



STATE OF CONNECTICUT  
OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
STATE CONTRACTING STANDARDS BOARD

Draft Minutes

Friday, October 13, 2017 Meeting of the State Contracting Standards Board  
5<sup>th</sup> Floor Conference Room  
18-20 Trinity Street, Hartford, Connecticut

Members Present:

Thomas Ahneman, Acting Chair  
Alfred Bertoline  
Bruce Buff  
Charles Casella, Jr.  
Lawrence Fox – via teleconference  
Donna Kearns (in at 10:25 AM)  
Jean Morningstar  
Robert Rinker  
Brenda Sisco

David L. Guay, Executive Director - ex-officio board member

1. Call to order

Meeting called to order by Acting Chair Ahneman at 10:08 A.M.

2. Approve the Minutes of the September 8, 2017 Meeting

Motion made by Alfred Bertoline and seconded by Brenda Sisco to approve the minutes of the September 8, 2017 Board meeting. All voted in favor.

3. Questions for discussion from the 9/8/2017

Board members conducted a general discussion of contracting, a discussion of the Pita contract and discussed the following questions with Carol Wilson and Erin Choquette of the Department of Administrative Services.

- Is it appropriate to have professional services under a Master Contract with 42 vendors?
- Is it appropriate of have a broad category for services under a Master Contract such as media, marketing and public relations?

- Is it appropriate to encourage three bids/quotes, but not to require three bids/quotes?
- If we require three bids/quotes, how does one select three vendors to solicit such bids/quotes from with a list of 42 vendors?
- How would the public/taxpayers know about such contracts?
- Is it appropriate to only submit purchase orders for payment of vendor for professional services under a Master Contract?
- Should such professional services contracts require legal approval by the Agency and review for form by the Attorney General's Office?
- Should such contracts reference the Master Contract and its requirements?
- Are letters of agreements an appropriate way to enter into a contract for professional service under a Master Contract?
- There are numerous controls over the approval for creating a position in state government, and similar controls for filling or refilling a vacant position in state government, should such controls apply to professional services provided by an outside vendor and what are the circumstances for applying those controls and not applying those controls?

#### 4. Report from Privatization Contract Committee

Executive Director Guay noted the letter to DOT was sent on September 13, 2017 and the Board has not received a response.

#### 5. Report of the Contested Solicitations and Awards Subcommittee

Subcommittee Chair Robert Rinker reported the Subcommittee received and met on a contest of an award by the Teachers Retirement Board.

RDS Services, LLC and Benistar, the shared services organization and bidder contests the award of Connecticut Teachers Retirement Board, Proposal TRB#2017-003 to Part D Advisors.

RDS Services have a reopening service, recovering of additional Medicare dollars for the State. They have and use proprietary software.

The Subcommittee found what the Teachers' Retirement Board did was appropriate in terms of the solicitation and the selection process. The elements raised by the contestor did not meet the standard for overturning the award.

The Subcommittee has just received a new contest, concerning a contract for security systems, by the Mercury Group contesting how the specifications are drawn limits those who can respond to the request for proposals.

## 6. Work Group Reports

### a. Report from Data Analysis Work Group

Data Analysis Work Group Chair Alfred Bertoline believes the Data Analysis Work Group is at the point to start focusing on the results and drafting a report to the Board. Chair Bertoline noted that the Audit Work Group is uncovering many of the same issues and raises the issue of how do we integrate the findings of both groups. The Data Analysis Work Group will continue to draft a report for the Board, but the report should not be published without the benefit of the findings of the Audit work Group.

### b. Report from Audits Work Group

Chair Thomas Ahneman reported the Audits Work Group is auditing thirteen agencies.

Now working on organizing those responses. Audit Work Group member Robert Rinker devised and created an audit report template. The Work Group will be completing the audit template for each of the agencies audited by the November meeting of the Work Group. The November 3, 2017 meeting of the Audit Work Group will start at 8:30 A.M.

## 7. Other business

No other business raised.

## 8. Public Comment

Travis Woodward delivered comments concerning the Board's Privatization Contract Committee's review of the Department of Transportation.

## 9. Adjournment

Motion made by Jean Morningstar and seconded by Alfred Bertoline to adjourn. All voted in favor, the motion passed and the meeting was adjourned at 11:12 A.M.

Respectfully submitted: David Guay