



STATE OF CONNECTICUT  
OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
STATE CONTRACTING STANDARDS BOARD

Draft Minutes

Friday, April 13, 2018 Meeting of the State Contracting Standards Board

Data Analysis Work Group

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

Members Present:

Alfred Bertoline, Chair

Bruce Buff

Donna Karnes

Albert Ilg

1. Call to order

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

2. Approve the minutes of the March 9, 2018 meeting

Motion made by Bruce Buff and seconded by Donna Karnes to approve the minutes of the March 9, 2018 meeting of the State Contracting Standards Board Data Analysis Work Group. All voted in favor.

3. Current study update

- Plan going forward:
  - Getting no traction on the report.
  - Set up a meeting with the Chief Procurement Officer of New York State, who expressed an interest in sharing with us the experience New York State has in implementing change.
  - NASPO.org described awards given to States' procurement organizations. New York State won the top award in 2017.
  - Set up a meeting with the Office of Policy and Management (OPM) to discuss waiver process, exploring possible ways to improve the process toward the objective of reducing the number of non-competitive contracts/orders.

18-20 Trinity Street – Hartford, Connecticut 06106

Phone (860) 947-0706

[www.ct.gov/scsb](http://www.ct.gov/scsb)

*An Equal Opportunity Employer*

Chair Bertoline offered that the Pennsylvania report on Achieving a Sustainable Budget referenced in the Fiscal Stability Report provided useful information. Recommendations on the report are common sense but require a culture change.

Pennsylvania Report  
Achieving a Sustainable Budget  
Review Notes  
Alfred Bertoline – 4-12-2018

Overall Trust of report

Modernize Agency Operations- efficiencies

Operate as One Commonwealth

Increase revenues without increasing taxes

Department of Revenue Operations

Improve profitability of Commonwealth operations

Reevaluate support for select programs

Grants to individuals & Institutions

Funding of Government programs

3.0 Reduce costs of procured Goods & Services

3.3 Spend \$5 bil. Annually on vendors

. Non IT Services 43%

. IT Services 26

. P Card Purchases 6

. Const. Bldg. Products 6

3.3.11T professional services

. Review rates across the board

. Mix of resources-Contract higher skills **only**-staff lower skills

. Central control of change orders

. Review of nonessential applications

. Minimize custom applications

. Buy direct from manufacturers to get discounts

. Change to VOIP telephone service

3.3.4 Facility maintenance

. Clean sheet analysis across all facilities-Should identify

Excess rates

Excess profit margins

3.3.5 Demand management on utility spending

3.3.6 Value engineering and demand management on construction projects

3.3.7 Office supplies

- . Limit off central purchasing
- . Ink-switch to remanufactured ink
- . Use lowest brand costs

3.3.8 Mail & postage

- . Go digital

3.3.9 Improve sourcing of marketing services

3.3.10 Improve sourcing of pharmaceuticals

3.3.11 Improve sourcing of medical and lab equipment

3.3.12 Optimize travel & fuel purchases

#### 4. Other Business

No other business raised.

#### 5. Adjournment

Motion made by Donna Karnes and seconded by Albert Ilg to adjourn. All voted in favor and the meeting was adjourned at 12:45 P.M.

Respectfully submitted: Bruce Buff