

Meeting Minutes

State of Connecticut Contracting Standards Board

Committee on Solicitations and Awards

November 22, 2010

10 a.m.

Room 173

State Office Building, 165 Capitol Ave, Hartford, CT

Members Present: Lawrence Fox, Jim Racz, Wendy Scaringe, Gale Mattison

Kathy Brennan of CT Department of Social Services (DSS) was also present.

Call to Order The meeting was called to order at 10:00 a.m.

Review of dispute from proposer: The Board has reviewed the entire RFP and related correspondence. Kathy Brennan of DSS was present to answer questions about the RFP process that DSS utilized. The Committee determined that there is a process issue that should be addressed and remedied by DSS.

Kathy explained that DSS accepted four proposals on July 14, 2010. DSS offered, via email correspondence, all four bidders an opportunity to supplement their proposals due to an administrative error by DSS in the original RFP. Three of four of the bidders submitted revised proposals on time and one bidder submitted a revised proposal after the cut off time of 3pm. The Board and Kathy mutually agreed that DSS will review all four proposals—the three revised proposals received on time, and the one original proposal from the bidder that submitted a late revised proposal.

The Committee agreed that Larry Fox and Kathy Brennan will have a telephone conference with End Hunger, CT to propose this solution.

The Committee did not discuss the timeliness of the appeal of End Hunger CT.

Old Business There was no old business.

New Business No new business was raised.

Adjourn: The meeting was adjourned at approximately 12 p.m.

NB: On November 23, 2010, subcommittee member, Larry Fox convened a telephone conference call with Kathy Brennan from DSS and Lucy Nolan from End Hunger, CT. The issue has been resolved by mutual agreement consistent with the sub-committee's discussion in its November 22, 2010 meeting."