



STATE OF CONNECTICUT
OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE CONTRACTING STANDARDS BOARD

Final & Approved Minutes

Friday, April 7, 2017 Meeting of the State Contracting Standards Board Data Analysis Work
Group

Office of the State Contracting Standards Board, 18-20 Trinity Street, Hartford, Connecticut

Members Present:

Alfred Bertoline, Chair

Bruce Buff

Donna Karnes – via conference telephone

David L. Guay, Ex Officio

1. Call to order

Meeting called to order by Chair Bertoline at 11:00 A.M.

Approve the minutes of the March 10, 2017 meeting

Motion made by Bruce Buff and seconded by Donna Karnes to approve the minutes of the March 10, 2017 meeting of the State Contracting Standards Board Data Analysis Work Group. All voted in favor.

3. Progress Review

- Agencies
 - Review of Status Worksheet – David Guay to forward the first twelve to Work Group.
 - 48 vs. 50 Surveys – Work Group tasked David Guay with picking two other large no bid contracts to be surveyed.
 - Compliance with due dates – Work Group tasked David Guay with creating a past due notice.
 - Adequacy of responses discussion.

- Changes to Plan discussion.
- Contractors
 - Review of Status Worksheet.
 - Compliance with due dates Work Group tasked David Guay with creating second reminder notice.
 - Adequacy of responses discussion.
 - Changes to plan discussion.
- Limited Staff Resources discussion.
- Discussion on group member review of responses.

5. Other Matters

No other matters raised.

6. Adjournment

Motion made by Bruce Buff and seconded by Donna Karnes to adjourn. All voted in favor and the meeting was adjourned at 11:15 A.M.

Respectfully submitted: David L. Guay