



STATE OF CONNECTICUT  
OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
STATE CONTRACTING STANDARDS BOARD

Final & Approved  
Minutes

Friday, June 8, 2018 Meeting of the State Contracting Standards Board  
5<sup>th</sup> Floor Conference Room  
18-20 Trinity Street, Hartford, Connecticut

Members Present:

Lawrence Fox, Chair  
Thomas Ahneman  
Bruce Buff  
Charles Casella, Jr.  
Albert Ilg  
Donna Karnes  
Stuart Mahler  
Jean Morningstar  
Robert Rinker  
Brenda Sisco

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

1. Call to order

Meeting called to order by Chair Fox at 10:00 A.M.

2. Approve the Minutes of the May 11, 2018 Meeting

Motion made by Robert Rinker and seconded by Jean Morningstar to approve the minutes of the May 11, 2018 Board meeting as corrected. All voted in favor, with Stuart Mahler abstaining due to his absence at the May 11, 2018 meeting.

3. Report from Privatization Contract Committee

Chair Fox reported no report from the Privatization Contract Committee.

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

Subcommittee Chair Robert Rinker reported that the subcommittee has no matters pending before it.

#### 5. Work Group Reports

##### a. Report from Data Analysis Work Group

Bruce Buff reported that the next step for the Data Analysis Work Group is a meeting with Secretary Barnes of the Office of Policy and Management at Noon today. Board members engaged in conversation about a next possible research project. Chair Fox expressed hope to collaborate with the Office of Policy and Management and the Department of Administrative Services.

##### b. Report from Audit Work Group

Chair Thomas Ahneman reported that the work Group has finished the compliance reports for the agencies audited and would like to send them up to the full Board. The suggested actions and comments that conclude the report are a set of universal and generic actions the Audit Work Group would like the agency's to do.

The Audit Work Group believes the following corrective measures should be noted to the agencies as subject to review by the State Contracting Standards Board in 2019.

1. Evaluate how your department uses CEE's
2. Evaluate when your department uses waivers as an exception to competitive bidding.
3. Implement or improve interdepartmental training for all procurement staff.
4. The Biznet Portal must be utilized in all procurement activities as required by Section 4e-13(c) of the Connecticut General Statutes.
5. Implement or improve contracting transparency and results based outcomes as required by Section 4e-14 of the Connecticut General Statutes.

Chair Ahneman reported that the action items will be place on all of the Audit Compliance Reports. Executive Director Guay will create new drafts for review by the Audit Work Group at the July meeting with an expectation to be reported to the full Board for acceptance at the July 13, 2018 full Board meeting.

Chair Ahneman reported that the Audit Work Group has next to choose which agencies to audit in 2018. Executive Director Guay is going to compile a list for the Board to review.

## 6. Department of Administrative Services Procurement Division Presentation

Carol Wilson, Director of the Department of Administrative Services Procurement Division and Devin Marquez, Deputy Director and Counsel to the Department of Administrative Services Procurement Division presented an overview of the Procurement Division's duties and responsibilities.

Carol Wilson delivered a power point presentation (that would be emailed to the Board) showing the type of contracted services and the agency having oversight functions, viz., DAS/Procurement Div.; OPM; DOT; DAS/Construction Div. and Real Estate & Leases. Certain agencies or branches have autonomy for Contracting/Purchasing, viz., State Universities & Colleges; Judicial Branch and the Legislative Branch.

The guiding principles of DAS are competition, impartiality, openness, transparency, ethics, efficiency and effectiveness and public policy and the law. DAS administers 1000 active contracts. Staff are also available to provide services and resources to other agencies.

## 7. Other Business

No other business raised.

## 8. Public Comment

Fred Chojnicki a retired Department of Transportation employee addressed the Board.

## 9. Adjournment

Motion made by Albert Ilg and seconded by Jean Morningstar to adjourn. All voted in favor, the motion passed and the meeting was adjourned at 11:20 A.M.

Respectfully submitted: David Guay