



## MONTHLY REPORT AUGUST 2025

*The Office of Governmental Accountability (OGA)-State Contracting Standards Board (SCSB) Staff provides the information shared in this monthly report for the convenience of SCSB members and the public.*

### A. Administration, Legislation, Legal and Miscellaneous:

1. The SCSB canceled its regular board meeting scheduled for August 8, 2025. Video and meeting materials from prior meetings are available on the Connecticut State Contracting Standards Board website.
2. Request for Legal Review: On August 14, 2025, Executive Daniels shared with SCSB members a communication received by SCSB requesting a review of a Sherman School building project. Staff Attorney Felman is currently conducting a legal review of the request and will share his findings at the September 12, 2025, regular board meeting. Staff Attorney Felman will also prepare a research report on his findings and will share it before the September 12, 2025, regular board meeting.
3. OPM Annual Request for Waiver Reports (FY 2023-24): In July 2025, members of the State Contracting Standards Board (SCSB) had the opportunity to review the Office of Policy and Management's (OPM) 2024 Annual Request for Waiver Report issued pursuant to C.G.S. § 4-216(B). At the request of Chair Palache, Executive Director Daniels met with OPM representatives on August 22, 2025, to discuss the waiver requests process and to gain a general understanding of the information contained in waiver reports issued by OPM. During the meeting, OPM provided an overview of its statutory responsibility, pursuant to C.G.S. § 4-216(B), to report annually on the approvals and denials of Personal Service Agreement (PSA) and Purchase of Service (POS) requests for waivers from competitive solicitation by state agencies to the General Assembly. Executive Director Daniels will report on his meeting with OPM at the September 12, 2025, regular board meeting.
4. Data Analytics Collaborative Projects: At the request of the Executive Director Daniels, Research Analyst Anderson was tasked with developing and implementing formal research projects in the areas of training and audit in collaboration with Trainer Specialist Hufcut and Accounts Examiner Lopez. Mr. Anderson will assist team members with analyzing, interpreting and preparing training and audit data in a variety of ways, to prepare compelling narratives and statistical reports.

5. Board Appointments/Reappointments: On August 27, 2025, Senator Martin M. Looney reappointed Salvatore Luciano to the State Contracting Standards Board.
6. Audio/Visual Equipment Transfer from Governor: In August, the Office of the Governor purchased new A/V equipment and SCSB was fortunate to receive their used equipment at no cost. The donated A/V equipment will now enable SCSB staff to facilitate small group meetings in our office suite with greater efficiency, as it accommodates small groups without requiring a conference room reservation in the office building.
7. Operational Meetings: Director Daniels conducted individual and collective operational meetings with staff to discuss opportunities for staff to identify gaps in internal operations and performance goals, brainstorm solutions collaboratively, and successfully address these gaps by implementing effective workplace strategies.
8. Legislation: There is no legislative update to report for August 2025.
9. Assisting the Training Program: In August, Research Analyst Anderson researched whether other Connecticut state agencies or other states offer CEUs as part of a training program, both in general and specific to procurement. Currently, Anderson is assisting Training Specialist Hufcut by preparing the transcript from the SCSB's FOI training for use in an upcoming training module within the Learning Management System (LMS). Research Analyst Anderson anticipates completing this project by September 2025.
10. Regulations Development: The Statutes, Regulations, Policies & Procedures ("SRPP") Work Group did not meet in July, and the meeting was rescheduled for August 20, 2025. Based on discussions during the August 20, 2025, meeting, Attorney Felman will revise the existing draft Rules of Practice regulation document and send it to work group members for the October SRPP Work Group meeting, in accordance with the planned submission schedule proposed by the work group.

During the Training Work Group meeting held on July 31, 2025, Attorney Felman was tasked with devising an initial draft of training procedures for the group to review at the next meeting, scheduled for September 12, 2025. Attorney Felman revised and submitted a truncated draft of regulations to Trainer Specialist Carmen Hufcut to share with work group members ahead of the September 12, 2025, Training Work Group meeting.

11. External Reports/Audits: On August 4, 2025, and pursuant to Connecticut General Statutes Section 4-9b, Executive Director Daniels received a biennial notice to submit the report of the gender and race composition of the SCSB membership to the Office of the Secretary of the State due by October 1, 2025. Executive Director Daniels will work with the designated liaison at the Secretary of State's Office once the submission form becomes available and data collection begins, between September 1, 2025, and October 1, 2025.

## B. Compliance Audits:

### 1. Audit Work Group Meeting

- The Audit Work Group meeting is scheduled to take place on September 17, 2025, at 10:00 A.M.
- At the last meeting, the work group agreed to hold future meetings on the third Wednesday of the month at 11:00 A.M., simplifying scheduling and recall easier.
- The purpose of the meeting is to discuss the progress of the audit and address any questions directed to the Accounts Examiner.

### 2. Accounts Examiner Lopez & Training Specialist Hufcut

- Collaboration focus: working together on audit procedures and developing an audit training program.
- Meetings have been held with the trainer specialist to discuss and clarify any questions related to audits.
- Next Steps: The accounts examiner and Chair of the work group will review material for the Audit Training Program.

### 3. Accounts Examiner Lopez & Research Analyst Anderson

- Utilize a spreadsheet to track audit procedures and compliance requirements to summarize procurement staff training, privatization contracts, and MOA/MOU agreements.
- Complied with and analyzed accountability, transparency, and results-based outcomes using structured spreadsheet models.
- Supported audit planning by documenting questionnaire results and aligning them with procurement compliance data.

### 4. Audit Status

- The status of each audit through August 31, 2025, is listed in the following chart:

<b>Year 1 Contracting Agency Selection</b>					
<b><u>Agency</u></b>	<b><u># of contracts</u></b>	<b><u>Total (\$)</u></b>	<b><u># of samples audited</u></b>	<b><u># of findings</u></b>	<b><u>Audit Status</u></b>
<b>Dept of Energy and Env. Prot.</b>	91	37,234,877	5	3	Report completed 11/15/2024; reviewed by Mr. Bertoline on 11/20/2024; approved by board 01/10/2025; additional approvals required; <b>Approved on 2/14/2025.</b>
<b>Dept of Social Services (DSS)</b>	71	425,180,153	7	0	The Accounts Examiner initiated the audit on 10/2/2024. Six out of the 7 contracts have been completed, and as of 1/25/2025, there are 2 findings. Drafting Audit report 3/13/2025. After a thorough

					review of the report, the findings have been removed because the agency submitted additional documentation. <b>The report has been sent to the audit committee for review on 8/22/2025. Follow-up email send 9/3/2025.</b>
<b>State IT Contracts</b>	2	30,000,000	2		This Group (buying code) is no longer used in CORE; received data 12/2/2024; Audit has been reviewed and is awaiting additional documentation. <b>The report has been sent to the audit committee for review on 8/22/20. Follow-up email send 9/3/2025.</b>
<b>OPM</b>	65	11,733,475	6	0	The data was received on 7/16/2024; the audit started on 10/1/2024; 4 of the 6 contracts have been completed, 2 of the 6 contracts fall under a BU Award; 3 findings as of 1/25/2025, after a thorough review. There are no findings in this audit. Audit completed 3/3/2025. The report was sent for review to the committee on 3/7/2025 and 3/17/2025. Waiting for review to be completed. <b>The report has been sent to the audit committee for review on 8/22/2025. Follow-up email send 9/3/2025.</b>
<b>State Service Contracts (DAS)</b>	518	8,519,755,864	<del>15</del> 8		Data was received on 12/2/2024, and the audit is continuing for review. After meeting with Mr. Bertoline, we decided to narrow down the contracts to eight. So far, 4 out of 8 audits have been reviewed. <b>Drafting report.</b>

5. The agencies listed below will be audited as of August 31, 2025. The auditing samples have been determined.

<b>Year 2 Contracting Agency Selection</b>					
<b><u>Agency</u></b>	<b><u># of contracts</u></b>	<b><u>Total (\$)</u></b>	<b><u># of samples audited</u></b>	<b><u># of findings</u></b>	<b><u>Audit Status</u></b>

<b>Dept of Administrative Svcs (DAS)</b>	543	\$1,817,965,406.27	4		<b>Awaiting Documentation</b>
<b>Department of Development Services (DDS)</b>	434	\$7,324,399,958.35	4		<b>Awaiting Documentation</b>
<b>Mental Health &amp; Addiction Services (MHA)</b>	1206	\$2,886,446,958.11	4		<b>Discussed with the agency what documentation is needed for the audit and provided some documents. 7/30/2025.</b>
<b>State Dept of Education (SDE)</b>	398	\$167,852,974.70	4		<b>Documentation Received 4/4/2025. Started reviewing some of the documentation.</b>

**C. Training:**

1. The Training Work Group meeting is scheduled to take place on September 12, 2025, at 12:30 P.M., after the Board meeting.
  - a. A decision has been made to establish this as the standard date and time for the Training Work Group meeting.
2. Training Regulation (regs).
  - a. Trainer Specialist Carmen Hufcut continues to work in collaboration with Staff Attorney Felman. Staff Attorney Felman submitted an initial (albeit truncated) draft of training regulations to share with the Training Work Group.
    - General discussions – a general discussion took place during a meeting held on August 28, 2025.
    - An update will be presented to the Training Work group at the meeting on September 12, 2025.
3. Trainer Specialist Hufcut continues to collaborate with other state agencies.
  - a. Collaboration with the DAS
    - Expressed interest in collaborating with SCSB, emphasizing the necessity of maintaining compliance by spring 2026.
    - SCSB clarified that our objective is to initiate the revised training program by 2026.

- b. Office of State Ethics (OSE)
  - OSE is collaborating with OPM to develop a training program for 30,000 employees of the State of Connecticut.
  - A training session developed by OSE will be submitted to SCSB for review. Potentially to be incorporated into the SCSB Training library.

OSE training can be specifically tailored to:

  - Public Officials
  - Management
  - Board/Commission Members
  - New and Existing State Employees
  - Lobbyists
  - Current and Prospective State Contractors
  - Municipal Employees (*as a general overview*)
- 4. Trainer Specialist Hufcut continues to work with Accounts Examiner Lopez regarding Audit procedures and the development of an Audit training program.
  - a. Final stages of the Audit course are being developed.
  - b. Several meetings with the Accounts Examiner have taken place
  - c. Next steps:
    - Review of the PowerPoint presentation by the Accounts Examiner and Audit Chair/Work Group
    - The Trainer Specialist will finalize the course.
- 5. The Town of Enfield's Department of Finance reached out requesting training assistance to improve their Procurement knowledge base and to obtain resources that will support their responsibilities in the roles of Purchasing Assistants.
  - a. Met with their Purchasing Assistant and will work on training for 2026.

**D. Committee, Subcommittee and Work Group Reports:**

**1. Audit/Data Analysis Work Group:**

This work group did not meet in August 2025.

**2. Budget Sub-Work Group:**

This sub-work group did not meet in August 2025.

**3. Privatization Contract Committee:**

The Department of Public Health (“DPH”) submitted a privatization request to the SCSB on August 8, 2025. The SCSB Privatization Contract Committee members were notified, and the committee scheduled an initial meeting and met on August 18, 2025, and a follow-up meeting to be held with DPH was scheduled for September 5, 2025. Union representatives were contacted and sent the September meeting invitation as well.

**4. C.G.S. § 4e-36 Contested Solicitation and Awards Subcommittee:**

This Subcommittee did not meet in August 2025.

**5. Personnel Review Sub-Work Group:**

This sub-work group did not meet in August 2025.

**6. Statutes, Regulations, Policies and Procedures (“SRPP”) Work Group**

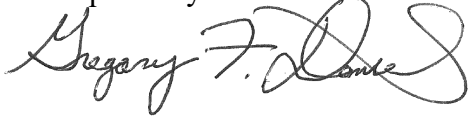
In accordance with the format and schedule requested by Chair Thomas Ahneman, Staff Attorney Felman revised the initial draft of the Rules of Practice and shared them with the Statutes, Regulations, Policies & Procedures (“SRPP”) Work Group members in advance of the meeting scheduled to take place on July 23, 2025. Due to a lack of a quorum, the work group meeting was rescheduled for August 20, 2025. Based on discussions during the August 20, 2025, meeting, Attorney Felman will revise the existing draft Rules of Practice regulation document and send it to work group members for the October SRPP Work Group meeting, in accordance with the planned submission schedule proposed by the work group.

**7. Training Work Group:**

The work group did not meet in August 2025.

If you have any questions regarding the information contained in this report, please direct your inquiries to [Greg.Daniels@ct.gov](mailto:Greg.Daniels@ct.gov).

Respectfully submitted,



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Office of Governmental Accountability  
State Contracting and Standards Board