



**STATE OF CONNECTICUT  
OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
STATE CONTRACTING STANDARDS BOARD**

Friday, September 8, 2017 Meeting of the State Contracting Standards Board Data Analysis Work Group  
Fifth Floor Office of the Executive Director, 18-20 Trinity Street, Hartford, Connecticut

Final & Approved Minutes

**Members Present:**

Alfred Bertoline, Chair  
Bruce Buff  
David L. Guay, Ex Officio

**1. Call to order**

Meeting called to order by Chair Bertoline at 11:46 A.M.

**Approve the minutes of the May 12, 2017 meeting**

Motion made by Bruce Buff and seconded by David Guay to approve the minutes of the May 12, 2017 meeting of the State Contracting Standards Board Data Analysis Work Group. All voted in favor.

**3. Progress Review**

Chair Bertoline shared his analysis summary with the Work Group.

- 1. Status of responses
  - a. Sample- 50 (per checklist)
  - b. Responses-45
    - i. No responses
      - 1. David's subsequent selection-2
      - 2. DOT-2
      - 3. 16MHA1021
    - ii. Distributed to members

	<del>Total</del>	<del>Reviewed</del>	<del>Not Rev'd</del>	<del>Missing</del>
AI	21	16		5

Br	13	13		
Do	11		11	
Not as.	<u>5</u>	-----		<u>5</u>
	50	29	11	10

2. Contractor responses

- a. Only 49 on checklist
- b. Responses noted as received
- c. No responses distributed for review

3. Preliminary Findings a. Bruce

- i. Waiver process to lax
- ii. Waiver performed in past-not necessary to redo
- iii. Federal grants not required to get competitive bid
- iv. Waivers granted due to expense of advertising in newspapers Not required due to cost exceeding benefits of solicitation Contractor has unique and special capabilities

- v.
- b. Al **vi.**

i. Summary of data

- 1. Mandated to select specific contractor 38%
- 2. No reason given 31
- 3. Contractor has unique qualifications 25
- 4. Blanket waiver on POS contracts 6

100%

- ii. Most responses superficial
- iii. Documentation and OPM sign off was insufficient
- iv. Waivers presented had minimum documentation
- v. Cost savings are not a priority
- vi. Knowledge transfer has little focus

vii. Procurement is driven by selecting contractors who deliver services in seamless, least disruptive manner. Competitive bidding, reduction of costs, transfer of knowledge and proper documentation as far down the list of priorities

viii. Cultural issues to be addressed

1. Tone at the top
2. Must move culture form: 'just get it done as quickly as possible' to: "Maximizing the value received from each dollar of cost'

c. Recommendation

i. Design and test a pilot procurement program to be implemented in 1-3 departments consisting of:

1. Special procurement training for identified employees
2. Streamlined and efficient bid solicitation processes focusing on quality, compliance, cost and value added to the State
3. Measurement of quality, cost savings and value added by vendor
4. Review, modify and enhance the pilot process
5. Implement in stages to remaining departments

4. What's next?

- a. Complete our agency response reviews
- b. Summarize data on our findings
- c. Draft our report to the board
- d. Discuss, review and refine report
- e. Issue and present the report to the Board

The Work Group decided to split the remaining unanalyzed responses between Chair Bertoline and Bruce Buff.

The Work Group decided to split for review between Chair Bertoline and Bruce Buff the six contractor responses received.

The Work Group directed Executive Guay to send a final request for a response from those agencies that have not yet responded.

## 5. Other Matters

No other matters raised.

## 6. Adjournment

Motion made by Bruce Buff and seconded by David Guay to adjourn. All voted in favor and the meeting was adjourned at 11:50 A.M.

Respectfully submitted: David L. Guay