



STATE OF CONNECTICUT  
OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
STATE CONTRACTING STANDARDS BOARD

**Draft Minutes**

Thursday, August 18, 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

Staff Present:

Julia Marquis, Chief Procurement Officer

1. Call to order

Meeting called to order by acting Chair David Guay at 1:01 P.M.

2. Review initial regulation draft and suggestions for additions, deletions and modifications

Work Group members reviewed the draft provided. The draft is the same as reviewed at the last meeting on August 8, 2016 Work Group meeting with the addition of suggestions and notes added by Chief Procurement Officer Julia Marquis. Her comments include suggestions for the 4e-36 Contested Solicitations and Awards Subcommittee.

Lawrence Fox agreed with Ms. Marquis' suggestion on providing as much transparency as possible in handling data received.

Ms. Marquis also suggested following the FOIC regulations on describing how staff is utilized and roles formalized.

Bruce Buff directed the Work Group to focus on what needs to be included from the Uniform Administrative Procedures Act (UAPA).

Mr. Buff suggested that we look at rules of conduct for the Board such as the FOIC Regulation 1-21J-19. Mr. Buff also focused on the possible need for Regulations on final decisions and Ms. Marquis suggested they may be needed under C.G.S. 4e-16, but she will need to have a conversation with our Assistant Attorney General (AAG).

Mr. Buff also suggested the Work Group look at Regulation 4-61dd-20 from the Commission on Human Rights and Opportunities (CHRO) regarding final decisions.

The group by consensus decided to invite the Board's AAG to the next work group meeting. David Guay suggested that at this point it appears we are ready to create a final draft for consideration by the Work Group and agreed to create a final draft for the next meeting.

The next meeting will be at 9:00 A.M. on Friday, September 9, 2016.

### 3. Adjournment

Motion made by David Guay and seconded by Lawrence Fox to adjourn. All voted in favor, the motion passed and the meeting was adjourned at 1:47 P.M.

Respectfully submitted: David Guay