



MONTHLY REPORT September 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 September 2024:

Administration:

1. On September 13, 2024, we gathered for the regular Board meeting. The virtual component of the meeting was successfully initiated; however, just as the meeting was to begin, the AV system in the room irretrievably crashed.
 - a. We have since been notified by Building Management, that the AV system could not be repaired and is scheduled for replacement in October. As a result, our Regular Board meeting scheduled for October 11, 2024, will take place in conference room G009F at 165 Capitol Avenue, Hartford, Connecticut.
 - b. After polling the availability of Board Members, the Regular Board Meeting was rescheduled as a Special Meeting and took place on Friday, September 20, 2024, at 10 a.m.
2. On September 20, 2024, the SCSB Regular Board meeting was rescheduled as a Special Meeting. [Video](#) and [meeting materials](#) are available on the [Connecticut State Contracting Standards Board](#) website.
3. On September 30, 2024, Bruce Buff resigned from the SCSB.
4. [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.
5. Executive Director Daniels continues to update the website with additional information as it becomes available.
6. On September 23, 2024, Litigation Hold Notices were forwarded to the Board members, staff, and other key stakeholders regarding a whistleblower complaint received against the State Contracting Standards Board. At the October 11, 2024, regular Board meeting, Associate Attorney General Valentine will conduct an executive session to provide legal

advice to Board members regarding the claim pending before the Office of Public Hearings.

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. On September 16, 2024, we were notified that funding disbursements would be made incrementally as needed throughout FY'25.
2. On September 1, 2024, OPM submitted the biennium budget request for FY'26 and FY'27 on our behalf.
3. On September 20, 2024, the finalized FY'26-27 budget submission was presented by Executive Director Daniels at the Special Board Meeting.

Audits:

1. On September 12, 2024, a DRAFT Annual Audit Report FY'24 was completed and shared with Audit/Data Analysis Work Group Chair Al Bertoline.
2. The SCSB Staff met with DEEP on September 19, 2024, to review the progress of the audit.
3. On September 20, 2024, the staff met with Audit/Data Analysis Work Group Chair Bertoline to discuss the following:
 - a. Reviewed feedback on the triannual report and made revisions as recommended by Mr. Bertoline.
 - b. Revising new checklist audit form for implementation.
 - c. Continuing to work on the last 5 audits of FY'24.
 - d. Drafting the first set of engagement letters for the first three agencies to be audited in the calendar year 2025.
 - e. Developing a timeframe to conclude FY'25 audits.
4. SCSB staff continues working on several audits; as an overview, the following is a snapshot of 11 pending audits as of October 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 approval
Dept of Energy and Env. Prot.	91	37,234,877	5		The data was received on 8/14/2024; awaiting additional documents requested on 9/19
Dept of Social Services	71	425,180,153	7		The audit was started by the staff on 10/2
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. Following up with DAS 9/30
OPM	65	11,733,475	6		The data was received on 7/16/2024; the audit will be started on 10/1
State Service Contracts (DAS)	518	8,519,755,864	20		Data was received on 5/15/2024, and the audit started on 5/17/2024 – reviewing audit data

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, as necessary.
 - a. Legal Research related to regulations and ethics. (*ongoing*)
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, as necessary.
3. Research for and drafting of legal memos, and other legal documents, as necessary.
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. Other legal and legal-administrative tasks, as necessary.

Legislation:

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

Committee, Subcommittee and Work Group Reports:

1. Audit/Data Analysis Work Group:

This work group did not meet in September 2024. Please see the audit section above for audit details.

2. Budget Work Group:

- a. On September 13 and 20, 2024, staff met with Budget Work Group Chair Brenda Sisco to develop fiscal management options for consideration by the Board.
- b. On September 26, 2024, staff met with Chair Palache and Budget Work Group Chair Brenda Sisco and provided research and information regarding the FY'25 budget on which they will base their presentation to the Board members at the regular Board meeting on October 11, 2024, meeting.

3. Contracting Standards Advisory Council (CSAC):

The meeting scheduled to take place on September 24, 2024, was canceled and has not yet been rescheduled.

4. Privatization Contract Committee:

No action items took place in August 2024.

5. Section 4e-36 Contested Solicitation and Awards Subcommittee

- a. On September 9, 2024, SCSB received a solicitation award appeal from Common Cents EMS Supply regarding the Department of Public Health. This appeal was shared with members of the Contested Solicitation and Awards Subcommittee on that date.
- b. On September 20, 2024, Subcommittee Chair Bruce Buff presented to the Board on this topic.

- c. On September 24, 2024, the Subcommittee met with the vendor and other stakeholders and rendered a draft decision to Common Cents EMS LLC that their contest holds no merit and is dismissed.

6. Statutes, Regulations, Policies, and Procedures Work Group

No action items took place in September 2024.

7. Training Work Group:

The first meeting of this work group was scheduled to take place on Wednesday, September 18, 2024, at 10:00 a.m.; however, the meeting had to be canceled on the morning of the meeting due to lack of a quorum.

8. XL Center Work Group:

On September 20, 2024, Work Group Chair Lauren Gauthier presented to the Board on the status of this Work Group.

Training:

1. Accreditation

a. Proposed application submission date: December 30, 2024

- Accreditation was on the agenda for the Training Work Group meeting scheduled for September 18, 2024, which was canceled due to lack of a quorum. The meeting has not yet been rescheduled.
- Accreditation Application Categories
 - Categories 1 – 7 have been completed.
 - Categories 8 – 9 are currently ongoing

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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