



STATE OF CONNECTICUT
OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE CONTRACTING STANDARDS BOARD

Final & Approved Minutes
Friday, June 10, 2016 Meeting of the State Contracting Standards Board
999 Asylum Avenue, Hartford, Connecticut
5th Floor Conference Room

Members Present:

Claudia Baio, Chair
Thomas G. Ahneman – via teleconference
Alfred W. Bertoline
Bruce H. Buff
Charles W. Casella, Jr.
Lawrence S. Fox
Donna Karnes
Stuart Mahler
Robert Rinker
Brenda Sisco
Roy Steiner

David L. Guay, Executive Director - ex-officio board member
Julia Marquis, Chief Procurement Officer

1. [Call to order](#)

Meeting called to order by Chair Claudia Baio at 10:05 A.M. and she welcomed new Board member Donna Karnes.

2. [Approve the Minutes of the April 8 2016 Meeting](#)

Chair Baio entertained a motion to approve the draft minutes from the April 10, 2016 Board meeting.

Motion made by Alfred Bertoline and seconded by Thomas Ahneman to approve the minutes of the April 8, 2016 Board meeting. All voted in favor.

3. CPO Report on DMV 3M contract follow-up- BEST/Attorney Whitesell

Ms. Marquis reported about her communications concerning the DMV 3M contract. Ms. Marquis indicated that Attorney Whitesell of BEST offered to attend the Board's August meeting to give an overview of IT contracts. Because the State remains uncertain about the future of the contract, it is not in the best interest of the State for the DMV to give the Board a document outlining lessons learned and best practices yet. A commitment by DMV to participate fully with the Board in sharing lessons learned and best practices was reconfirmed when the time is right.

Bruce Buff asked Ms. Marquis to acquire a copy of the procurement procedure and process for software. Robert Rinker spoke about the RFQ RFI and RFPs. Stuart Mahler spoke about the status of the old system at DMV. Charles Casella commented upon other state systems purchases having difficulty with legacy data and would like to see standards for handling of legacy data. Alfred Bertoline asked about the BEST presentation in August. Brenda Sisco commented on the DMV 3M procurement timeline.

4. Review of Labor Relations Contracts

Based upon discussions at the last meeting, Ms. Marquis recapped the Board's requests of her. She obtained and forwarded via email the Judicial and Legislative procurement codes.

All labor relations contracts requested have been provided to the Board and forwarded to members.

Mr. Rinker commented on the two Board of Regents labor relations contracts and asked if they performed a cost effectiveness evaluation and whether they are required to do a cost effectiveness evaluation. Ms. Marquis explained the events and dates that cause a cost effectiveness evaluation to be conducted. Mr. Rinker asked Ms. Marquis to determine if a cost effectiveness evaluation was conducted.

Mr. Rinker also asked for the University of Connecticut procurement code.

Lawrence Fox questioned and commented upon the criteria for completing a cost effectiveness evaluation.

5. DESPP possible rape kit processing outsourcing

Ms. Marquis reported that based upon the Hartford Courant article forwarded to the Board she contacted the Department of Emergency Services and Public Protection reminding them that a cost benefit analysis may be required to outsource the processing of rape kits.

Receiving no response and in anticipation of today's meeting Ms. Marquis wrote again asking whether they had moved forward with the outsourcing. No response has been received.

The Board directed Ms. Marquis to communicate a more formal request for an answer.

6. State-wide contract data collection/discussion of interplay with cost effectiveness evaluation data

Discussion led by Ms. Marquis on what data we have collected on contracts.

OPM has a data base, searchable, with every state agency's contracts, which has been forwarded to each member.

Ms. Marquis asked the Board what they wish to do with the data. Mr. Bertoline praised the content of the database and referred to the reporting requirements of the Board.

Chair Baio offered that the suggestions provided by Bruce Buff and Mr. Bertoline could be used as the first culling of the data provided by OPM. Mr. Bertoline admitted that the size and complexity of the data makes it hard to determine how first to address the data. Mr. Buff detailed an initial review he made of the data, offering that the data leads to questions. Chair Baio suggested having Ms. Marquis review the data and then meet with Mr. Buff and Mr. Bertoline to further analyze the data. Mr. Buff recommended asking the agencies questions based upon the data. Ms. Marquis cautioned about what and how we ask agencies for information in this time of reduced staff and layoffs and to what end are we asking the questions. Mr. Bertoline suggested taking the data and sitting down with our knowledgeable staff to ascertain how best to use the data to serve the board's mission before going out to the agencies.

Mr. Rinker added that part of the reason for looking at this data is to save the state money and avoid layoffs. Mr. Rinker added that he is interested in the data as it relates to sole sourcing.

David Guay summarized the discussion, offering that first we need to look at the data, see where it leads us based upon Mr. Rinker's offering of whether we are saving any money.

Brenda Sisco summarized the question of what is the end game. Mr. Rinker offered an answer which is are we spending more money than we have to. Mr. Buff further offered that the end game is behavior modification to better contracting.

Chair Baio wrapped up discussion by stating the discussion on how to put together a team to review and analyze the data should be held under the strategic plan agenda item.

7. Training Update

Ms. Marquis reviewed the Board's unfunded mandate to provide training and certification. Ms. Marquis offered that the mandate is so broad that it is estimated that it would encompass at least

10 percent of state employees. She further reported that as required by statute she has partnered with DAS to offer training. In the last six months the Board has hosted six trainings, with over 300 registrants. Ms. Marquis outlined her efforts and challenges in creating on-line web based training. Ms. Marquis offered that the Board might be able to obtain funding for the web based on-line training through the Information Capital and Technology Bond Fund.

David Guay suggested that staff come back to the Board with a solid proposal.

8. [Initial staff strategic planning offering](#)

David Guay introduced the staff's draft strategic plan offering. A plan for FY 17 comprised of a work group or committee structure to maximize the Board's limited resources. The proposed committee structure includes the following committees:

- Legislative Committee
- Regulation Drafting Committee
- Audit Committee
- Standards and Best Practices Committee informed by the Contract Standards Advisory Council
- Communications Committee
- Staffing Committee
- 4e-16 Privatization contract committee
- 4e-36 Contested solicitations and awards subcommittee

The plan begins with a review of the joint work group suggested revisions to the State Contracting Standards Board's statutes as a means for the Board to come to a common understanding and interpretation of the statutes.

The Board also reviewed the written comments provided by Board members upon review of the draft.

Discussion held with members providing comment on the draft.

Motion made by David Guay and seconded by Alfred Bertoline to approve the draft plan as presented by staff.

Voting in favor:

Robert Rinker
Donna Karnes
Roy Steiner

Voting against:

Claudia Baio, Chair
 Thomas G. Ahneman
 Alfred W. Bertoline
 Bruce H. Buff
 Charles W. Casella, Jr.
 Lawrence S. Fox
 Stuart Mahler
 Brenda Sisco

No abstentions

Motion fails, 8 votes against and 3 votes in favor with no abstentions.

Stuart Mahler suggested an alternative focus group structure and target goal areas:

Mission will be to focus on cost savings

- Data Analysis
- Training and external communication
- Investigations/Audits
- Privatization
- Contested Solicitations and Awards
- Operating Regulations

Motion made by Stuart Mahler and seconded by Brenda Sisco to adopt the strategic plan comprised of:

Mission will be to focus on cost savings through:

- Data Analysis
- Training and external communication
- Investigations/Audits
- Privatization
- Contested Solicitations and Awards
- Operating Regulations

Mr. Fox asked what are we trying to accomplish in the next year in each of these focus groups, and asking what is the charge to these groups. Mr. Fox suggested adding focus on cost savings and education. Mr. Mahler accepted Mr. Fox's suggestion of adding education to the mission portion of the plan.

Mission will be to focus on cost savings and education through:

- Data Analysis

- Training and external communication
- Investigations/Audits
- Privatization
- Contested Solicitations and Awards
- Operating Regulations

Ms. Marquis suggested that board members look to the rejected plan for what is trying to be accomplished in each of the groups.

Mr. Bertoline suggested that staff take the plan suggested plan by Mr. Mahler and populate it with the goals and accomplishments in the rejected staff plan and send to the board for review and comment and present the plan at the next meeting. Mr. Mahler accepted Mr. Bertoline's suggestion as a friendly amendment.

Chair Baio restated Mr. Mahler's motion as adopting the headings of the plan with the detail to be addressed at the next meeting.

Mr. Fox reiterated that each area should have the goal stated and what we want to have accomplished a year from now. Ms. Marquis restated as focus group desired achievement and potential activity.

Chair Baio again restated Mr. Mahler's motion as adopting the headings of the focus areas of work in Mr. Mahler's plan with staff proposing to the board the detail of the goals and anticipated or proposed activities to be forwarded to members for review and comment before the next meeting and for review at the next meeting.

Mr. Mahler moved the question. Seeing no further discussion Mr. Mahler withdrew his motion to move the question.

Voting in favor:

Claudia Baio, Chair
 Alfred W. Bertoline
 Bruce H. Buff
 Charles W. Casella, Jr.
 Lawrence S. Fox
 Donna Karnes
 Stuart Mahler
 Robert Rinker
 Brenda Sisco
 Roy Steiner

Voting against:

Thomas G. Ahneman

The motion adopting the headings of the focus areas of work in Mr. Mahler's plan with staff proposing to the board the detail of the goals and anticipated or proposed activities to be forwarded to members for review and comment before the next meeting and for review at the next meeting passed 9 voting in favor and one vote against with no abstentions.

9. [Report from the Privatization Committee](#)

Chair Baio asked the members of the Committee to stay after the meeting to pick a date for the next meeting.

10. [Report of the Contested Solicitations and Awards Subcommittee](#)

Mr. Mahler, acting chair at the subcommittee's last meeting reported on the status of a pending matter. The subcommittee held a meeting on a contested case involving the Department of Social Services. The award of the contract was contested by the Connecticut Council of Family Service Agencies. The subcommittee communicated a set of recommendations to the Commissioner of the Department of Social Services. The subcommittee is meeting today to address Commissioner Bremby's response.

11. [Other business](#)

Ms. Marquis informed the board that Sal Luciano had raised a concern to her about a contract that had been let at Western Connecticut State University with an entity called Presidio, providing services believed to already be performed by state employees and could have been continued by state employees.

Robert Rinker motioned and Charles Casella seconded to refer the matter to the Privatization Committee. All voted in favor, the motion passed.

12. [Executive Session per C.G.S. §§ 1-231 and 1-200\(6\) - Discussion concerning pending litigation – Sydney T. Schulman V. Connecticut State Contracting Standards Board](#)

Motion made Robert Rinker and seconded by Charles Casella to go into executive session along with staff per C.G.S. §§ 1-231 and 1-200(6) - Discussion concerning pending litigation – Sydney T. Schulman V. Connecticut State Contracting Standards Board. All voted in favor. The Board entered into executive session at 12:27 P.M.

Motion made by Robert Rinker and seconded by Charles Casella to come out of executive session and resume the regular session. All voted in favor. The Board exited executive session at 12:30 P.M. and resumed regular session.

13. Adjournment

Motion made by Robert Rinker and seconded by Alfred Bertoline to adjourn. All voted in favor, the motion passed and the meeting was adjourned at 12:31 P.M.

Respectfully submitted: David Guay