



## MONTHLY REPORT NOVEMBER 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 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. Video and meeting materials from the public portions of the meetings are available on the Connecticut State Contracting Standards Board website.
2. **Reported of Mandated Regulations 2025:** In compliance with the assigned deadline of December 1, 2025, on November 26, 2025, Executive Director Daniels filed this report to the Connecticut General Assembly on behalf of OGA-SCSB.
3. **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. 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 appeared on the agenda under "New Business – Contractor Oversight Referral: ILAP Contract (Bansley Law LLC)". Attorney Felman prepared findings from his legal research for the November 14, 2025, regular Board meeting, which was tabled for the December 12, 2025, regular Board meeting.
4. **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 provided a presentation to the Board on November 14, 2025. The presentation followed 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 outlined 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 was also tailored to respond to the written questions submitted by Board Members in advance which provided clarification on OPM's review criteria, reporting procedures, and the data reflected in the 2024 Waiver Report.

5. **Legislation**: Throughout the month of November, the staff legislative team met to draft Legislative Proposal language. Initial proposals will be discussed at the next SRPP Work Group meeting and staff will continue this effort.
6. **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.

## **B. Compliance Audits:**

### **1. Audit Work Group Meeting:**

- a. The Audit Work Group met on November 19, 2025, at 11:00 a.m.
- b. The next Audit Work Group meeting is scheduled to take place on December 17, 2025, at 11:00 AM.
- c. At the meeting held on November 19, 2025, the latest audit from the Department of Administrative Services (PSX) was presented and distributed to the Audit Work Group on October 28, 2025, for review and feedback. The subcommittee was informed that the FY'24 audits have been completed.
- d. Work Group Chair Bob Fernandez invited board members to join a Joint Task Force between Audit/Data Analysis and Statutes, Rules, Regulations, and Procedures (SRPP) Work Groups to formalize the current audit process.
- e. During this reporting period, the following audit-related documents were distributed to Work Group members for review:
  - Self-Audit Questionnaire: The original questionnaire developed prior to staff review and formally approved by the Audit Work Group.
  - Procurement Audit Engagement Letter: The standard engagement letter issued to agencies selected for procurement audit activities.
  - OPM Tri-Annual Audit Report: A completed audit report offered as a reference example, including the incorporation of a newly introduced concept within the Detailed Audit Findings section.
  - Exhibit A Questionnaire: The updated version of the agency questionnaire that accompanies the Procurement Audit Engagement Letter.
  - Compliance Testing Checklist: The prior version of the compliance checklist is currently distributed to agencies as part of the audit review process.

- f. At the November 2025 Audit and Data Analysis Work Group Meeting, Attorney Felman was tasked by Chair Fernandez to provide work group members with a legal analysis of the original and current audit program and instrument to determine if they satisfy our statutory mandates under C.G.S. § 4e-6.

## **2. Summary of Action Items Review**

- a. Chair Fernandez directed work group members to use the current audit instrument as the master document for submitting their recommendations. All recommendations must be submitted to Chair Fernandez by the close of business on December 8, 2025.
- b. Work group members are expected to attend the next meeting prepared to discuss their vision for the final audit product. Using this input, the group will work backward to develop an audit procedure that aligns with our available resources.
- c. By close of business on December 8, 2025, Attorney Felman will provide Chair Fernandez with a brief legal analysis that compares both the original audit instrument and the current audit instrument to the statutory mandates in C.G.S. § 4e-6.

## **3. Audit and Training:**

- a. Accounts Examiner Lopez and Training Specialist Hufcut continue to work collaboratively on enhancing and expanding the agency's audit training program.
- b. The training initiative is designed to improve staff knowledge of audit procedures, compliance requirements, and the effective use of audit tools, templates, and documentation standards.
- c. We remain committed to strengthening our internal audit capacity and ensuring consistent, accurate, and high-quality audit reviews across all program areas.

## **4. Diligent Program Meeting:**

- a. Progress on the Diligent Audit Management Software continues as planned. The platform will enhance visibility into audit processes, risks, and compliance by automating workflows and generating customizable reports. Its implementation is intended to strengthen efficiency and support informed, data-driven decision-making in audit management. A Diligent demonstration meeting is scheduled for December 15, 2025.

## **5. 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.

**6. Annual Report:**

- a. **Audit Annual Report:** The Audit Annual Report provides a comprehensive summary of all audits completed during the year. It outlines key findings, identifies trends or recurring issues, and evaluates how each audit aligned with applicable statutory and policy requirements. The report serves as a formal record of audit activities and supports transparency, accountability, and program oversight.
- b. **SCSB Annual Report:** Staff have begun preparing their assigned sections for the SCSB Annual Report. This includes compiling relevant data, updating narrative sections, and ensuring all information is accurate and consistent with agency standards. The completed report will reflect the Board’s annual progress, accomplishments, and compliance activities.

**7. Audit Status:**

- a. The status of each audit through November 30, 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. 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. <b>The final report was presented at the Board Meeting and approved by the Board. Approved 11/14/2025.</b>
<b>State IT Contracts</b>	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. <b>Final report approved by board on 11/14/2025.</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 March 7, 2025, and March 17, 2025. Waiting for the review to be completed. <b>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.</b>

<b>State Service Contracts (DAS)</b>	518	8,519,755,864	<del>15</del> - 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. <b>Report completed and sent to Audit Workgroup for review on 10/28/2025. It was approved by the subcommittee on 11/19/2025. Will present at the next board meeting.</b>
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8. The agencies listed below will be audited as of November 30, 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>The agency has confirmed the receipt of this audit request on 10/31/2025.</b>
<b>Department of Development Services (DDS)</b>	434	\$7,324,399,958.35	4		<b>The agency has submitted the requested documentation received on 7/28/2025.</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.</b>

C. **Training:**

1. **Training Work Group:**

- a. The Training Work Group met on November 14, 2025. The December 12, 2025 meeting has been cancelled.
  - b. Summary of the TWG's November Action Items Review:
    - Work Group members will review the training handbook and make notes for discussion, considering grievance procedures.
    - Participant Grievance Procedure: Mr. Fernandez will focus on this area of the handbook.
    - Mr. Ahneman and Attorney Felman will review the Internal Policies and Progress policies as outlined in the Training Handbook for Participants.
    - Mr. Marpe will assist Trainer Specialist Hufcut with the task of reviewing the FOIA course.
- 2. Training Regulations:**
- a. Trainer Specialist Hufcut reminded the group that much of this handbook was created to ensure that we would meet accreditation standards. Many of these policies were taken from existing State policies.
  - b. See 1.b. first three points.
  - c. Per Chair Ahneman, these regulations will be tabled until after finalization of the Training Handbook.
- 3. Training and Interagency Collaborations:**
- a. DAS – Collaborating with DAS to integrate three training courses developed by them into our catalog.
  - b. Freedom of Information (FOI) Commissioner and Subject Matter Expert (SME) Russell Blair contributed to the development of the introduction to the FOI course.
- 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. All requested requirements have been duly completed; we are currently awaiting the Learning Management System (LMS) audit.
  - b. The link to the SCSB LMS has been submitted, and we are awaiting the results of the audit.
- 6. Training Courses:**
- a. Introduction to the FOI course completed

- Before uploading to the LMS, links for a “trial run” were sent to FOI-SME Russell Blair, one Training Work Group Member, and two staff members for completion and feedback.
- b. Starting with the *Introduction to Leasing and Real Estate* course, research development – Stage 1.
  - c. The discontinued utilization of NASPO's complimentary courses has been completed. Trainer Specialist Hufcut has initiated plans to develop the courses that cover the material previously offered through NASPO.
7. **Annual Reports:**
- a. Data has been collected with the collaboration of the Research Analyst to complete the following reports
    - Annual Assessment Reports (Dec/Jan)
    - Curriculum Management Plan (CMP) Winter Report (Jan)
    - SCSB Annual Report (Dec)
    - Accreditation Annual Report (April 2026)
  - b. These reports will comprise the final data from the following information, among other detailed information:
    - Learning Outcomes
    - Participants’ feedback
    - Completion Rates
    - Quality of Instructor and Materials (LMS)
    - Application of Knowledge

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

1. **Audit/Data Analysis Work Group:**  
This subcommittee met on November 19, 2025.
2. **Budget Sub-Work Group:**  
This sub-work group did not meet in November 2025.
3. **Privatization Contract Committee:**  
This Committee did not meet in November 2025.
4. **C.G.S. § 4e-36 Contested Solicitation and Awards Subcommittee:**  
This Subcommittee did not meet in November 2025.
5. **Personnel Review Sub-Work Group:**  
This sub-work group did not meet in November 2025. Work Group Chair James Marpe met with Human Resources Specialist Brittany Besaw and staff regarding procedural suggestions regarding the Chief Procurement Officer hiring process and development of work flow.
6. **Statutes, Regulations, Policies and Procedures (“SRPP”) Work Group:**  
This Work Group did not meet in November 2025.

**7. Training Work Group:**

This Subcommittee met on November 14, 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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State Contracting Standards Board