



STATE OF CONNECTICUT
OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE CONTRACTING STANDARDS BOARD

Final & Approved Minutes

Friday, December 9, 2016 Special Meeting of the State Contracting Standards Data Analysis
Work Group

First Floor Conference Room, 999 Asylum Avenue, Hartford, CT 06105

Members Present:

Alfred Bertoline, Chair

Bruce Buff

Donna Karnes

David L. Guay, Ex Officio

Staff Present:

Julia Marquis, Chief Procurement Officer

1. Call to order

Meeting called to order by Chair Bertoline at 11:06 A.M.

2. Approve the minutes of the October 21, 2016 & November 4, 2016 meetings

Motion made by Bruce Buff and seconded by Donna Karnes to approve the minutes of the October 21, 2016 & November 4, 2016 meetings of the State Contracting Standards Board Data Analysis Work Group. All voted in favor.

3. Review of Contract Listings

Chair Bertoline led a review and discussion on the received contract listings.

1. 1st Listing

- a. Total non-bid contracts by agency - \$5.667mil out of \$10.317mil or 55%
 - i. % of all PSAs non-bids about 76%
- b. Agencies excluded
 - i. Connecticut Insurance Department
 - ii. Dept. of Emergency Services & Public Protection
 - iii. Economic and Community Development
 - iv. Office of the Attorney General

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- v. Office of the State Comptroller
- vi. Office of the Treasurer
- vii. Secretary of the State
- viii. Teachers Retirement Board
- c. Contracts listed in ascending order
- d. Not totaled by agency
- 2. 2nd Listing by Contractor
 - a. Doesn't tie to first listing (\$5.713mil vs \$5,667)?
 - b. Listed in descending order by Contractor
 - c. Not totaled by contractor
- 3. Information seems adequate to address the following at our next meeting:
 - a. PSA contracts are to be used for infrequent and non-routine consulting, technical assistance and training
 - b. Does the contract have a waiver from bid compliance on file?
 - c. What are the reasons for the waiver?
 - d. Was sufficient documentation presented to justify the waiver?
 - e. Was contractor performance measurement performed?
 - i. What was the rating?
 - ii. What was the criteria used for rating?
 - iii. Was sufficient documentation presented to justify the performance evaluation?
 - iv. How do financial ratios influence performance measurement?
 - f. Should we survey the agencies for responses on:
 - i. What are the agencies doing to reduce contracting costs?
 - ii. What are agencies doing to encourage greater competition?
 - iii. What are agencies doing to minimize knowledge transfer?
 - iv. What changes in the procurement process would you suggest to minimize outside contracting costs
 - g. Should we survey contractors selected for testing for responses on:
 - i. What are they doing to reduce costs to the state?
 - ii. If more state work was given to you, how would that influence the costs you are billing the state?
 - iii. What are you doing to maximize the knowledge transfer and training to states employees?
 - iv. What changes to the procurement process would you suggest to provide adequate control yet reduce your costs for services?

Based on discussion, staff agreed to draft an email to all state contracting agencies, letting them know of the forthcoming inquiries, for the Work Group's consideration. Additionally, staff agreed to draft a letter to state contractors seeking feedback of the contractors' experience doing business with the State.

Executive Director Guay agreed to explore creating a fillable form for the Work Group to send to the state contracting agencies.

5. Select next meeting date

By consensus the Work Group set the regular meeting time and dates for 2017.

2017 State Contracting Standards Board Data Analysis Work Group
Regular Meeting Schedule
(Usually the Second Friday of the month)

11:00 A.M. First Floor, 999 Asylum Avenue, Hartford, Connecticut
Alternate site of the Fifth Floor, 18-20 Trinity St., Hartford, Connecticut

January 13, 2017

February 10, 2017

March 10, 2017

April 7, 2017

May 12, 2017

June 9, 2017

July 14, 2017

August 11, 2017

September 8, 2017

October 13, 2017

November 3, 2017

December 8, 2017

6. Adjournment

Motion made by Bruce Buff and seconded by Donna Karnes to adjourn. All voted in favor and the meeting was adjourned at 12:10 P.M.

Respectfully submitted: David L. Guay