



# STATE OF CONNECTICUT OFFICE OF GOVERNMENTAL ACCOUNTABILITY

## State Contracting Standards Board

### Minutes

**Friday, January 10, 2014 Meeting of the State Contracting Standards Board  
Office of the Child Advocate Conference Room, 999 Asylum Ave., Hartford, CT**

Members Present:

Claudia Baio, Chair  
Thomas G. Ahneman  
Charles W. Casella, Jr.  
Salvatore Luciano  
Jean Morningstar  
Stuart Mahler  
Robert Rinker  
Brenda Sisco  
Roy Steiner

David L. Guay, Executive Director - ex-officio

### Call to order

Meeting called to order by Chair Baio at 10:06 A.M.

Chair Baio announced the resignation of Geary Maher and noted his service to the Board and the State of Connecticut.

### Approve the Minutes of the November 25, 2013 Meeting

Chair Baio entertained a motion to approve the draft November 25, 2013 meeting minutes. Motion made by Salvatore Luciano and seconded by Stuart Mahler to approve the minutes of the November 25, 2013 Board meeting. All voted in favor.

### Continued consultation on Sec. 4e-16 (m) C.G.S. with Robert Dakers, Executive Finance Officer for the Office of Policy and Management

Robert Dakers, Executive Finance Officer for the Office of Policy and Management continued from his visit at the November 2013 meeting and discussed and consulted with the Board concerning Section 4e-16(m) C.G.S.

*(m) The Office of Policy and Management, in consultation with the State Contracting Standards Board, shall: (1) Develop policies and procedures, including templates for use by state contracting agencies for the development of a cost-benefit analysis, as described in subsection (b) of this section, and (2) review*

*with each state contracting agency the budgetary impact of any such privatization contract and the need to request budget adjustments in connection with any such privatization contract.*

He informed the Board that they had completed drafts of instructions and policies. Mr. Dakers provided an update and outlined how they are conceptually looking at cost-benefit analysis. Two sets of templates are being contemplated; one for a proposal to enter a privatization contract for service currently provided by State Employees and one for proposal to have State Employees provide a service currently provided through a private contract.

Mr. Dakers reviewed the outline and discussed the proposal with the Board. Mr. Dakers in response to a question indicated that draft templates may be presented to the Board at the next meeting on February 14, 2014. A test run of the templates was also suggested to Mr. Dakers.

### Question of whether to support the elimination of Sec. 4e-43 C.G.S.

After a presentation of the Department of Administrative Services proposal to eliminate Section 4e-43 C.G.S. by Andrea Keilty, from the Department of Administrative Services along with Daria J. Cirish, Director of Insurance and Risk Management discussion was held and motion was made Robert Rinker and seconded by Charles Casella to table whether to support or oppose the proposal to eliminate Section 4e-43 C.G.S. until the February 14, 2014 meeting. All voted in favor.

### Review of Fiscal Cost Analysis provided by the Department of Emergency Services and Public Protection/Division of Scientific Services (Forensic Science Laboratory)

The receipt by the Board of a cost benefit analysis by the Department of Emergency Services and Public Protection Division of Scientific Services (Forensic Science Laboratory) to outsource the processing of latent finger prints was discussed by the Board. The provisions and requirements of Section 4e-16 C.G.S. and the question of whether a business case is required to be approved by the Board in this case was discussed. The Board discussed with Dr. Guy Vallaro, Director of the Division of Scientific Services the operation of the Lab, the processing of latent finger prints and the proposed contract.

The Board provided guidance to Dr. Vallaro on the requirements for a business case as required under Section 4e-16(d) C.G.S. Chair Baio conveyed the consensus of the Board that a business case is required. Chair Baio asked Dr. Vallaro to come back to the Board with an updated cost benefit analysis and the business case in order for the Board to fulfill its responsibilities under Section 4e-16 C.G.S.

Chair Baio also expressed the Board's sensitivity to the time frame and a willingness to expedite the Board's handling of the matter; informing Dr. Vallaro that if a business case was submitted in sufficient time to the Board prior to the Board's next meeting on February 14, 2014, the Privatization Contract Committee of the Board could meet and submit their evaluation at the next meeting.

Chair Baio appointed the Privatization Contract Committee of the Board.

Thomas G. Ahneman  
Claudia Baio, Chair  
Charles W. Casella, Jr.  
Peter Reilly  
Brenda Sisco

### [SAS contest of RFP Number OPMBUD20130722 award under Sec. 4e-36 C.G.S.](#)

The SAS contest of RFP Number OPMBUD20130722 award under Sec. 4e-36 C.G.S. was discussed by the Board.

Michael Sullivan, Undersecretary for Legal Affairs of the Office of Policy and Management addressed the Board concerning the SAS contest. Attorney Sullivan took the opportunity to remind the Board of the need for the Board to have written policies and procedures under the Connecticut Uniform Administrative Procedures Act.

Attorney Sullivan informed the Board that since the 4e-36 subcommittee does not have written policies and procedures it makes it very difficult for an unhappy bidder and a State Agency to respond.

Attorney Sullivan offered to provide a response demonstrating why they disagree with the allegations in the letter from SAS within a week.

Chair Baio offered Attorney Sullivan the opportunity to state their position for the record. Attorney Sullivan indicated that they never indicated that SAS was awarded the contract.

Chair Baio appointed a three member 4e-36 contest subcommittee to review the contest.

Stuart Mahler  
Robert D. Rinker  
Roy Steiner

### [Adjournment](#)

Motion made by Jean Morningstar and seconded by Thomas Ahneman to adjourn. All voted in favor and the meeting was adjourned at 12:04 P.M.

Respectfully submitted: David L. Guay