



MONTHLY REPORT August 2024

For the information of the State Contracting Standards Board (SCSB) members, the Staff of the Office of Governmental Accountability (OGA)-SCSB would like to reiterate our commitment to keeping you informed. We are dedicated to sharing the following updates for August 2024:

Administration:

1. On August 9, 2024, the SCSB held the regularly scheduled Board meeting. [Video](#) and [meeting materials](#) are available on the [SCSB website](#).
2. On August 20, 2024, SCSB Staff prepared and submitted its annual Digest of Administrative Reports to the Governor for the Fiscal Year 2023-2024 pursuant to Section 4-60 of the Connecticut General Statutes. The annual report consists of SCSB activities, which was accepted by the Department of Administrative Services' Communications office on behalf of the Governor's Office. It also serves as a reference guide for legislators, agency heads, and the general public.
3. C.G.S. § 4e, Chapter 62 CT SCSB Deliverables: Deliverables 1 through 6 have been completed and are ongoing; efforts are in the process toward completing the remaining 17 items.
4. Executive Director Daniels continues to update the website with additional information as it becomes available.

Budget:

1. In July, SCSB was notified by OPM that our request to carry over the FY'24 surplus of \$49,055 into the FY'25 fiscal year operating expenses budget was approved. In August, we met with OPM to discuss disbursement options and are awaiting additional information.
2. On August 6, 2024, OPM provided SCSB with fiscal guidance on proceeding with our biennium budget request for FY'26 and FY'27.
3. On August 29, 2024, the finalized FY'26-27 budget submission was reviewed with the Budget Sub-Work Group and will be shared with the Board at the Regular Meeting on September 13, 2024.

Audits:

1. On August 7, 2024, the SCSB Staff met with DEEP to discuss a pending audit documentation request. DEEP provided the requested documentation on August 14, 2024.
2. The SCSB Staff met with the Audit/Data Analysis Work Group on August 13, 2024, and discussed the following:
 - a. Data reports for PSA and POS Waivers
 - b. List of contract types
 - c. Current checklist being used and currently working on changes
 - d. Planning to run the trial with possibly DAS audit
3. The SCSB Staff are continuing our work with Audit/Data Analysis Work Group Chair Al Bertoline on the following audit action items discussed at the July 24, 2024, meeting:
 - a. Drafting a concept for a year-end report
 - b. Developing a standard contract file checklist (maybe an Advisory council topic)
 - c. Revamping the Audit instrument to make it easier and more efficient for both parties
 - d. Drafting next year’s audit plan
 - e. Drafting the first set of engagement letters for the first three agencies for 2025
 - f. Performing legal research on actions that can be taken in response to non-responsive agencies
4. SCSB staff continues working on several audits; as an overview, the following is a snapshot of 11 pending audits as of September 1, 2024:

<u>Agency</u>	<u># of contracts</u>	<u>Total (\$)</u>	<u># of samples audited</u>	<u># of findings</u>	<u>Audit Status</u>
Charter Oak	6	302,287	2	1	report completed; report posted to SCSB website
Chief Medical Examiner	4	113,690	2	1	report completed; report posted to SCSB website
Dept of Public Health	124	311,871,720	12	2	report completed; approved by board 8/9/2024 report posted to SCSB website
DESPP	91	2,951,192	9	12	report completed; approved by board 8/9/2024 report posted to SCSB website
OHE	114	1,876,204	6	6	report completed; approved by board 8/9/2024 report posted to SCSB website
Dept of Insurance	3	62,520	2	0	report completed; reviewed by audit subgroup, ready for board review
Dept of Energy and Env. Prot.	91	37,234,877	5		The data was received on 8/14/2024

Dept of Social Services	71	425,180,153	7		The audit was started by the staff
State IT Contracts	2	30,000,000	2		This Group (buying code) is no longer used in CORE; DAS will send us whatever data they have available for these inherited contracts.
OPM	65	11,733,475	6		The data was received on 7/16/2024
State Service Contracts (DAS)	518	8,519,755,864	20		Data was received on 5/15/2024, and the report started on 5/17/2024 - 5% complete.

Note: the # of contracts and \$ value represent the agency's total over two budget years.

Legal:

1. Extensive legal research on board and staff matters.
2. Advise the Executive Director, Chief Procurement Officer (CPO), and Staff on legal questions related to state procurement, and other areas within the purview of the staff that require legal research and advisement.
3. Drafting of legal memos related to regulations, legislation, and ethics.
4. Compiled and drafted a procurement and procurement-related statutes and regulations repository, including extensive research. (*ongoing*)
5. The Uniform Administrative Procedures Act (UAPA) and SCSB statute comparison document will aid in developing future proposal(s) to improve compliance with the requirements of UAPA by the SCSB. (*ongoing*)
6. Research State employee evaluation procedures, as well as state ethics.

Legislation:

During the month of August 2024, there was no legislative action to report.

Committee, Subcommittee and Work Group Reports:

1. **Audit/Data Analysis Work Group:**
 - On August 13, 2024, the Audit/Data Analysis Work Group met. Minutes for that meeting can be found on our website at: [AgendaMinutes - Audit Work Group \(ct.gov\)](#)
2. **Contracting Standards Advisory Council (CSAC):**
No action items took place in August 2024.
3. **Privatization Subcommittee:**
No action items took place in August 2024.
4. **Training Work Group:**

- A request to reconstitute a training work group was approved by the Board at the regular Board meeting on June 14, 2024. This work group will collectively identify blind spots, ask critical questions, and ensure comprehensive coverage of standards. The first meeting of this work group is scheduled to take place on Wednesday, September 18, 2024, at 10:00 a.m.

5. **XL Center Work Group:**

- On July 31, 2024, Executive Director Daniels committed staff to prepare a map of documents that would be delivered to the Work Group by August 19, 2024. Staff concentrated their efforts on this request and provided all the deliverables on August 5, 2024, two weeks (14 days) ahead of schedule.

Training:

1. During the SCSB Audit/Data Analysis Work Group Meeting on August 13, 2024, Training Specialist Carmen Hufcut delivered a presentation on a newly developed audit automation system. The introduction of the Procurement Audit Engagement Document aims to facilitate the submission and labeling of documentation required in response to auditing requests from agencies. This document will undergo a pilot phase in the forthcoming months with an anticipated outcome of streamlining the submission process for agencies and expediting the information retrieval process for our staff.

2. Training Plan:

Accreditation

- a. Set for December 30, 2024
 - Training Work Group meeting set for September 18, 2024
- b. Categories 1-7 (there are 9 Categories)
 - Finalized
 - Will be presented for discussion and edits at the September 18, 2024 meeting

Budget

- a. Upcoming payments – discussion with DAS/OPM
 - ProProf
 - Articulate
 - Accreditation

New Business

- a. Active participation/collaboration with the Audit/Data Analysis Work Group

If you have any questions regarding the information contained in this report, please direct your inquiries to me via email at: Greg.Daniels@ct.gov.

Respectfully submitted,

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