



STATE OF CONNECTICUT
OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE CONTRACTING STANDARDS BOARD

Minutes

**Friday, September 11, 2015 Meeting of the State Contracting Standards Board
Conference Room, 999 Asylum Ave., Hartford, CT**

Members Present:

Claudia Baio, Chair
Thomas Ahneman
Charles W. Casella, Jr.
Jean Morningstar– via conference telephone
Stuart Mahler
Robert Rinker
Brenda Sisco
Roy Steiner

David L. Guay, Executive Director - ex-officio
Julia Marquis, Chief Procurement Officer

1. [Call to order](#)

Meeting called to order by Chair Claudia Baio at 10:10 A.M.

2. [Approve the Minutes of the June 12, 2015 Meeting](#)

Chair Baio entertained a motion to approve the draft minutes from the June 25, 2015 Board meeting.

Motion made by Robert Rinker and seconded by Charles Casella to approve the minutes of the June 12, 2015 Board meeting. All voted in favor.

3. [Report from 4e-36 Contested Solicitations and Awards Subcommittee](#)

Subcommittee Chair Rinker reported to the Board on the activities of the Contested Solicitations and Awards Subcommittee meetings of June 12th, August 25th and September 11th, 2015. He reported the Subcommittee met concerning the Independence Northwest contest of the Department of Housing, which was dismissed with prejudice by the Subcommittee. He reported that the Subcommittee met concerning the Schulman & Associates contest of the Department of Correction's award of a contract and has requested an opinion from the Attorney General. Mr.

4. [State-wide policies on procurement](#)

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Discussion held on the state-wide procurement policies promulgated by the Office of Policy and Management (OPM). By consensus of the Board, Ms. Marquis was directed to review the policies with the Board at the next meeting.

5. Requesting submission of Agency procurement policies

Discussion held on the recommendation of the 4e-36 Contested Solicitations and Awards Subcommittee to ask and acquire each state agency's procurement policies.

Motion made by Robert Rinker and seconded by Brenda Sisco to solicit, by letter from Board Chair Baio, the procurement policies from each state agency for the Board's next meeting in October. All voted in favor.

6. SCSB training program

Discussion led by Ms. Marquis on the upcoming Department of Administrative Services agency procurement training to be held on November 13, 2015 at Goodwin College in conjunction with the Board's November meeting. Further discussion was held on the training required for the Board to conduct as outlined in C.G.S. 4e-5. Chair Baio suggested that Ms. Marquis continue to work on the Board's training program and report on her progress to the Board.

7. Website upgrade

Discussion held on staff proposed re-design of the Board's website. Mr. Rinker suggested additions to the privatization section.

8. Mission Statement

Upon suggestion of staff, discussion held on attempting a re-write of the Board's mission statement. By consensus, the Board agreed to have Ms. Marquis provide a draft revision at the next Board meeting.

9. Other business

No other business raised.

10. Adjournment

Motion made by Charles Casella and seconded by Robert Rinker to adjourn. All voted in favor and the meeting was adjourned at 11:30 A.M.

Respectfully submitted: David L. Guay