

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



**TRIENNIAL AUDIT COMPLIANCE REPORT
FISCAL YEAR (FY) 2024–2026
DEPARTMENT OF SOCIAL SERVICES
(DSS)**

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 requirement 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) and/or the agency itself. For this audit, a random sample of open contracts were selected from the subject agency was selected 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 that will aid in this effort.

III. Scope of the Audit

The Department of Social Services (DSS) was one of eleven contracting agencies selected for audit as part of the triennial audit compliance review cycle for Fiscal Years 2024 through 2026. 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 DSS had seventy-one contracts representing expenditures of approximately \$425,180,153. Contracts selected for testing were:

- **Contract # 21DSS6003IP** (Non-Competitive—\$50,776,325.39): The contractor (Pulselight, LLC) will provide investigative services for deliverables based on analyzing health and human services data related to SNAP, Medicaid, and Employee and Retiree Health. This agreement began on March 23, 2022 and ends on August 29, 2027.
- **Contract # 22DSS1216AL** (Competitive—\$74,840,446.00): Beacon Health Options, Inc. (contractor) will plan and implement an integrated public behavioral health service system for HUSKY Members Behavioral Health Services for the Department of Children and Families (DCF), the Department of Mental Health and Addiction Services (DMHAS), and the Department of Social Services (DSS). This agreement began on October 1, 2022 and will end September 30, 2025.
- **Contract # 22DSS1501ZO** (Non-Competitive—\$4,815,342.00): The Community Action of Western Connecticut, Inc. (Contractor) will provide specific services aimed at reducing poverty, revitalizing low-income communities, and promoting self-sufficiency. The Human Service Infrastructure (HSI) funding is part of this contract, with a focus on coordinating services and ensuring the success of the programs. The Contractor must comply with mandatory reporting, evaluation, and participation requirements, which include adhering to state guidelines and directives. This agreement began on October 1, 2022, and ends on September 30, 2025.
- **Contract # 22DSS5403LK** (Non-Competitive—\$1,959,794.00): The Connecticut Alliance to End Sexual Violence, Inc. (Contractor) will provide specific services for the Sexual Violence Services (SSP) Program. Services include short-term counseling, advocacy, crisis intervention, hotline services, housing assistance, and community education for victims of sexual violence. This agreement began on July 1, 2022, and ended on June 30, 2025.
- **Contract # 22DSS5702BI** (Competitive - \$519,708.00): The Contractor, The Village

for Families and Children, Inc. shall provide specific services for the Teen Pregnancy Prevention (TPP) Program using the Wyman, Inc. Curriculum which includes the following:

Service-learning activities include tutoring, nursing home work, and public clean-up. Curriculum-Based Group Sessions, which would be held twice weekly to discuss life issues and reflect on service work. The targeted population is youth aged 12-17. This agreement began on July 1, 2022, and will end on June 30, 2026.

- **Contract # 23DSS6101NL** (Non-Competitive - \$450,000.00): The Coronavirus State and Local Fiscal Recovery Funds (CSLFRF), established under The American Rescue Plan Act (ARPA), are designed to support responses to the COVID-19 pandemic and its economic impact. These funds have enabled the New Britain Food Resource to expand its services. The Beneficiary Human Resource Agency of New Britain, Inc. has entered into a commercial real estate purchase contract to acquire property at 548 Farmington Avenue for the purpose of expanding its food pantry services. The new facility will provide ample space and infrastructure for food refrigeration and storage. The beneficiary agreement for the property purchase, intended for the food pantry, began on January 1, 2023, and will conclude on December 31, 2023.

Rental Lease Agreement

- **Contract # 21DSS0925AA** (Rental Lease Agreement - \$83,991.38/month for 53 months): The consent to the assignment document formalizes the transfer of lease obligations for the property at 925 Housatonic Avenue, Bridgeport, CT, from the estate of F. Francis D'Addario and LM Bridgeport, LLC (Assignor) to My Housatonic LLC (Assignee), with the State of Connecticut remaining as the Lessee. Effective August 26, 2021, the State continues to fulfill all rental and lease obligations. This rental lease agreement began on September 1, 2021, and will end on August 10, 2025.

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 agrees with the results of this audit review and will continue to adhere to procurement policies and regulations.

V. Recommendations for Improvement

The SCSB would like to extend its appreciation to DSS for their 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 employees of the agency 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: November 14, 2025

Final Compliance Audit Report Issued to Agency: November 20, 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

