



STATE OF CONNECTICUT  
OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
STATE CONTRACTING STANDARDS BOARD

Draft Minutes

Friday, October 21, 2016 Meeting of the State Contracting Standards Board  
Operations Regulations Work Group  
999 Asylum Avenue, Hartford, Connecticut  
First Floor Conference Room

Members Present:

Claudia Baio  
Bruce Buff  
Lawrence Fox – via teleconference  
Charles Casella  
David L. Guay, Executive Director - ex-officio Board member

1. Call to order

Meeting called to order by Chair David Guay at 9:31 A.M.

2. Review Operating and Personal Data draft regulations, suggestions for additions, deletions and modification

Work Group members reviewed the draft operating regulations provided by David Guay. Work group members reviewed the draft and suggested and adopted modifications.

Motion made by Lawrence Fox and seconded by Bruce Buff to approve the draft as modified and send to the full Board for review and action. All voted in favor.

Work Group members reviewed the draft personal data regulations provided by David Guay. Work group members reviewed the draft and suggested and adopted modifications.

Motion made by Bruce Buff and seconded by Lawrence Fox to approve the draft as modified and send to the full Board for review and action. All voted in favor.

On the initiative of David Guay, Work Group members discussed whether to consider drafting an informal procedure to resolve questions arising from the activities of the Board. By consensus the Work Group decided not to pursue drafting an informal procedure.

David Guay reviewed with the Work Group a list of formal procedures to consider for drafting in regulation. By consensus the Work Group decided to move forward with drafting formal procedure regulations.

3. [Draft submission to legislative regulation review committee upon failure to submit required regulations.](#)

David Guay reviewed with the Work Group a communication from the Regulation Review Committee requiring the reporting of Regulations that an agency has failed to submit.

Mr. Guay referred the Work Group to the list provided which lists his suggested order for drafting the next regulations mandated by Title 4e of the Connecticut General Statutes for guidance in completing the report to the Regulation Review Committee.

Mr. Guay's list included regulations that the statutory work group of 2014 and 2015 identified as duplicative or redundant.

In order to move the matter forward, Mr. Guay offered to provide the Work Group with the links to the regulations offered as duplicative or redundant to allow the group to review before deciding on a response to the Regulation Review Committee on the status of the regulations.

4. [Decide order of next required regulations to draft](#)

Motion made by Charles Casella and seconded by Bruce Buff to approve the following nine regulations as the next regulations to draft, and the order to draft them in, and leave the remaining regulations listed by Mr. Guay as duplicative or redundant for further discussion. All voted in favor.

Contested Cases under the UAPA

1. Sec. 4e-7. Review, termination or recommendation to terminate contract or procurement agreement by the board. Requirements. Restriction or termination of state contracting agency authority to enter contracts or procurement agreements.
2. Sec. 4e-34. Disqualification of contractor, bidder or proposer by State Contracting Standards Board. Causes for disqualification.
3. Sec. 4e-35. Suspension of contractor, bidder or proposer by department head of state contracting agency. Causes for suspension.

CSB standing committees

4. Sec. 4e-16. Privatization contracts. Cost-benefit analysis. Business case. Privatization contract committee. Certain privatization contracts to be approved by the General Assembly. Motion for order to show cause. Exceptions.
5. Sec. 4e-36. Contest of the solicitation or award of a contract by bidder or proposer.

Other Regulations to Draft

6. Sec. 4e-6. Triennial audits of state contracting agencies. Compliance report.
7. Sec. 4e-14. Requirements for contracts taking effect on or after June 1, 2010.
8. Sec. 4e-43. Regulations concerning errors and omissions insurance.
9. Sec. 4e-47. Regulations concerning application of certain contracting statutes to each constituent unit of the state system of higher education.

5. [Set next meeting date](#)

The Work Group set November 18, 2016 at 9:30 A.M. for the next meeting date/time.

6. [Adjournment](#)

Motion made by Charles Casella and seconded by Bruce Buff to adjourn. All voted in favor, the motion passed and the meeting was adjourned at 11:00 A.M.

Respectfully submitted: David Guay