



## Contested Solicitations and Awards Subcommittee Special Meeting Minutes

Monday, April 28, 2025 at 10:00 a.m.

Location: *Virtual*

In Attendance:

Rochelle Palache, Chair of SCSB and Member of CSA Subcommittee  
Jean Morningstar, Member of CSA Subcommittee

Greg Daniels, Executive Director of the State Contracting Standards Board  
Samson Anderson, Research Analyst  
Aleshia Hall, Administrative Assistant

### MINUTES

- 1. Call to Order: The meeting was called to order by Chair Palache at 10:08 a.m.**
  - a. Roll Call of Subcommittee Members: Rochelle Palache and Jean Morningstar

- 2. Approval of Minutes**
  - a. Approval of the minutes from April 15, 2025, regarding:  
Docket #2025-001 Lighting Services, Inc.

The minutes were approved by consensus.

- 3. Subcommittee Discussion** of Documentation related to Contested Solicitation and Award, Case Docket # 2025-002:  
Torrcoco: Requesting to be added to Contract 24PSX0171  
Appeal of Award 24PSX0171 for Plumbing, HVAC and Penal Ware Equipment, Fixtures and Parts received on April 9, 2025.

Executive Director Daniels reviewed and shared the details of the plumbing solicitation with subcommittee members:

- Counsel for Torrcoco sent a contest based upon a pre-solicitation conversation between their sales representative and Ms. Hawkins, a staff member of DAS. Torrcoco was seeking clarification about a pricing sheet, Exhibit B, that was submitted. The vendor claims that they submitted Exhibit B in a form that they believed was complete. Their submission was rejected as unresponsive.
- Among the records received from DAS, there is a response provided to the vendors. Two of the vendors were denied under the contract number; Torrcoco was one of them. The denial was based on Torrcoco submitting the alternate price schedule, Exhibit B.

This issue is clearly procedural and falls under our jurisdiction.

It is not clear what actually transpired. Executive Director Daniels believes we would benefit from having a conversation with both parties during the meeting on May 5, 2025. This appears to be a question of credibility; the actual facts of the transaction are not in dispute. Chair Palache and Ms. Morningstar concurred.

4. **Next meeting** of this subcommittee for purposes of conducting a vendor hearing on this matter, Docket #2025-002, is scheduled for May 5, 2025, at 1:00 p.m.
5. **Adjournment:** Chair Palache adjourned the meeting at 10:20 a.m.

Respectfully submitted,

Aleshia Hall  
Administrative Assistant