



STATE OF CONNECTICUT  
OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
STATE CONTRACTING STANDARDS BOARD

Final & Approved Minutes

Friday, March 10, 2017 Meeting of the State Contracting Standards Board Data Analysis Work  
Group

Office of the State Contracting Standards Board, 18-20 Trinity Street, Hartford, Connecticut

Members Present:

Alfred Bertoline, Chair

Bruce Buff

Donna Karnes – via conference telephone

David L. Guay, Ex Officio

1. Call to order

Meeting called to order by Chair Bertoline at 11:03 A.M.

2. Recess

Motion made by Bruce Buff and seconded by Donna Karnes to recess at 11:03 A.M. All voted in favor.

Motion made by Bruce Buff and Seconded by Donna Karnes to return from recess at 12:10 P.M. All voted in favor.

Approve the minutes of the January 13, 2017 meeting

Motion made by Bruce Buff and seconded by Donna Karnes to approve the minutes of the January 13, 2017 meeting of the State Contracting Standards Board Data Analysis Work Group. All voted in favor.

3. Review activities since last meeting

Chair Bertoline led a discussion and review of activities since the January 13, 2017 meeting.

- Selection of contracts for study
- Heads-up letters to Agency heads
- Survey for agencies
- Survey for contractors
- Status of Inquiries from Agencies/contractors

Chair Bertoline led a discussion on the processing of survey responses.

- Agencies
  - Log in as received
  - Review for completeness, notice for missing data
  - Development of data analysis checklist
  - Review and summarizing responses
- Contractors
  - Log in as received
  - Review of completeness, notice for missing data
  - Development of data analysis checklist
  - Review and summarizing responses

## 5. Other Matters

No other matters raised.

## 6. Adjournment

Motion made by Bruce Buff and seconded by Donna Karnes to adjourn. All voted in favor and the meeting was adjourned at 12:30 P.M.

Respectfully submitted: David L. Guay