



MONTHLY REPORT June 2024

For the information of the members of the State Contracting Standards Board (SCSB), the Staff of the Office of Governmental Accountability (OGA) would like to reiterate our commitment to keeping you informed. We are dedicated to sharing the following updates for June 2024:

Administration:

1. On June 14, 2024, the SCSB welcomed its new Chair, Rochelle N. Palache, and new member, James S. Marpe, at the regularly scheduled Board meeting.
2. In accordance with C.G.S. § 4e-8, the Contracting Standards Advisory Council (CSAC) was established. OGA Staff reached out to state agency partners and enlisted participation; seven (7) other state agencies were represented. On June 18, 2024, the first meeting was held. A set of CSAC by-laws and a mission statement drafted by OGA-SCSB staff were presented and discussed.
 - a. A link to the new Advisory Council page on the SCSB website is accessible at the following link, [Contracts Standards Advisory Council](#).
 - b. The meeting minutes are available at the following [link](#).
 - c. A link to the video is available [here](#).
3. In response to a request made during the June 14, 2024 regular SCSB meeting, Executive Director Daniels updated the organizational chart to enlarge the print so it is easier to read. The updated organizational chart is attached for reference.
4. C.G.S. § 4e, Chapter 62 CT SCSB Deliverables: To date, Deliverables 1 through 6 have been completed and are ongoing; efforts are in the process toward completing the remaining 17 items.
5. Executive Director Daniels has added additional information and updates to the [SCSB website](#), including our new [Chair and members](#) and an additional page dedicated to the [Contracts Standards Advisory Council](#).

Budget:

1. As reported in previous monthly reports, the budget for the next fiscal year poses a challenge in almost all operational expense categories except personnel costs. As we wrap up the fiscal year 2024, the SCSB anticipates a surplus of approximately \$20K, and we have requested to roll those funds into the next fiscal year. Our original request was denied; however, an appeal is still pending with the Office of Policy and Management (OPM), demonstrating our commitment to resolving these challenges.
2. The staff has received the following budget questions from board members since the June 14, 2024 regular meeting:

a. Question 1: Please provide our budgeted OE amount for FY 2024 and the itemized expenditures from our OE line item for that fiscal year?

- i. Response: The SCSB budget for FY '24 was \$732,030; the table below shows how those amounts were budgeted:

Fund				Requested FY 2024	Requested FY 2025	FY2024 Governor's Budget 02.08.2023	FY2025 Governor's Budget 02.08.2023	FY2024 LEG. PROP 04.18.2023	FY2025 LEG. PROP 04.18.2023	FY2024 VAR (LEG. PRD P vs GOV PRD)	FY2025 VAR (LEG. PRD P vs GOV PRD)	FY2024 Final Budget 06.05.2023
SID	CONC_ACCOUNT	Dept ID	Dept Description									
12525	50110-Salaries & Wages-Full Time	OGA17050	Contracting Standards Board	627,867	631,262	627,867	631,262	696,630	701,652	68,763	70,390	696,630
	50120-Salaries & Wages-Temporary	OGA17050	Contracting Standards Board	-	-	-	-	-	-	-	-	-
	50190-Accumulated Leave	OGA17050	Contracting Standards Board	-	-	-	-	-	-	-	-	-
	50420-Medical Insurance	OGA17050	Contracting Standards Board	-	-	-	-	-	-	-	-	-
	50423-OPEB Employer Share	OGA17050	Contracting Standards Board	-	-	-	-	-	-	-	-	-
	50430-Unemployment Compensation	OGA17050	Contracting Standards Board	-	-	-	-	-	-	-	-	-
	50441-Fica	OGA17050	Contracting Standards Board	-	-	-	-	-	-	-	-	-
	50750-Educ & Training For Employees	OGA17050	Contracting Standards Board	-	-	-	-	-	-	-	-	-
	51540-Board Member Fees	OGA17050	Contracting Standards Board	22,000	22,000	22,000	22,000	22,000	22,000	-	-	22,000
	51570-Catering Services	OGA17050	Contracting Standards Board	-	-	-	-	-	-	-	-	-
	51674-Online Information Services	OGA17050	Contracting Standards Board	1,300	1,300	1,300	1,300	1,300	1,300	-	-	1,300
	51675-Subscriptions	OGA17050	Contracting Standards Board	1,000	1,000	1,000	1,000	1,000	1,000	-	-	1,000
	51750-Licenses	OGA17050	Contracting Standards Board	1,000	1,000	1,000	1,000	1,000	1,000	-	-	1,000
	51780-Membership Dues	OGA17050	Contracting Standards Board	-	-	-	-	-	-	-	-	-
	51790-Moving Services	OGA17050	Contracting Standards Board	-	-	-	-	-	-	-	-	-
	51800-Non-Employee Reimbursement	OGA17050	Contracting Standards Board	-	-	-	-	-	-	-	-	-
	52511-Office Equipment Lease/Rental	OGA17050	Contracting Standards Board	500	500	500	500	500	500	-	-	500
	52512-Equipment Lease/Rental-Other	OGA17050	Contracting Standards Board	-	-	-	-	-	-	-	-	-
	53755-Non-Controllable Software	OGA17050	Contracting Standards Board	500	500	500	500	500	500	-	-	500
	53760-IT Software Maint & Support	OGA17050	Contracting Standards Board	300	300	300	300	300	300	-	-	300
	53850-Telephone Repair & Maintenance	OGA17050	Contracting Standards Board	-	-	-	-	-	-	-	-	-
	53870-Loc/Long Distance Telecomm Sv	OGA17050	Contracting Standards Board	300	300	300	300	300	300	-	-	300
	53920-IT Supplies	OGA17050	Contracting Standards Board	-	-	-	-	-	-	-	-	-
	54060-General Office Supplies	OGA17050	Contracting Standards Board	700	700	700	700	700	700	-	-	700
	54150-Controllable Property	OGA17050	Contracting Standards Board	1,300	1,300	1,300	1,300	1,300	1,300	-	-	1,300
	54151-Non Controllable Property	OGA17050	Contracting Standards Board	1,000	1,000	1,000	1,000	1,000	1,000	-	-	1,000
	54154-IT Hardware Non-Controllable	OGA17050	Contracting Standards Board	500	500	500	500	500	500	-	-	500
	55030-Fellowships & Stipends	OGA17050	Contracting Standards Board	5,000	5,000	5,000	5,000	5,000	5,000	-	-	5,000
	55302-LT-Office Equip Lease/Rental	OGA17050	Contracting Standards Board	-	-	-	-	-	-	-	-	-
12525 Total				663,267	666,662	663,267	666,662	732,030	737,052	68,763	70,390	732,030

- ii. Response: Through Q3, our team had 371 different expenses that are categorized as follows:

Actual Expenditures through Q3 FY24	
Educ & Training For Employees	4,644
Board Member Fees	29,200
Membership Dues	310
Loc/Long Distance Telecomm Sv	38
IT Supplies	253
General Office Supplies	977
Non-Controllable Property	1,203
IT Hardware Controllable	3,444
IT Hardware Non-Controllable	557
UCONN Intern	15,500
LT-Office Equip Lease/Rental	1,014
TWR - (July - Sept)	11,680
Approx. Total OE Spent Trough Q3 (FY24)	68,821

- iii. Response: We do not have the final total for Q4 yet; reconciling and posting payments takes time. The state's fiscal teams worked hard the last week of June to submit everything before the lock-out period began. The fiscal teams will start a new fiscal year cycle the week of July 1st.

b. Question 2: Would you also provide me with our budgeted OE amount for FY 2025 and your project itemized expenditures from our OE line item for this upcoming fiscal year?

- i. Response: According to our assigned DAS budget analyst, for FY 2025, the SCSB's total budget is:

SCSB FY25 Budget	\$758,914
(-) Projected FY25 PS (7 positions filled)	\$738,093
(-) Projected Funding available for OE	(\$20,821)

- ii. Response: The staff projects the following Operational Expenses (OE) for FY'25:

Projected Recurring Expenses	Estimated Cost
Board Member Fees & Mileage	\$ 45,000
Legal Software	\$ 6,100
General Office Supplies	\$ 600
Student Intern	\$ 15,000
Training Plan Accreditation	\$ 5,385
A&A Office Systems Copy Machine Lease	\$ 1,800
Long Distance Telecom	\$ 80
Subscriptions Software & Legal	\$ 6,500
Professional Membership (NASPO, etc)	\$ 4,200
Education & Training for Employees	\$ 4,600
Avaya Maintenance Support	\$ 40
Total Estimated Recurring Expenses	\$ 69,705

Please note: As a result of the budgetary shortfall, staff have been forced to make difficult concessions that include suspension of participation in UCONN's Internship Program, reduction in software licenses that will negatively impact work efficiencies, complete elimination of Staff education and training component, and a variety of other small to reduce our OE wherever possible. Staff will continue to monitor budget execution and adjust wherever possible throughout FY '25.

Audits:

1. The staff has continued working on several audits; as an overview, here is a quick snapshot of where we stand with each of our planned 11 audits as of June 28, 2024:

<u>Agency</u>	<u># of contracts</u>	<u>Total (\$)</u>	<u># of samples audited</u>	<u># of findings</u>	<u>Audit Status</u>
Charter Oak	6	302,287	2	1	report completed; report posted to SCSB website
Chief Medical Examiner	4	113,690	2	1	report completed; report posted to SCSB website
Dept of Public Health	124	311,871,720	12	2	Ready for release – approval required
DESPP	91	2,951,192	9	12	Ready for release – approval required
OHE	114	1,876,204	6	6	Revised and reviewed. Ready for release – approval required
Dept of Insurance	3	62,520	2	0	Audit complete; staff is drafting the report
Dept of Energy and Env. Prot.	91	37,234,877	5		Data request sent, waiting for data. Followed up on 2/6, 3/6, 4/25 & 6/3
Dept of Social Services	71	425,180,153	7		Data received; staff will begin audit once the Dept of Insurance report is complete.
State IT Contracts	2	30,000,000	2		This Group (buying code) is no longer used in CORE; DAS will send us whatever data they have available for these inherited contracts.
OPM	65	11,733,475	6		Data request sent 4/29; waiting on data from the agency.
State Service Contracts (DAS)	518	8,519,755,864	20		Data was received on 5/15, and the report started on 5/17 - 5% complete.

Note: the # of contracts and \$ value represent the agency's total over two budget years.

Legal:

1. Extensive legal research on board matters.
2. Advise the Executive Director, Chief Procurement Officer (CPO), and Staff on legal questions related to state procurement, and other areas within the purview of the staff that require legal research and advisement.
3. Compiled and drafted a procurement and procurement-related statutes and regulations repository, including extensive research. (*ongoing*)
4. The Uniform Administrative Procedures Act (UAPA) and SCSB statute comparison document will aid in developing future proposal(s) to improve compliance with the requirements of UAPA by the SCSB. (*ongoing*)
5. Preparation for Privatization matters.
6. Research State employee evaluation procedures.

Legislation:

During the month of June 2024, there was no legislative action to report.

Committee, Subcommittee and Workgroup Reports:

Effective June 2024, this new section has been added to the monthly report to share activities within each of the Board's committees, subcommittees, and workgroups:

1. **Privatization Committee:**

Beginning on April 29, 2024, repeated attempts were made to gather a quorum of members to facilitate a meeting of the Privatization Committee to discuss two pending issues. After securing attendance for three of the four Board members on May 21, 2024, the SCSB Privatization Contract Committee met and recommended two items for consideration by the Board at their regular meeting on June 14, 2024. The minutes of that meeting are available via [2024-05-21-agenda-privatization-subcmte.pdf \(ct.gov\)](https://portal.ct.gov/scsb/2024-05-21-agenda-privatization-subcmte.pdf).

1. Department of Emergency Management and Public Protection (DESPP):

This issue was initially brought to the SCSB on September 7, 2023.

A proposed settlement agreement between DESPP and A&R (union) was brought to the SCSB Regular meeting on May 21, 2024.

2. Office of Higher Education (OHE):

Review the OHE's request to extend a Personal Services Agreement for six months to continue to support the closing of the Stone Academy and bring the issue to a close.

Pending Matters:

Nothing new to report for the month of June 2024.

Training:

1. Training Workgroup

- a. A request for consideration to constitute the training workgroup was brought to the Board at the Regular SCSB meeting on June 14, 2024. The motion was approved by the Board. This workgroup will replace the subcommittee that was dissolved at the regular SCSB meeting on February 9, 2024.

- b. The goal is to collectively identify blind spots, ask critical questions, and ensure comprehensive coverage of standards.

2. Training Plan

- a. Updated and reviewed
 - Changes to pages 16, 26, and 27
 - Curriculum Management Plan
 - ✓ The sequence will be revised by Executive Director Greg Daniels and Chief Procurement Officer Jon Longman.
 - ✓ *Subcommittee* was changed to *Working group*

3. Courses – see the final list in the Appendix

- a. Code of Ethics for Procurement Professionals –
 - Update information with new PowerPoint sent by the Office of Ethics
- b. FOIA
 - Working on preparing a course based on the Freedom of Information Act presentation
 - Need to develop Learning Plan
 - Need to develop PowerPoint
- c. Sourcing, purchasing, and Procurement
 - LP ready

- 4. **Accreditation** – SCSB is determined to obtain accreditation for its training programs. This will provide us with a higher level of credibility and commitment to quality. (See accreditation information in the Appendix)

- The fee to obtain the application was paid in FY'24 \$495

Fees that will require payment in FY'25 include:

- Initial Application Review Fee *Includes two free revisions **\$4,290**
- Annual Maintenance Fee (first-year fee at the time of submission) **\$1,095**
- TOTAL** **\$5,385**

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

Respectfully submitted,

Gregory F. Daniels, Esq.
 Executive Director
 Office of Governmental Accountability
 State Contracting and Standards Board

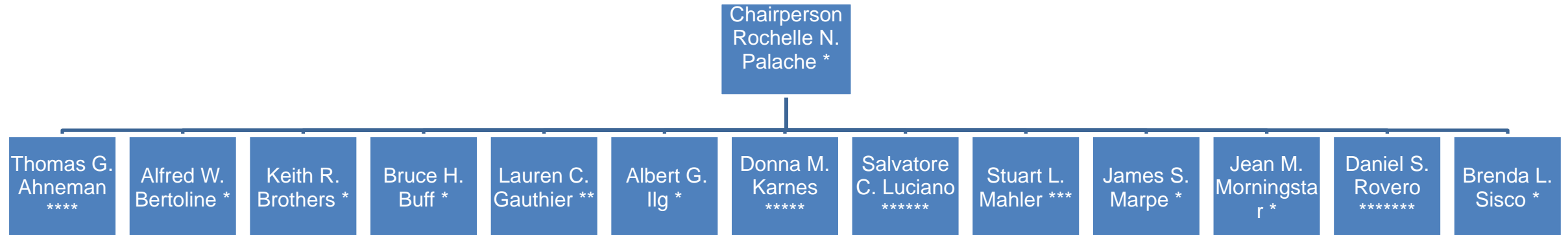
ADDENDUMS TO THE JUNE 2024 MONTHLY REPORT:

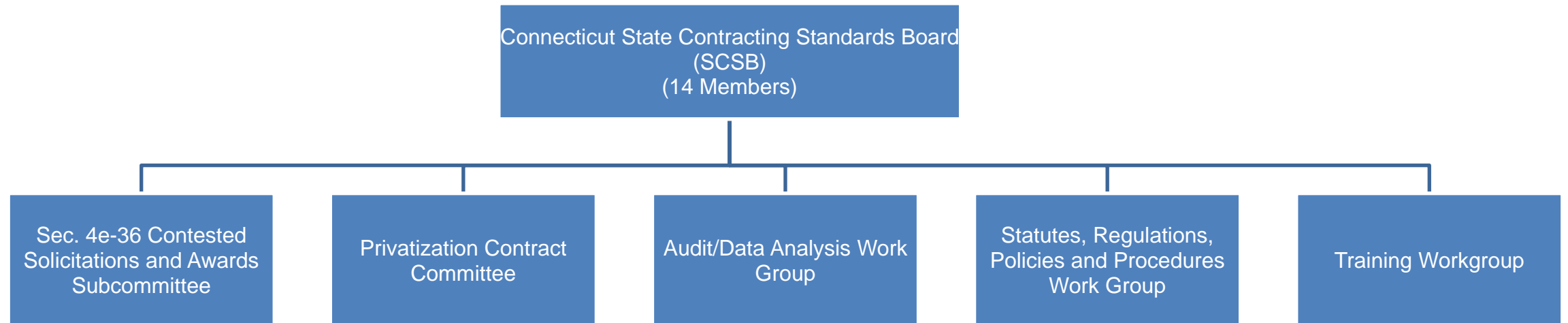
1. Organizational Chart Page 9 -
2. Training and Accreditation Materials Page

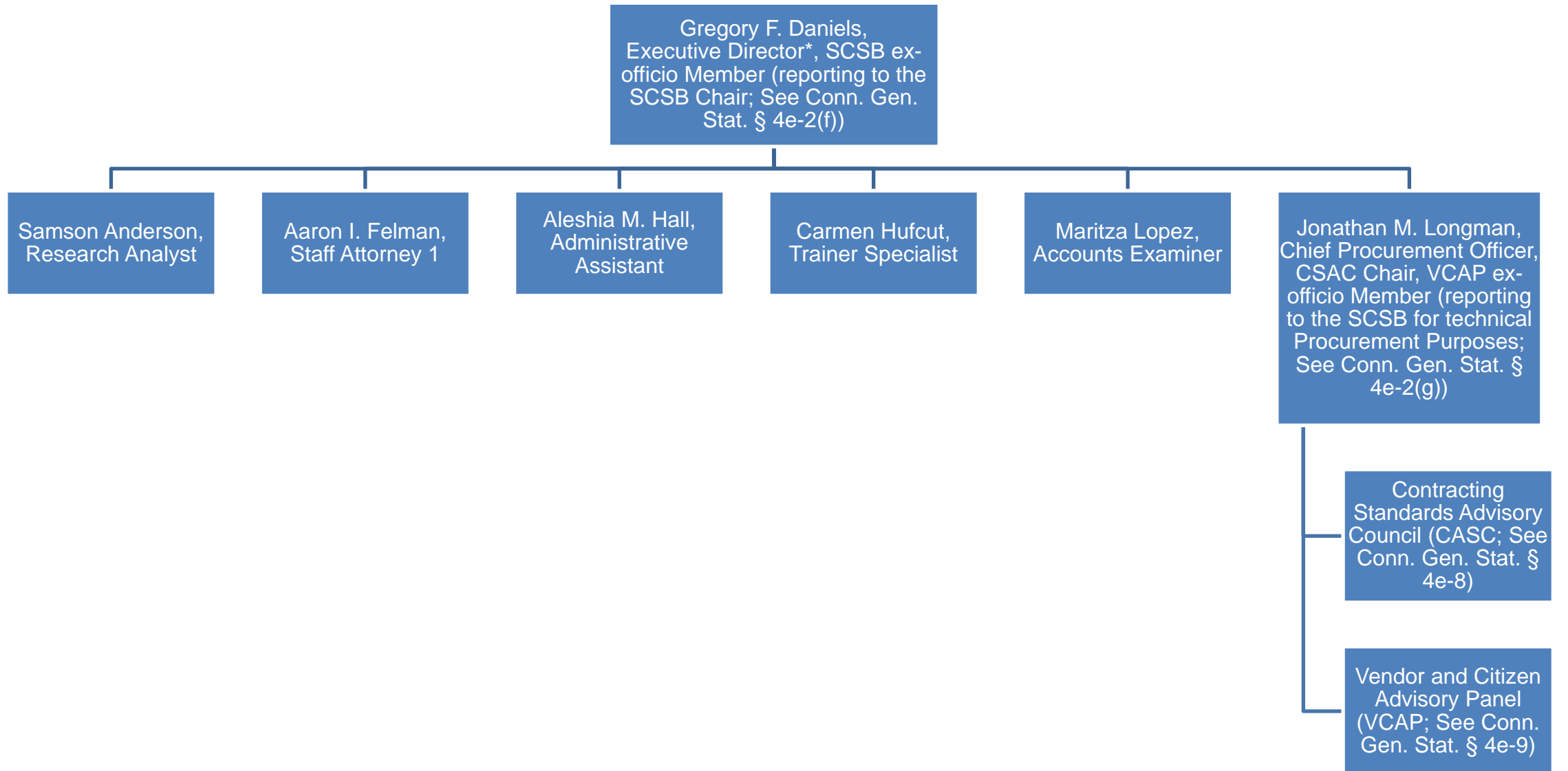


ORGANIZATION CHART

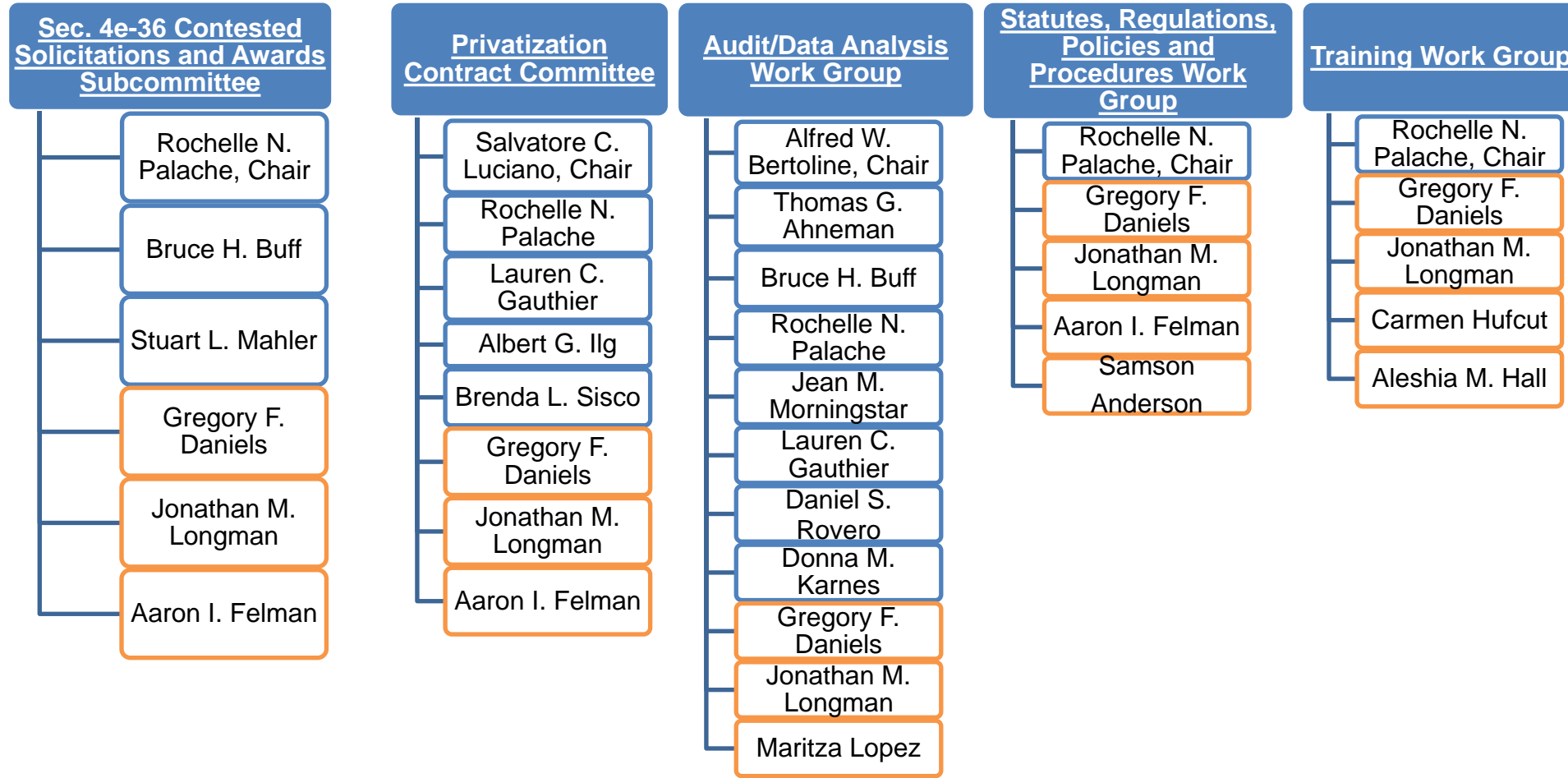
State Contracting Standards Board





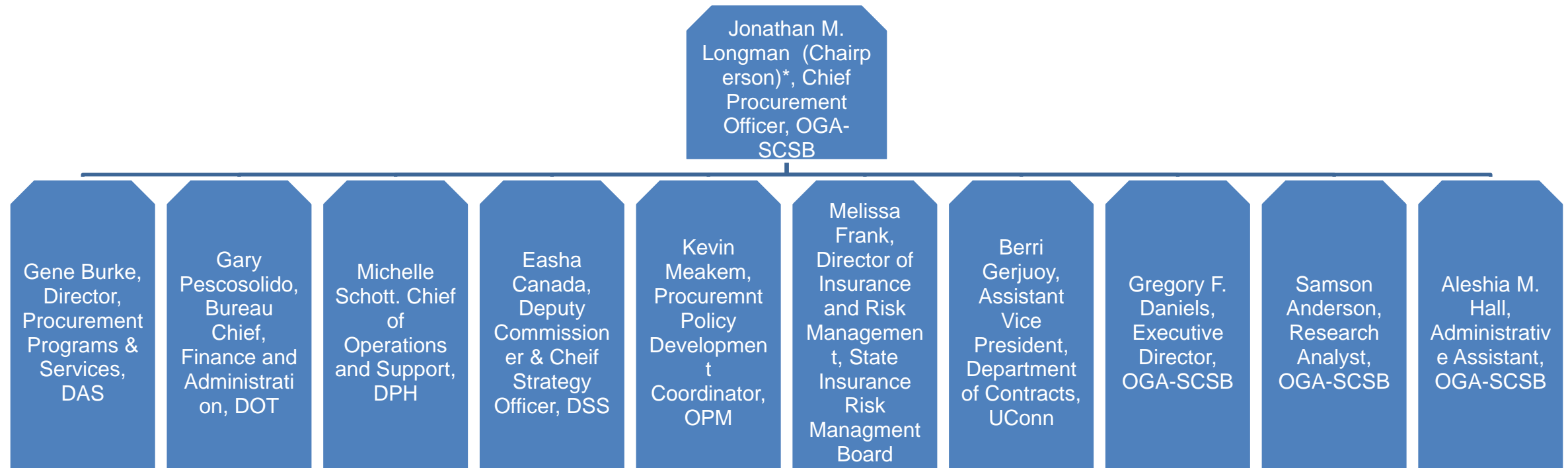


Current Committees and Workgroups Assignments



Rev. 07-01-2024

Contracting Standards Advisory Council



*Per **C.G.S. § 4e-8**, the Chief Procurement Officer shall be a member of the Contracting Standards Advisory Council (CSAC) and serve as chairperson. The CSAC shall consist of representatives from the Office of Policy and Management, Departments of Administrative Services and Transportation, and representatives of at least three additional contracting agencies, including at least one human services-related state agency, to be designated by the Governor. The advisory council shall meet at least four times per year to discuss state procurement issues and to make recommendations for improvement of the procurement processes to the State Contracting Standards Board. The advisory council may conduct studies, research and analyses and make reports and recommendations with respect to subjects or matters within the jurisdiction of the State Contracting Standards Board.



TRAINING: Appendix

Courses Level 1

This section presents a comprehensive overview of the curriculum and a complete list of the required course materials in Level 1.

Title	Prerequisites	Roles	Objectives	Duration
Curriculum Title	List the prerequisite skills needed to take the training. E.g., basic computer skills	Identify the roles that would be required to attend the training	List the objectives of the individual training	Identify the length of the training*
Level 1				
Introduction to Ethical Procurement	Access to a computer, Wi-Fi, and basic computer skills. Registration to the LMS and NASPO	Required for all state employees buying, purchasing, renting, leasing, or otherwise acquiring any supplies, service, or construction, including preparing the description of requirements, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration.	Due to space restrictions, all Objectives are included in the Lesson Plan ***	1hr.
Foundations of Public Procurement	Access to a computer, Wi-Fi, and basic computer skills. Registration to the LMS and NASPO			5 hrs.
Introduction to Service Contracts	Access to a computer, Wi-Fi, and basic computer skills. Registration to the LMS and NASPO			2 hrs.
Introduction to sole/single source procurement	Access to a computer, Wi-Fi, and basic computer skills. Registration to the LMS and NASPO			2 hrs.
Introduction to Request for Proposals	Access to a computer, Wi-Fi, and basic computer skills. Registration to the LMS and NASPO			3 hrs.
Introduction to State Procurement Rules and Governance	Access to a computer, Wi-Fi, and basic computer skills. Registration to the LMS			1hr.
Sourcing, purchasing, and Procurement **	Access to a computer, Wi-Fi, and basic computer skills. Registration to the LMS			1hr.
Code of Ethics for Procurement Professionals (in collaboration with the Ethics dept)	Access to a computer, Wi-Fi, and basic computer skills. Registration to the LMS			1hr.
Freedom of Information Act ** (in collaboration with FOIA)	Access to a computer, Wi-Fi, and basic computer skills. Registration to the LMS			TBA

*Class time only. This time doesn't reflect additional time for assessments and exercises.

**Being developed

***Lesson Plans not included

Accreditation

Introduction

The International Accreditors for Continuing Education and Training (IACET) developed the Guide to IACET. Accreditation for organizations interested in attaining and maintaining IACET accredited provider (AP) status.

The goal of the IACET AP program is for organizations that conduct continuing education and training (CE/T) to benchmark their current operations to the American National Standards Institute (ANSI) approved IACET CE/T Standard. IACET is responsible for developing, implementing, and maintaining the ANSI/IACET Standard for CE/T.

IACET's Standard requires policies and processes surrounding the designing, developing, and delivering of CE/T, not the content of individual learning events. This means the Standard applies across all disciplines. The Standard ensures quality CE/T design, development, and delivery by emphasizing the educational processes. The application for accreditation will require documentation or evidence that these policies and processes are diligently adhered to in the organization.

IACET APs demonstrate that their programs meet nine internationally recognized standard categories. The rigorous application evaluates the CE/T aspects listed below and allows applying organizations to conduct an internal audit of their CE/T processes and processes.

The IACET virtual document review and accreditation interview provides an external audit and lends credibility through IACET and ANSI to the organization's CE/T programs.

- Category 1: Organization, Responsibility, and Control
- Category 2: Learning Environment and Support Systems
- Category 3: Planning and Instructional Personnel
- Category 4: Needs Analysis
- Category 5: Learning Outcomes
- Category 6: Content and Instructional Requirements
- Category 7: Assessment of Learning Outcomes
- Category 8: Awarding the IACET CEU and Maintaining Learner Records
- Category 9: Evaluation of Learning Events

AP Application Review Fee and Annual Accreditation Fees

Description	Fees per Year				
	Year 1 2024	Year 2 2025	Year 3 2026	Year 4 2027	Year 5 2028
To obtain the ANSI/IACET Standard and Initial Application Standards & Application	\$495				\$495
Initial Application Review Fee *Includes two free revisions		\$4,290			
Reaccreditation Application Review Fee					\$3,275
Annual Maintenance Fee (first-year fee at the time of submission)		\$1,095	\$1,095	\$1,095	\$1,095
TOTAL	\$495	\$5,385	\$1,095	\$1,095	\$4,865

NOTE: The first-year annual accreditation fee will be refunded if an applicant does not achieve accreditation.

Other Fees or Expenses - Resources to Assist Application Processing

	Description	Fee Amount
One Day Accredited Provider Workshops	These workshops make learning about the ANSI/IACET Standard for CE/T an up-to-close and personal experience. The instructor-led workshop is a collaborative and interactive event where you can assemble and validate the evidence on your application for accreditation.	\$699.00
Accreditation Assistance Webinars	These free webinars briefly overview the accreditation process, focusing on the attendees' application questions.	Free of Charge
Application Resources	IACET has developed the following AP application resources for your organization to use and/or modify to adapt to your organization's business. The following resource documents will be made available to members or upon purchase – Initial Accreditation Application Planning Checklist. <ul style="list-style-type: none"> – Policies & Process Required. – How to Calculate CEUs. – Training Needs Analysis. – Design Document. – Primer on Learning Outcomes. – Bloom's Taxonomy. – A Guide to Assessments. – Kirkpatrick's Evaluations. – Guidance for Using Third Parties. – Training Needs Analysis. – Documented Process Sample. 	\$495.00
Clarification Call with IACET Staff or Reviewers	You can receive staff assistance with the application process before submission. After reviewers have given comments post-submission, a call can be scheduled to clarify guidance and will be coordinated by IACET staff.	Free of Charge
2018 Competency-Based Learning Guidelines	The IACET CBL guidelines seek to provide directions and recommendations to providers. These guidelines include requirements and references for processes commonly used in learning and development, talent management, and training. The guideline focuses on the provider and the provider organization and has implications for the designer, facilitator, learner, and the learner's organization.	\$149.00 (non-members) \$99.00 members

	TOTAL	\$1,343 (non-member)
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Application Timeline

Step 1: Upon the first submission, the application will be with the staff for the preview. The preview should be **completed in 2 business days**.

Step 2: The application will either be returned to the applicant or sent to the commission for review. It is likely to be returned **only if** the information is missing, i.e., contact information, business structure, etc. **The timeline is under the applicant's control.**

Step 3: Once the application goes to the commission, there is a **15-day turnaround** to either send the application back to the applicant or schedule an accreditation interview.

During this phase, an optional phone call can be requested by either the applicant or the Commissioners to clarify standards, evidence submissions, etc. The IACET Accreditation and Training Coordinator will coordinate and monitor this meeting based on the request from the applicant or the Commissioners.

Step 4: The application will be returned to the applicant in Step 3.

If that happens, the applicant can revise and amend the application before the second submission to the commissioners. The second submission review usually takes less time. Typically, the second review will result in the applicant being approved for the accreditation interview.

Step 5: During this step, the accreditation interview is scheduled, conducted, and a report is generated on the interview results. Once approved for the accreditation interview, the Commissioner will conduct it and will reach out for scheduling. The Commissioner will work with the applicant regarding the timing. **Accreditation interviews typically take 3 to 4 hours to conduct.** During the accreditation interview, the Commissioner will verify that all the information in an organization's application is accurate. Peer reviewer 2 may ask questions about specific items on the application and confirm responses with evidence. Everything required for the accreditation interview will be given **before** the interview.

***The timelines can be flexible.** If you need an extension, please request the extension through the application portal. That option is found in the top right corner of your application.*

NOTE: Once the application has been forwarded to the commissioners for review, the staff is prohibited from offering guidance. Staff may respond to administrative requests such as extensions, fees, system timelines, etc., but cannot answer questions related to Standard. Those inquiries should be directed to the reviewing commissioners within the online application portal.