



STATE OF CONNECTICUT  
OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
STATE CONTRACTING STANDARDS BOARD

Final & Approved Minutes

State Contracting Standards Board 4e-36 Contested Solicitations and Awards Subcommittee

Special Meeting

Friday, August 12, 2016, 9:00 A.M.

999 Asylum Avenue, First Floor

Conference Room

Hartford, CT 06105

Members Present:

Robert Rinker, Chair

Stuart Mahler

Roy Steiner

Staff Present:

Julia Marquis, Chief Procurement Officer

David Guay, Executive Director

1. Call to order

Meeting was called to order at 9:00 A.M. by Robert Rinker, Subcommittee Chair.

2. Approve the minutes of the June 10, 2016 Meeting

Subcommittee Chair Rinker entertained a motion to approve the draft minutes of the June 10, 2016 meeting of the State Contracting Standards Board 4e-36 Contested Solicitations and Awards Subcommittee.

Motion made by Stuart Mahler and seconded by Roy Steiner to approve the minutes of the June 10, 2016 meeting of the State Contracting Standards Board 4e-36 Contested Solicitations and Awards Subcommittee. The minutes of June 10, 2016 were approved.

3. Connecticut Council of Family Service Agencies (CCFSA) contest

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Chair Rinker opened discussion on a draft letter the Subcommittee was considering sending to respond to the July 18, 2017 (Sic) correspondence the Subcommittee received from the Department of Social Services (DSS). Chair Rinker reviewed the contest history, noting DSS has agreed to re-score the evaluations.

Chief Procurement Officer Marquis provided a suggested response to the DSS letter and Stuart Mahler provided suggested changes to the letter.

The Subcommittee reached consensus on additions, deletions and modifications of the draft letter to DSS.

Chair Rinker raised for review the July 25, 2016 letter from CCFSA to the Subcommittee. Chair Rinker asked Ms. Marquis to include in our process and procedures that when someone sends a letter to the Subcommittee that it be signed. Second, Chair Rinker commented on the size and color of the text, suggesting that the Subcommittee formalize what the Subcommittee will accept in submissions in terms of formatting. The Subcommittee discussed whether it is appropriate to respond to the letter.

Ms. Marquis offered to write a simple acknowledgement of receipt email to CCFSA that the Subcommittee considered it a supplemental filing and that DSS is re-scoring the bids. The Subcommittee agreed by consensus to have Ms. Marquis write the email.

#### 4. Adjournment

Motion made by Roy Steiner and seconded by Stuart Mahler to adjourn at 9:36 A.M. All voted in favor.