



MONTHLY REPORT OCTOBER 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 began its regular board meeting on October 10, 2025. After voting to enter into executive session, the executive session was interrupted by a fire drill and building evacuation. After returning to the building and reassembling all members, both in person and remotely, the executive session was conducted with guest AAG Colleen Valentine in attendance to provide legal advice regarding a pending claim before the Office of Public Hearings. Video and meeting materials from the public portions of the meetings are available on the Connecticut State Contracting Standards Board website.

2. Referral from the Office of the Correction Ombuds (OCO): On October 9, 2025, the Office of the Correction Ombuds (OCO) formally referred to the State Contracting Standards Board concerns regarding the Department of Correction's Inmate Legal Assistance Program (ILAP) contract with Bansley Law LLC. The OCO's correspondence recommends that DOC suspend the contract and withhold further payments pending compliance with oversight and reporting requirements.

The OCO cited issues including non-compliance with state-agent oversight, material reporting deficiencies, minimal service delivery relative to cost, and insufficient outreach during facility inspections. Executive Director Daniels has directed Staff Attorney Felman to conduct legal research under Chapter 62, with findings to be presented at the Board's November 14, 2025, meeting. This matter will appear on the agenda under "New Business – Contractor Oversight Referral: ILAP Contract (Bansley Law LLC)."

3. Office of Policy and Management Presentation on Waiver Reports (FY 2023-24): In response to the State Contracting Standards Board's review of the Office of Policy and Management's (OPM) 2024 Annual Request for Waiver Report, issued pursuant to C.G.S. § 4-216(b), OPM will provide a presentation to the Board on November 14, 2025. This presentation follows discussions initiated in July 2025 and the subsequent meeting held on August 22, 2025, between Executive Director Daniels and OPM representatives to review the waiver process and the information contained in OPM's annual reports.

The presentation will outline OPM’s statutory responsibilities under C.G.S. § 4-216(b), including its role in approving or denying agency requests for waivers from competitive solicitation for Personal Service Agreements (PSAs) and Purchase of Service (POS) contracts. The presentation will also serve to respond to the written questions submitted by Board Members in advance, providing clarification on OPM’s review criteria, reporting procedures, and the data reflected in the 2024 Waiver Report.

4. **Data Analytics Collaborative Projects**: Since launching the bi-weekly Data Analytics meetings, staff have begun translating complex data sets into stories that demonstrate the agency’s impact — from mapping procurement cycle efficiencies to quantifying training hours delivered statewide. These sessions are fostering a shared data culture that turns numbers into narratives, helping the agency better communicate results to legislators, stakeholders, and the public.
5. **Operational Improvements**: Executive Director Daniels and staff continue to strengthen internal operations through a structured process of evaluating performance goals, identifying operational gaps, and collaboratively developing targeted solutions. This approach has resulted in streamlined workflows, clearer lines of communication, and enhanced coordination across program areas. Staff have implemented improved tracking systems for project deliverables, standardized internal reporting templates, and more effective meeting structures to ensure accountability and follow-through on agency priorities.

In partnership with the Bureau of Information Technology Solutions (BITS), the agency is actively exploring and testing AI-driven technology systems designed to support data integration and predictive analytics for the Audit Program. This collaboration aims to identify robust, secure, and scalable solutions that will enhance the Board’s capacity to detect trends, assess compliance, and measure performance outcomes more efficiently.

These ongoing efforts reflect a commitment to operational excellence, continuous improvement, and innovation in support of the Board’s strategic objectives and statutory mission..

6. **Legislation**: There is no legislative update to report for October 2025.
7. **Assisting the Training Program**: Research Analyst Anderson is working ProProfs staff to ascertain the survey reporting data broken out by module completed. This data is not currently provided on the LMS website and is required for the annual reports that must be submitted to IACET, the accreditation agency.
8. **Assisting the Audit Program**: A questionnaire accompanies every audit in order to gain more insight and context for the audit being completed. Initially, the questionnaire was provided on an Excel workbook. This past month, Research Analyst Anderson used Microsoft Forms to create a questionnaire form at the request

of Accounts Examiner Lopez. Staff believe that forms will provide an easier method for both respondents and staff to provide and collect this data.

9. **Annual Report for 2025:** Administrative Assistant Hall and Research Analyst Anderson have begun collecting data and notes necessary for the completion of the 2025 Annual Report in December.
10. **Regulations Development:** The Statutes, Regulations, Policies & Procedures (“SRPP”) Work Group did not meet in October 2025.

B. Compliance Audits:

1. Audit Work Group Meeting:

- a. The Audit Work Group did not meet for the month of September.
- b. The next Audit Work Group meeting is scheduled to take place on November 19, 2025, at 11:00 AM.
- c. The purpose of the meeting is to review and discuss the current status and progress of ongoing audits, identify any areas requiring follow-up or clarification, and address questions or recommendations directed to the Accounts Examiner.
- d. The group will also discuss upcoming audits and updates to audit procedures to ensure continued compliance with agency standards and internal control policies.

2. Audit and Training:

- a. Accounts Examiner Lopez & Training Specialist Hufcut continue to collaborate on the development and improvement of the agency’s audit training program.
- b. The training initiative focuses on enhancing staff understanding of audit procedures, compliance requirements, and the use of audit tools and templates.
- c. Goal is to strengthen internal auditing capacity and promote consistency and accuracy across all audit reviews.

3. Diligent Program Meeting:

- a. Director Daniels, Accounts Examiner Lopez, and Training Specialist Hufcut met with Leah Beth from BITS and Brian Green from DAS to discuss and research an audit software program called Diligent, which other state agencies also use.
- b. Diligent Audit Management Software uses AI to provide clear visibility into audit processes, risks, and compliance by automating workflows and generating customizable reports. It is designed to improve efficiency and support informed decision-making in audit management.

4. Department of Administrative Services (PSX) Audit:

- a. The Department of Administrative Services (DAS) Procurement Standards and Execution (PSX) audit was conducted to evaluate the agency’s compliance with procurement statutes, regulations, policies, and procedures. The review included an examination of documentation, contract files and Core-CT approvals.

- b. No findings or areas of noncompliance were identified during this audit. The agency met the audit criteria, statutory requirements, and internal control standards. Supporting documentation was complete, transactions were properly authorized, and processes adhered to the State of Connecticut procurement policies and DAS guidelines.
- c. The audit confirmed that the agency’s procurement and financial controls are effective and well-documented. No corrective actions are required.

5. Audit Status:

- a. The status of each audit through October 31, 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 sent 9/3/2025. The Audit Workgroup approved the report on 9/17/2025 to be presented at the board meeting for final 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 sent 9/3/2025. The Audit Workgroup approved the report on 9/17/2025 to be presented at the board meeting for final 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 March 7, 2025, and March 17, 2025. Waiting for the review to be completed. The report has been sent to the audit committee for review on 8/22/2025. Follow-up email sent 9/3/2025. The Audit Workgroup approved the report on 9/17/2025 to be presented at the board meeting for final 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. Report completed and sent to Audit Workgroup for review on 10/28/2025.

6. The agencies listed below will be audited as of October 31, 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		The agency has confirmed the receipt of this

					audit request on 10/31/2025.
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. Training Work Group:

- a. The Training Work Group meeting for October 10, 2025, was canceled.
- b. Next meeting set for November 14th, 2025.

2. Training Regulations:

- a. There are no updates at this time, as the Trainer Specialist is currently collaborating with the TWG on the finalization of the training handbook.

3. Training and Interagency Collaborations:

- a. **Trainer Specialist Hufcut continues to collaborate with other state agencies.**

4. Training and Audit:

- a. **Trainer Specialist Hufcut continues to work with Accounts Examiner Lopez regarding Audit procedures and the development of an Audit training program.**

5. Compliance with the Federal Accessibility Mandate:

- a. Created (researched/started) SCSB Training Courses, WCAG Level AA checklist
- b. Created (researched/started) SCSB Training Courses, WCAG Level AA checklist

6. Training Courses:

- a. Prepare FOIA PPT guiding track document, LP, and PPT.

- b. Updating Code of Ethics for Procurement Professionals for the Federal Accessibility Mandate. Due November 21, 2025.

D. Committee, Subcommittee and Work Group Reports:

1. Audit/Data Analysis Work Group:

This work group did not meet in October 2025.

2. Budget Sub-Work Group:

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

3. Privatization Contract Committee:

This Committee did not meet in October 2025.

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

This Subcommittee did not meet in October 2025.

5. Personnel Review Sub-Work Group:

This sub-work group did not meet in October 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 8th, 2025 SRPP Work Group meeting, as per the proposed submission schedule. However, the SRPP Work Group meeting was canceled and will be rescheduled within the next 4-6 weeks.

7. Training Work Group:

This Subcommittee did not meet in October 2025.

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