



STATE OF CONNECTICUT
OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE CONTRACTING STANDARDS BOARD

Final & Approved
Minutes

Friday, August 10, 2018 Meeting of the State Contracting Standards Board
Audit Work Group
Fifth Floor Conference Room
18-20 Trinity Street, Hartford, Connecticut

Members Present:

Robert Rinker, Acting Chair
Alfred Bertoline
Stuart Mahler
David L. Guay, Executive Director - ex-officio Board member

1. [Call to order](#)

Meeting called to order by Acting Chair Robert Rinker at 9:00 A.M.

2. [Approve minutes of July 13, 2018](#)

Motion made by Alfred Bertoline and seconded by Stuart Mahler to approve the minutes of July 13, 2018 Audit Work Group meeting as corrected. All voted in favor.

3. [Questionnaire Revision](#)

Chair Rinker initiated discussion on the questionnaire revision. Alfred Bertoline offered his thoughts on the objectives of the Board's audit program. Chair Rinker offered that it is a compliance audit; that the agency is in compliance with procurement law, regulations and rules.

Chair Rinker offered what the Board has is a lack of staff and that the audits are not what we are all used to. Chair Rinker believes that the current audit has a sentinel effect on agencies and employees. That is, here are some of the rules and here is what the Board is concerned about. The result is we are doing audits on our own as Board members.

Mr. Rinker summarized the areas of concern highlighted by the 2017 audit in the minutes of July 13, 2018.

- Issue of cost effectiveness evaluations
- Issue of waivers to competitive bidding
- Training issues
- Requirement to post to the BizNet Portal
- Transparency and results based outcomes

Mr. Rinker would like the revision to the self-assessment focus on the issues highlighted in the July 13, 2018 minutes.

Using the 2017 audit form as a template, Chair Rinker led the work group through each question to determine whether to keep or discard it.

Question 1 –keep.

Question 1a – should be someplace else.

Question 2 – change bidding to procure. (The three methodologies of competitive procurement are competitively bid, best value selection and qualified based selection.) Another category suggested by Mr. Bertoline is those that are not competitively bid. Such as under \$20,000 small purchase procedure, waiver, and sole sourced.

Mr. Bertoline would like the competitive and non-competitive number of contracts to total the total number of contracts reported.

Mr. Bertoline believes this reporting of the number and types of contracts takes care of the first three questions on the 2017 questionnaire.

Chair Rinker offered that another question is still required, that if the total number of competitively and non-competitively contracts don't add up to the total number of contracts, then the agency will need to provide an explanation. Mr. Bertoline believes that this question should be prominent in the reconciliation portion on contracts.

Executive Director Guay summarized that the first section of the new questionnaire will be about the universe of contracts within an agency.

Mr. Bertoline suggested the next set of questions after competitive versus non-competitive bidding should be about privatization contracts. Such as how many of the total contracts are privatization contracts as defined in Sec. 4e-1(21) C.G.S.

Question 3a, upon review, Executive Director Guay offered to craft a question that clearly defines a Cost-Benefit-Analysis (CBA) and a Cost-Effectiveness-Evaluation (CEE). Chair Rinker added for new privatization, the agency is required to file a CBA with the Board, with the question being did you do so. If a copy of the CBA was not provided previously, we will ask for a copy with the audit response.

Chair Rinker offered that the more important piece is the Cost-Effectiveness-Evaluation. If the agency did not do a Cost-Effectiveness-Evaluation, please explain. Chair Rinker would like a copy of any CEE's produced by the agency during the audit period.

Mr. Bertoline offered that there are two major thrusts in compliance; we have the accounting for all contracts, then we start the questions, such as privatization with sub questions to ensure compliance. Chair Rinker added, if the agency has not completed a required CEE, an explanation will be required.

Question 5 – delete.

Question 6 – delete.

Question 6a – delete.

Question 7 – Change to include the statutory requirement and a question of whether the agency deviated from the standard.

Question 7a – delete.

Question 7b – delete.

Question 8 – question 1a should replace number 8. If the answer is no, then an explanation should be included. Executive Director Guay will insure that the correct terms for portal and BizNet will be used.

Question 8a – delete.

Question 9 – delete.

Question 10 – keep.

Question 11 – a new addition asking who the Agency CPO is, how the CPO is trained, and how is staff trained.

Mr. Bertoline raised questions on what to ask about training, such as, was it formal, whose training was used. Chair Rinker offered that the question could be focused on what training occurred during the audit period only.

Chair Rinker summarized the discussion and the five areas of the revised audit form.

- Cost effectiveness evaluations
- Waivers
- Training
- Posting of contracts to the contracting portal

- Accountability, transparency and results based outcomes – assigned to Executive Director Guay to produce questions.

4. Other Business

Chair Rinker offered that the Audit Work Group received a revised response to the audit questionnaire from the Department of Children and Families and unfortunately the Audit Work Group and the Board approved the Compliance Report based on the initial version. Executive Director Guay has provided a revised Compliance Report.

Stuart Mahler motioned and seconded by Alfred Bertoline to approve the revised Compliance Report for the Department of Children and Families. All voted in favor.

Adjournment

Motion made by Alfred Bertoline and seconded by Stuart Mahler to adjourn. All voted in favor, the meeting was adjourned at 9:59 P.M.

Respectfully submitted: David Guay