

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



**FISCAL YEAR (FY) 2024
TRI-ANNUAL PROCUREMENT AUDIT REPORT
OFFICE OF THE CHIEF MEDICAL EXAMINER**

Revision 0

STATE CONTRACTING STANDARDS BOARD :
FY 2024 TRI-ANNUAL AUDIT REPORT - OFFICE OF THE CHIEF MEDICAL EXAMINER

State of Connecticut contracting agencies have been given the incredible authority to procure goods and services for their needs in exchange for the commitment that they will adhere to the State's statutes and regulations governing the commitment and expenditure of public funds. The State Contracting Standards Board (SCSB) has been given the responsibility to monitor procurement practices by state contracting agencies and to take corrective actions for non-compliance with those statutes and regulations.

PURPOSE OF REPORT

The State Contracting Standards Board's (SCSB) tri-annual audit program assesses a state contracting agency's compliance with state procurement rules, regulations, statutes, and guidance provided by the Department of Administrative Services and the Office of Policy and Management. A random sample of open procurement contracts from the state contracting agency was selected and examined for compliance with those regulations. This report presents our findings from those assessments performed in November 2023 by the SCSB Staff.

SCOPE OF AUDIT

The Office of the Chief Medical Examiner was one of eleven contracting agencies selected for examination for FY2024. The State Comptroller's CORE system was used to identify the organization's contract portfolio, which indicated that the Office of the Chief Medical Examiner had four contracts representing expenditures of approximately \$115,000. Contracts selected for testing were:

1. **21CME00002AA** (\$22,150) - This contract is for the monthly lease of a refrigerated trailer that the Chief Medical Examiner used during the pandemic. This agreement ended on 4/22/2023.
2. **22CME1982PSA01** (\$22,150) – This PSA contract is for ad-hoc professional services (Assistant Medical Examiner). This agreement ended on 6/30/2023.

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NON-COMPLIANCE SUMMARY

Our findings are as follows:

1. Contract # **22CME1982PSA01** – one finding.
 - a. **Compliance Requirement: #9** – Contractor Evaluations - Per [OPM's Procurement Standards for Personal Service Agreements and Purchase of Service Contracts Procurement Standards](#), Section V(D)(2) states that an agency must prepare a written evaluation of the contractor's performance not later than 60 days after a contractor has completed work.
 - b. **Finding:** The Office of the Chief Medical Examiner failed to complete the evaluation within the 60-day requirement.
 - c. **Agency Response:** At the start of this audit, the Office of the Chief Medical Examiner's staff recognized the mistake and took action to complete the PSA evaluation form on October 3, 2023, and submitted it for processing. The SCSB has verified that the form has been uploaded to the system and is available for viewing in CORE.

SCSB RECOMMENDATIONS FOR IMPROVEMENT

Written procedures should be developed, and critical dates should be tracked to prevent this issue from happening again.

SCSB respectfully requests that the Office of the Chief Medical Officer prepare a written response explaining how each finding noted above has been addressed and the procedures to be implemented to ensure future compliance within 90 days of the date of this report. Further, please offer any suggestions for procurement training and other suggestions to make the procurement process more efficient and effective for your needs.

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January 12, 2024