

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



**TRIENNIAL AUDIT COMPLIANCE REPORT  
FISCAL YEARS (FY) 2024-2026  
OFFICE OF POLICY AND MANAGEMENT  
(OPM)**

## I. Introduction

The contracting agencies of the State of Connecticut have been granted significant authority to acquire goods and services to meet their needs, with the requirement that the agency will comply with the state's laws and regulations concerning the commitment and expenditure of public funds. The State Contracting Standards Board (SCSB) oversees procurement practices by these state contracting agencies and recommends corrective actions in cases of non-compliance with the applicable statutes, regulations, policies, and procedures.

## II. Purpose of Report

The SCSB conducts compliance audits on a triennial cycle to evaluate a state contracting agency's adherence to state procurement statutes, regulations, policies, and procedures established by the Department of Administrative Services (DAS) and the Office of Policy and Management (OPM) and/or the agency itself. For this audit, a random sample of open contracts was selected from the subject agency and reviewed for compliance. This Audit Compliance Report provides a detailed analysis of the agency's regulatory compliance.

At the end of the audit report, the State Contracting Standards Board (SCSB) will provide the agency with a list of recommendations to improve any identified shortcomings in the agency's procurement process. The SCSB is committed to collaborating with the agency to connect employees with relevant training opportunities to support this initiative.

## III. Scope of the Audit

The Office of Policy and Management (OPM) was among the contracting agencies selected for audit as part of the Fiscal Year 2024 through Fiscal Year 2026 triennial audit compliance review cycle. At the time of selection, May 8, 2023, the Office of the State Comptroller's CORE system was used to identify the agency's contract portfolio, which indicated that the OPM had sixty-five open contracts representing expenditures of approximately \$11,733,475. Contracts selected for testing were:

- **Contract # 22OPM0262AA** (Competitive—\$208,956): The contractor (Urbanomics Inc.) has conducted a housing and segregation study. The study compiles data on current federal and state housing programs in the state to evaluate their effects on economic and racial segregation and produces a report based on this data every two years. This agreement began on September 8, 2022, and expired on February 15, 2024.
- **Contract # 23OPM0266AA** (Competitive—\$5,224,334.36): This contractor (Dewberry Engineers Inc.) acquired high-quality base mapping products and services for the public’s benefit. The project is part of implementing the Governor’s American Rescue Plan Act plan, where the mapping products will improve efforts to expand access to broadband. This agreement began on February 1, 2023, and expires on June 30, 2027.
- **Contract # 23OPM0267AA** (Competitive—\$1,400,000): The Connecticut Municipal Accountability Review Board (MARB) has been overseeing the financial affairs of the City of West Haven. The contractor (Protiviti Government Services Inc.) would support the Financial Manager in this role by serving as a representative and liaison to the City. The supporting and advising would include an array of measures and initiatives designed to foster financial and organizational stability, improve accountability, compliance, and transparency, and enhance efficiency and effectiveness. This agreement began on August 25, 2023, and expired on June 30, 2025.
- **Contract # 23OPM0277AA** (Non-Competitive—\$565,000): The contractor (Cain Brothers, a division of KeyBanc Capital Markets Inc.) shall assist OPM as a strategic advisor in connection with the contract and provide services to OPM. Their role is to assist in evaluating the current array of services, utilization, cost structure, reimbursement rates, and key areas of profit and loss related to UConn Health’s clinical services. This agreement began on January 4, 2024, and expired on January 3, 2025.

## **Contracts under Business Unit Awards**

A business unit award refers to a contract established by an agency grounded in statutory purchasing authorities or delegated statutory purchasing authorities. The DAS procurement team may apply this value when forming a contract designated for the exclusive use of a single agency. It is important to ensure the business unit is restricted to the specific agency for which the contract was created on the purchase order defaults page.

The contracts below are Business Unit Awards for Labor Relations Arbitrators that are mutually agreed on by the Unions and OPM.

- **Contract # 22OPM4004AA** (Business Unit Award - \$22,117.75): The vendor (Jeffery M. Selchick, ESQ.) was an attorney arbitrator who provided arbitration services for FY 2022 – FY 2023 on a per diem fee basis. This agreement began on July 1, 2022, and expired on June 30, 2023.
- **Contract # 22OPM4034AA** (Business Unit Award - \$10,980): The vendor (MK Golden Associates) provided arbitration services for one year. This agreement began July 1, 2022, and expired on June 30, 2023.

## **IV. Detailed Audit Findings**

### **SCSB Auditor Response:**

In this audit, no findings were identified in the six contracts tested. If any findings had been discovered, the SCSB Auditor would have provided recommendations for corrective actions and process improvements. For additional context regarding the scope of the audit, refer to Exhibit A included at the conclusion of this report.

### **Agency Response:**

OPM has conducted a thorough review of the audit report and has no additional comments to offer regarding this report.

## V. Recommendations for Improvement

The SCSB would like to extend its appreciation to OPM for its cooperation and diligence in reviewing and responding to our audit findings. Although there were no findings, the SCSB invites the agency's employees to participate in the SCSB training programs.

To support this initiative, Training Specialist Carmen Hufcut has developed training programs aimed at educating agency employees on how to effectively comply with established policies and procedures. Upon successful completion of each training module, participants will receive a certificate of completion to acknowledge their involvement.

Below, please find a list of courses available:

- Introduction to Ethical Procurements
- Foundations of Public Procurement
- Introduction to Service Contracts
- Introduction to Sole/Single Source Procurement
- Introduction to Request for Proposals
- Introduction to State Procurement Rules and Governance
- Sourcing, purchasing, and Procurement
- Code of Ethics for Procurement Professionals

To initiate training courses, please contact Carmen Hufcut at [carmen.hufcut@ct.gov](mailto:carmen.hufcut@ct.gov).

Final Approval by SCSB: November 14,2025

Final Compliance Audit Report Issued to Agency: November 20,2025



## Exhibit A: Procurement Audit Compliance Checklist

The Audit Review must include the following

- (A) outline of work
- (B) approvals from DAS (if required)
- (C) approvals from OPM (if required)
- (D) approvals from the AG's Office (if required)
- (E) original contract
- (F) contract amendments (if any)
- (G) affidavits, certifications, or affirmations required by law, executive order, or policy
- (H) final evaluation of the contractor –

If an agency conducts an RFP process to select a contractor, the project file must also include the following documents:

- (I) list of all participants in the RFP process
- (J) signed Ethics and Confidentiality Agreements
- (K) RFP document, including any amendments
- (L) evaluation plan, including any amendments
- (M) written questions (from prospective proposers) and answers (from the agency)
- (N) list of attendees at the RFP conference (if held)
- (O) all proposals received before and after the deadline
- (P) list of proposals received after the deadline (if any)
- (Q) final rating sheet used for evaluating proposals
- (R) any forms or notes used to check references
- (S) final ratings and ranking of proposals
- (T) Screening Committee's recommendations to the agency head
- (U) documentation of the agency head's selection or rejection of a contractor