

**City of Bristol CT**  
**Purchasing Committee for the Board of Finance**  
**Meeting Minutes – April 8, 2021**

Present: Ron Burns, Chair; Orlando Calfe  
Absent: Nicolas Jones  
Also present: Roger Rousseau, Purchasing Agent; Kimberly Culkin, BOE Special Services Director.

Meeting was called to order at 5:32 pm.

**Public Participation.**

*None.*

**To discuss competitive bidding requirements for medical, mental and behavioral health services.**

In February 2020, the Board of Finance incorporated federal procurement guidelines per the National Defense Authorization Act of 2017; the guidelines established precedent for addressing competitive bidding for services greater than \$250,000.00. Following consultation with Blum Shapiro auditors, municipalities can set up contracts for provision of behavioral and mental health services, or may establish parameters exempting such services from competitive bidding. Bristol staff (both Purchasing and BOE) reviewed language for bidding exemption from a number of municipalities including Waterbury, Westbrook, Middletown, Guilford and Milford.

Discussion was held on the use and impact of such services. Kimberly Culkin discussed the sensitive and private nature of student cases and assignment of services for various student's needs; committee members agreed that competitive bidding for such specialized services may not be fitting. The establishment of formal contracts via formal solicitation was discussed; Kimberly Culkin said that the BOE already establishes formal contracts for the retained services, reviewed by BOE's outside counsel. If proposals are sought and essential firms do not submit a proposal, the contract solicitation process may not yield the intended result.

Following review of various professional services, a motion was made by Orlando Calfe as follows:

To accept incorporation of revisions to Section 4 professional services, and forward to the Board of Finance for approval, reading as follows:

*Any type of service to the public that requires members of a medical health, mental health, behavioral or legal profession rendering such service, obtain a license or other legal authorization as a condition precedent to the rendition thereof, limited to the professional services of attorneys-at-law, behavioral health specialists, psychiatrists, psychologists, licensed marital and family therapists, licensed professional counselors,*

*licensed clinical social workers, physical therapists and occupational therapists, shall not be subject to competitive bidding, unless determined as relevant by the Board of Finance.*

Motion was seconded by Ron Burns and unanimously approved.

The Purchasing Committee was advised that insurance relative to such professional services would be governed by the following requirements:

In the event that a contractor is retained for certain professional services inclusive of attorneys-at-law, behavioral health specialists, psychiatrists, psychologists, licensed marital and family therapists, licensed professional counselors, licensed clinical social workers, physical therapists and occupational therapists, then the contractor is required to provide a certificate of insurance, naming the City as additionally insured, showing general commercial liability in amounts of \$1,000,000.00 (combined single limit) Bodily Injury-Property Damage Coverage per occurrence, and \$2,000,000.00 aggregate coverage. Further, the contractor shall provide evidence of coverage for professional liability in an amount not less than \$500,000.00 per claim and \$1,000,000.00 aggregate.

#### **Approval of a 2021 meeting calendar of the Purchasing Committee.**

Motion was made by Orlando Calfe to approve a meeting calendar wherein the committee would meet on the following dates during 2021: June 10, 2021 at 6:00 pm, August 12, 2021 at 6:00 pm, October 14, 2021 at 6:00 pm, and December 9, 2021 at 6:00 pm. Motion was seconded by Ron Burns and unanimously approved.

Roger Rousseau confirmed that the First Floor Meeting Room will be reserved for the meetings.

#### **Adjournment.**

Motion was made by Orlando Calfe to adjourn, seconded by Ron Burns, passed unanimously. The meeting adjourned at 6:18 pm.