received from the Department of Emergency Services and Public Protection (DESPP) in response to his email request for representatives of the agency to attend the Board meeting to fully discuss the contract. Mr. Guay's request was forwarded to Christine Plourde at DESPP Legal Affairs. The Board directed Mr. Guay to follow-up with DESPP Legal Affairs and the keep the item on the agenda.

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

Committee Chair Baio reported that the communication received from Commissioner 'Redeker in response from Executive Director's communication sent on behalf of the Committee indicated that the Commissioner was unable to attend the meeting today. Commissioner Redeker also resent the information previously received by the Board with his current communication. The next meeting of the Committee is immediately following the Board meeting today.

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

Subcommittee Chair Robert Rinker reported the Subcommittee met on March 17, 2017 and issued a decision to deny a contest from Warehouse Store Fixture Co of a Department of Administrative Services (DAS) contract.

#### 6. [Legislative bills concerning the State Contracting Standards Board](#)

Mr. Guay initiated discussion of the three bills the Board has been concerned with; bills 790, 989 and 7236. Jean Morningstar and Stuart Mahler reported on their testimony as individuals against bills 790 and 7236. Mr. Rinker raised issues and concerns with bill 790 and asked what position the Board is or will be taking on the bill. Brenda Sisco explained the legislative process a bill goes through. Mr. Rinker expressed concern that bill 790 is not represented as a product of this Board. Ms. Sisco suggested that David Guay meet with the Chairs of the Government Elections and Administration Committee (GAE) and explain the current situation and seek their advice.

After discussion the Board directed Mr. Guay to ask to meet with the Chairs of GAE.

#### 7. [Work Group Reports](#)

##### a. [Report from Data Analysis Work Group](#)

Work Group Chair Alfred Bertoline reported that the Work Group surveys sent to the agencies and to the contractors are being returned and the data collected. The Work Group is meeting today after the full Board meeting.

##### b. [Report from Training and External Communications Work Group](#)

Work Group Chair David Guay reported the Training and External Communications Work Group last met on February 17, 2017. Mr. Guay reported that with the drafting of the Board narrative completed the work group is pausing so Mr. Guay can work on the other work group projects.

##### c. [Report from Audits Work Group](#)

Chair Thomas Ahneman reported the Audits Work Group met earlier today, April 7, 2017. The Work Group's audit questionnaire has transmitted to the selected thirteen agencies to be audited.

Dept. of Transportation  
 Dept. of Social Services  
 Dept. of Developmental Services  
 Dept. of Mental Health and Addiction Services  
 Dept. of Children and Families  
 State Dept. of Education  
 Dept. of Correction  
 DAS-Division of Construction Services  
 Freedom of Information Commission  
 Dept. of Economic and Community Development  
 Higher Education  
     University of Connecticut  
     University of Connecticut Health Center  
     Board of Regents

Audit responses are expected to be received later this month with a review of the responses commencing at the next work group meeting. The work group is creating the templates for reports back to the agencies and to the Board. The Board determined that the reports should come from the Board and not the work group.

Work Group member Robert Rinker reviewed the genesis of this issue being raised with the work group and the full Board.

Recess of the meeting held between 9:20 A.M. and 9:30 A.M. in order for Executive Director Guay to copy and transmit the documents just received from Attorney Peter M. Haberlandt, Director of Legal Affairs, State Department of Education.

The material received included a copy of the agreements and a letter from Attorney Haberlandt informing the Audits Work Group that the agreements in question are subjects of an ongoing investigation and that the State Department of Education believe it would be inappropriate to discuss the matter in a public forum while the investigation is pending.

Discussion held on the nature of the investigation by the Department of Administrative Services (DAS) and the federal government which appear to be focused on the personnel versus the contracts.

Mr. Ahneman raised an issue with the Board which had been brought to the Audits Work Group by Mr. Rinker concerning the Connecticut Technical High School System contracts with the Pita Group & Kozak & Salina. Mr. Rinker would like the following questions answered by the State

Department of Education. Mr. Ahneman reported that the Audits Work Group recommends that these question be asked of the Department of Education.

1. Was there an RFP issued for this contract?
  - a. If so, what companies submitted bids and what was the evaluation process and their scores?
  - b. If not, did the CTHSS or SDE receive permission from OPM to single or sole source this contract? What was the basis for single or sole sourcing of this contract?
  - c. Or, was this vendor on an approved vendor list?
2. What is the contract and its terms?
3. Who prepared the contract for the State? And who approved the contract?
4. Were the contract terms consistent with the RFP or request for waiver, if applicable?
5. Were there any amendments or extensions of the contract? If so, what was the approval process for those amendments or extensions?
6. Did the Attorney General's office review and approve this contract?

Work Group member Alfred Bertoline noted that question two and the second part of question three have been answered in the material provided to the CSB on Friday, April 7, 2017 by Attorney Peter Haberlandt, Director of Legal Affairs, for the State Department of Education.

Discussion was held concerning the current personnel investigation being conducted by the Department of Administrative Services (DAS) concerning employees related to the contracts in question and whether it is appropriate for the Board to ask these questions at this time.

Motion made by Jean Morningstar and seconded by Albert Bertoline for the Board to accept the recommendation of the Audits Work Group to have the full Board ask the following questions of the State Department of Education concerning the Pita Group and Kozak and Salina contracts.

1. Was there an RFP issued for this contract?
  - a. If so, what companies submitted bids and what was the evaluation process and their scores?
  - b. If not, did the CTHSS or SDE receive permission from OPM to single or sole source this contract? What was the basis for single or sole sourcing of this contract?
  - c. Or, was this vendor on an approved vendor list?
2. What is the contract and its terms?
3. Who prepared the contract for the State? And who approved the contract?
4. Were the contract terms consistent with the RFP or request for waiver, if applicable?
5. Were there any amendments or extensions of the contract? If so, what was the approval process for those amendments or extensions?
6. Did the Attorney General's office review and approve this contract?

All voted in favor.

d. Report from Operating Regulations Work Group

Mr. Guay reported that the Operating Regulations Work Group last met on February 17, 2017 and with the work of the group ahead of schedule another meeting will not be held until Mr. Guay catches up on the work of the Audits and Data Analysis Work Groups.

8. Other business

Jean Morningstar reminded the members that the Ethics Annual report is due.

Discussion was held on filling the Chief Procurement Officer vacancy due to the resignation of Julia Marquis.

Alfred Bertoline asked if there was an update on the budget. Mr. Guay responded that he has no new news.

Mr. Bertoline also asked about employee badges. Mr. Guay responded that he is working on it.

9. Public Comment

No public comment.

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 10:50 A.M.

Respectfully submitted: David Guay