

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE CONTRACTING STANDARDS BOARD**



**TRIENNIAL AUDIT COMPLIANCE REPORT
FISCAL YEARS (FY) 2024-2026
DEPARTMENT OF ADMINISTRATIVE SERVICES
(DAS - PSX)**

I. Introduction

The contracting agencies of the State of Connecticut have been granted significant authority to acquire goods and services to meet their needs, with the understanding that the agency will comply with the state's laws and regulations concerning the commitment and expenditure of public funds. The State Contracting Standards Board (SCSB) oversees procurement practices by these state contracting agencies and recommends corrective actions in cases of non-compliance with the applicable statutes, regulations, policies, and procedures.

II. Purpose of Report

The SCSB conducts compliance audits on a triennial cycle to evaluate a state contracting agency's adherence to state procurement statutes, regulations, policies, and procedures established by the Department of Administrative Services (DAS) and the Office of Policy and Management (OPM). For this audit, a random sample of open contracts was selected from the subject agency and reviewed for compliance. This Audit Compliance Report provides a detailed analysis of the agency's regulatory compliance.

At the end of the audit report, the State Contracting Standards Board (SCSB) will provide the agency with a list of recommendations to improve any identified shortcomings in the agency's procurement process. The SCSB is committed to collaborating with the agency to connect employees with relevant training opportunities to support this initiative.

III. Scope of the Audit

The Department of Administrative Service (DAS-PSX) was among the contracting agencies selected for audit as part of the Fiscal Years 2024 through 2026 triennial audit compliance review cycle. At the time of selection, May 8, 2023, the State Comptroller's CORE system was used to identify the agency's contract portfolio, which indicated that the DAS had fifteen contracts representing expenditures of approximately \$32,820,000. Contracts selected for testing were:

Contracts under Business Unit Awards¹

- **Contract # 22PSX0019AA** – Business Unit Award (\$150,000)

The contractor, (Diskriter, Inc.), provides medical transcription services for telephone dictation and the typing of medical and psychological reports for the State of Connecticut, including the Department of Aging and Disability Services (“DDS”) and the State Office of the Chief Medical Examiner (“OCME”) (“Services”). This agreement began February 28, 2023 and expires February 27, 2026.

- **Contract # 23PSX0120AA** – Business Unit Award (\$600,000)

The contractor (Gibson Hill Forest Products, LLC.), is responsible for providing logging and timber services for the Department of Energy and Environmental Protection. The contractor will cut designated trees at client agency-approved sites, transport the logs to designated landings, and prepare them according to the agency’s standards. This agreement started October 2, 2023, and expires October 1, 2026.

¹ A business unit award refers to a contract established by an agency grounded in statutory purchasing authorities or delegated statutory purchasing authorities. The DAS procurement team may apply this value when forming a contract designated for the exclusive use of a single agency. It is important to ensure the business unit is restricted to the specific agency for which the contract was created on the purchase order defaults page.

Statewide Award Contracts²

- **Contract # 22PSX0129AA** – Statewide Award (\$3,000,000)

The contractor (H.O. Penn Machinery Company), is awarded under the National Association of State Procurement Officials (NASPO) ValuePoint program, establishes pricing for construction equipment, warranty services, and replacement parts through approved distributors. The agreement defines catalog discount terms and provides states with flexibility in selecting authorized local or national service providers. Its primary objective is to secure the best overall value and more favorable pricing for participating entities by leveraging the collective purchasing power of multiple state and local governments under the NASPO ValuePoint Cooperative Purchasing Program. This agreement began March 24, 2023 and expired April 10, 2024.

- **Contract #22PSX0226AA** – Statewide Award (\$2,500,000)

This contract involves multiple contractors (F.S.M. Services, Inc. JVLL, Construction, LLC, Laydon Industries, LLC, Construction Inc., Old Colony Construction, LLC, Reliable Excavating Co., Inc., Tilcon, and Connecticut Inc., WRR, Inc.) providing rental services and equipment for roadway construction for the Department of Transportation, all utilizing state agencies, political subdivisions, and not-for-profit organizations. This agreement began on April 1, 2023, and expires on November 30, 2025.

- **Contract #23PSX0026AB** – Statewide Award (\$1,500,000)

Contractor (GEXPRO and Graybar Electric Company, Inc.) establish the requirements for furnishing and installing Pole Line Hardware, including aluminum light poles, pole arms, brackets, and related components, for use by the Connecticut Department of Transportation (DOT). This agreement Began July 1, 2023 and expires June 30, 2026.

- **Contract #23PSX0111AD** - Statewide Award (\$3,500,000)

² A statewide award is used by DAS when creating a contract that all agencies can use.

This contract involves multiple vendors (AB Sciex, LLC, Agilent Technologies, Inc., BSD Robotics PTY LTD, Labrepc, LLC, Life Technologies Corporation Qiagen, UCT, LLC, and VWR are companies that specialize in laboratory equipment, including spectrophotometers, chromatographs, centrifuges, and similar analytical instruments. They also provide related services such as equipment repair, emergency maintenance, installation, training, software updates, and the supply of consumables and reagents. This agreement commenced on November 5, 2024, and expires on June 30, 2026.

- **Contract #23PSX0153AA- Statewide Award (\$2,000,000)**

This contractor's (ETT Enterprises Service Station and Equipment, Inc.), will provide comprehensive maintenance, repair, and inspection services for aboveground storage tank (AST) and Underground Storage Tank (UST) systems. Services include annual inspection and maintenance in accordance with Petroleum Equipment Institute (PEI) standards, as well as repairs to fuel storage, dispensing, and piping systems. This agreement began January 1, 2024 and expires on December 31, 2027.

IV. Detailed Audit Findings

SCSB Auditor Response:

In this audit, no findings were identified in the seven contracts tested. If any findings had been discovered, the SCSB Auditor would have provided recommendations for corrective actions and process improvements. For additional context regarding the scope of the audit, refer to Exhibit A included at the conclusion of this report.

Agency Response:

The Department of Administrative Services has thoroughly reviewed the audit report and has no additional comments to offer.

V. Recommendations for Improvement

The SCSB would like to extend its appreciation to the Department of Administrative Services (DAS) for its cooperation and diligence in reviewing and responding to our audit findings. Although there were no findings, the SCSB would like to extend an invitation to the agency's employees to participate in the SCSB training programs.

To support this initiative, Training Specialist Carmen Hufcut has developed training programs aimed at educating agency employees on how to effectively comply with established policies and procedures. Upon successful completion of each training module, participants will receive a certificate of completion to acknowledge their involvement.

Below please find a list of courses available:

- Introduction to Ethical Procurements
- Foundations of Public Procurement
- Introduction to Service Contracts
- Introduction to Sole/Single Source Procurement
- Introduction to Request for Proposals
- Introduction to State Procurement Rules and Governance
- Sourcing, purchasing, and Procurement
- Code of Ethics for Procurement Professionals

To initiate training courses, please contact Carmen Hufcut at carmen.hufcut@ct.gov.

Final Approval by SCSB: December 12, 2025

Final Compliance Audit Report Issued to Agency: December 12, 2025



Exhibit A: Procurement Audit Compliance Checklist

The Audit Review must include the following

- (A) outline of work
- (B) approvals from DAS (if required)
- (C) approvals from OPM (if required)
- (D) approvals from the AG's Office (if required)
- (E) original contract
- (F) contract amendments (if any)
- (G) affidavits, certifications, or affirmations required by law, executive order, or policy
- (H) final evaluation of the contractor –

If an agency conducts an RFP process to select a contractor, the project file must also include the following documents:

- (I) list of all participants in the RFP process
- (J) signed Ethics and Confidentiality Agreements
- (K) RFP document, including any amendments
- (L) evaluation plan, including any amendments
- (M) written questions (from prospective proposers) and answers (from the agency)
- (N) list of attendees at the RFP conference (if held)
- (O) all proposals received before and after the deadline
- (P) list of proposals received after the deadline (if any)
- (Q) final rating sheet used for evaluating proposals
- (R) any forms or notes used to check references
- (S) final ratings and ranking of proposals
- (T) Screening Committee's recommendations to the agency head
- (U) documentation of the agency head's selection or rejection of a contractor