



MONTHLY REPORT SEPTEMBER 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:

- a. The SCSB held its regular board meeting on September 12, 2025. Video and meeting materials from the meetings are available on the Connecticut State Contracting Standards Board website.
- b. **Request for Legal Review:** Prior to the September 12, 2025, regular board meeting, Staff Attorney Felman distributed a legal review and corresponding advisory research report to the SCSB regarding the Sherman School building project. The review found that the SCSB has no jurisdiction over municipalities in matters of investigatory or oversight authority beyond training. Attorney Felman drafted a brief, concise formal response, which was subsequently sent to the third-party requester on September 30, 2025.
- c. **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 requested that Board Members submit their written questions regarding the waiver reports to him by the close of business on September 26, 2025. Additionally, an invitation dated September 29, 2025, was sent to OPM representatives from Chair Palache. The questions were attached to the invitation to allow OPM adequate time to prepare replies to each.
- d. **Data Analytics Collaborative Projects:** Executive Director Daniels has instituted bi-weekly Data Analytics meetings to provide cross-functional training and support across agency divisions on how to leverage the data the agency collects and how to analyze such information for optimal use. Essential to this initiative is the role of Research Analyst Anderson, as data analytics and performance tracking are key to

creating compelling narratives, generating statistical reports, and informing data-driven decision-making.

- e. **Operational Meetings:** Executive Director Daniels and staff continue to improve internal processes by identifying gaps in internal operations and performance goals, brainstorming solutions collaboratively, and successfully addressing these gaps by implementing effective workplace strategies.
- f. **Legislation:** There is no legislative update to report for September 2025.
- g. **Assisting the Training Program:** Research Analyst Anderson assisted Training Specialist Hufcut by preparing the transcript from the SCSB's Freedom of Information training for use in an upcoming training module within the Learning Management System (LMS). Anderson is also working on developing the data retrievals needed for the annual reports that will need to be submitted to IACET, the accreditation agency.
- h. **Regulations Development:** The Statutes, Regulations, Policies & Procedures ("SRPP") Work Group did not meet in September 2025. Based on discussions during the August 20, 2025, meeting, Attorney Felman revised the existing draft Rules of Practice regulation document and sent it to work group members on September 23, 2025, in preparation for the next SRPP Work Group meeting scheduled for October 8, 2025. Regarding training regulations, Attorney Felman was tasked with devising an initial draft of the training regulations for the work group to review at the next meeting, held on September 12, 2025. Attorney Felman revised and submitted a truncated draft regulations document to Trainer Specialist Hufcut to share with work group members ahead of the September 12, 2025, Training Work Group meeting. Attorney Felman will further develop the training regulations once the training handbook is finalized.
- i. **External Reports/Audits:** On September 3, 2025, and pursuant to Connecticut General Statutes Section 4-9b, Executive Director Daniels submitted SCSB's report of the gender and race composition of the Board's membership to the Office of the Secretary of the State. Executive Director Daniels received written confirmation of receipt of the submission on September 5, 2025, from Barbara Sladek, Records and Legislative Services Coordinator, Secretary of the State.

On September 12, 2025, and pursuant to Connecticut General Statutes Section 4-60, Executive Director Daniels submitted SCSB's Digest of Administrative Report, which includes information requested about agency activities for Fiscal Year 2024-2025, to Commissioner Gillman of the Department of Administrative.

B. Compliance Audits:**1. Audit Work Group Meeting:**

- a. The Audit Work Group meeting took place on September 17, 2025, at 11:00 AM
- b. The next Audit Work Group meeting is scheduled to take place on October 15, 2025, at 11:00 AM.
- c. At the last meeting, three FY'24 audits were reviewed and approved for final board approval at the upcoming monthly board meeting. A suggestion made by Ms. Gauthier during the meeting was to include the checklist related to these audits within the report.
- d. It was also discussed that the Accounts Examiner will collaborate with board members to review the audit process, aiming to improve their understanding.
- e. The purpose of the meeting is to discuss the audit's progress and address any questions directed to the Accounts Examiner.

2. Audit and Training:

- a. Accounts Examiner Lopez & Training Specialist Hufcut
 - i. Accounts Examiner continues to collaborate with the Training Specialist to develop an audit training program.
 - ii. Weekly meetings are scheduled to discuss the progress of the Audit Process.

3. Audit and Research:

- a. Accounts Examiner Lopez & Research Analyst Anderson
 - i. The Research Analyst Anderson was assigned to use the spreadsheet and convert the data into an online survey using Microsoft Forms. This survey will help track all audit data related to summarized procurement of staff training, privatization contracts, and MOA/MOU agreements, as well as analyzing accountability, transparency, and results-based outcomes using structured spreadsheet models.
 - ii. This process aids the Accounts Examiner by centralizing audit data into a consistent, organized format that boosts accuracy, accountability, and transparency. Converting spreadsheets into an online survey reduces mistakes, simplifies data collection, and produces clear, results-oriented outcomes. This streamlined approach makes it easier for the Accounts Examiner to analyze compliance, verify contracts and agreements, and quickly identify risks, ultimately improving audit efficiency and reporting.

4. **Audit Status:**

- a. The status of each audit through September 30, 2025, is listed in the following chart:

Year 1 Contracting Agency Selection					
<u>Agency</u>	<u># of contracts</u>	<u>Total (\$)</u>	<u># of samples audited</u>	<u># of findings</u>	<u>Audit Status</u>
Dept of Energy and Env. Prot.	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; Approved on 2/14/2025.
Dept of Social Services (DSS)	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. The report has been sent to the audit committee for review on 8/22/2025. Follow-up email send 9/3/2025. The Audit Workgroup approved the report on 9/17/2025 to be presented at the board meeting for full approval.
State IT Contracts	2	30,000,000	2	0	This Group (buying code) is no longer used in CORE; received data 12/2/2024; Audit has been reviewed and is awaiting additional documentation. The report has been sent to the audit committee for review on 8/22/20. Follow-up email send 9/3/2025. The Audit Workgroup approved the report on 9/17/2025 to be presented at the board meeting for full approval.
OPM	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. The report has been sent to the audit committee for review on 8/22/2025. Follow-up email send 9/3/2025. The Audit Workgroup approved the report on 9/17/2025 to be presented at the board meeting for full approval.
State Service Contracts (DAS)	518	8,519,755,864	15 8	0	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. Drafting report.

- b. The agencies listed below will be audited as of September 30, 2025. The auditing samples have been determined.

Year 2 Contracting Agency Selection					
<u>Agency</u>	<u># of contracts</u>	<u>Total (\$)</u>	<u># of samples audited</u>	<u># of findings</u>	<u>Audit Status</u>
Dept of Administrative Svcs (DAS)	543	\$1,817,965,406.27	4		Awaiting Documentation because DAS (PSX) is still in progress.
Department of Development Services (DDS)	434	\$7,324,399,958.35	4		The agency has submitted the requested documentation received on 7/28/2025.
Mental Health & Addiction Services (MHA)	1206	\$2,886,446,958.11	4		Discussed with the agency what documentation is needed for the

					audit and provided some documents. 7/30/2025.
State Dept of Education (SDE)	398	\$167,852,974.70	4		Documentation Received 4/4/2025.

C. Training:

1. The Training Work Group met on September 12, 2025, at 12:30 PM, after the Board meeting.
 - a. Next meeting set for October 10, 2025.
2. Training Regulation (regs).
 - a. Staff Attorney Felman submitted an initial draft of training regulations to share with the Training Work Group.
 - An update was presented to the Training Work group at the meeting on September 12, 2025. According to this discussion, the training regulations will be tabled until after the finalization of the training handbook.
3. Trainer Specialist Hufcut continues to collaborate with other state agencies.
 - a. Collaboration with the DAS
 - i. Met with the Director of DAS and the Manager of Policy and Procurement to discuss potential collaboration on training initiatives by 2026.
 - ii. Additional meetings will be scheduled for the future.
4. Trainer Specialist Hufcut continues to work with Accounts Examiner Lopez regarding Audit procedures and the development of an Audit training program.
 - a. It is time for the end-of-the-year Training program Assessment. Once Research Analyst Anderson has collected and analyzed the data, Trainer Specialist Hufcut will compile the reports on:
 - Needs Analysis
 - Collecting end-of-semester course evaluations.
 - Comparing participant performance across semesters.
 - Identifying gaps in content coverage or skill development.
 - Updating course materials following emerging state/legal trends.
 - Course Content Review Analysis
 - Course Content Review
 - Evaluation of Program Competencies
 - Participant Registration

- b. This information will create “Result Actions” and “Program Improvement as a Result of Data Analysis” reports to be shared in the Curriculum Management Plan and with the Board at the December meeting.
5. SCSB must ensure compliance with the Federal Accessibility Mandate. During the meeting on September 22, 2025, SCSB was informed that by April 24, 2026, all State of Connecticut agencies are required to achieve WCAG Level AA compliance. The Trainer Specialist Hufcut is required to review the LMS and Articulate applications, as they are publicly accessible platforms, and ensure that all courses developed and displayed within the LMS adhere to compliance standards. The expected timeline is as follows:
- October 21, 2025: An application inventory will be verified for completeness; no action is required from OGA.
 - November 21, 2025: A link to a completed course must be sent to BITS.
 - December 19, 2025: BITS will request that the agency send letters to vendors requesting VPAP and public audit results to ensure compliance.
 - January 30, 2026: BITS will complete system scans.
 - February 2026: Remediation of areas that are not compliant.
 - March 2026: Compliance is required by April 24, 2026.

D. Committee, Subcommittee and Work Group Reports:

1. Audit/Data Analysis Work Group:

This work group did not meet in September 2025.

2. Budget Sub-Work Group:

This sub-work group did not meet in September 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, which took place on August 18, 2025. A follow-up meeting was held on September 5, 2025. Union representatives were also contacted and sent the invitation for the September meeting. At this second meeting, the Privatization Contract Committee requested a third meeting for September 12, 2025. At this meeting, the Committee voted unanimously to recommend approval of the DPH’s request to privatize, on a non-precedential basis, the inspection and evaluation of water labs. At the September 12, 2025, regular board meeting, the Board voted unanimously to approve the DPH’s privatization request. Attorney Felman drafted the decision document and notice, which were subsequently sent to all parties.

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

This Subcommittee did not meet in September 2025.

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

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

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

Attorney Felman revised the existing draft Rules of Practice regulation document and sent Revision #3 to work group members on September 23, 2025, in preparation for the October SRPP Work Group meeting, as per the proposed submission schedule.

7. **Training Work Group:**

The work group met on September 12, 2025. Please refer to Section C, Training, above.

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

Respectfully submitted,

Gregory F. Daniels, Esq.

Executive Director
Office of Governmental Accountability
State Contracting Standards Board