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| Douglas A. Ducey **Governor** |  | **Andy Tobin**  **Director** |
|  | ARIZONA DEPARTMENT OF ADMINISTRATION STATE PROCUREMENT OFFICE  100 NORTH FIFTEENTH AVENUE • SUITE 402  PHOENIX, ARIZONA 85007  (602) 542-5511 (main) (602) 542-5508 (fax)  <http://spo.az.gov> |  |

**PUBLIC MEETING NOTICE**

**Agenda**

ARIZONA SET-ASIDE COMMITTEE WILL HOLD A MEETING ON

**Wednesday, October 28, 2020 from 1:30-3:30 PM**

VIA GOOGLE MEET

**Teleconference Information**

‎+1 413-728-2657‬ PIN: 409 940‬#‬

meet.google.com/ruh-vphz-rmw

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**AGENDA**

1. **CALL TO ORDER** *Chair Nick Perrera called the meeting to order at 1:31pm on 10.28.2020*
2. **ROLL CALL**

Nick Perrera – Chair, State Procurement Office - *Present*

Greg Natvig – Beacon Group, Inc. – *Present*

David Steinmetz – Arizona Industries for the Blind - *Present*

Chris Gustafson – Arizona State Retirement System - *Present*

Kristen Mackey – Department of Economic Security - *Present*

Valarie Erwin – Department of Transportation - *Present*

Gail Fenkell – Arizona Correctional Industries - *Present*

Monica Attridge - Hozhoni Foundation, Inc. – *Present*

1. **APPROVAL OF MINUTES**
   1. 7.22.20 Meeting

*Motion to approve minutes: Chris Gustafson*

*2nd to the motion: Greg Natvig*

*In favor: 8 Against:0 Abstain:0*

*Motion Carries Unanimously*

1. **PRESENTATION ON COMMITTEE CONDUCT**
   1. Jessica Klein, Assistant Attorney General

*Jessica Klein briefly loses internet connection. Jessica Klein exits the meeting at 1:47pm.*

*Chair ordered brief recess at 1:48pm.*

*Jessica Klein rejoins meeting at 1:49pm, committee reconvenes at this time.*

*Jessica Klein resumes presentation at 1:51pm*

1. **EXECUTIVE SESSION**
   1. Reserved for legal advice that may be needed to answer questions from presentation, set-aside manual, and set-aside goal.

*Chair approves use of roll call votes.*

*Jessica Klein exits the meeting.*

*Motion to table executive session indefinitely: Kristen Mackey*

*2nd to the motion: Gail Fenkell*

*Roll Call Vote:*

*Nick Perrera – Chair, State Procurement Office - Aye*

*Greg Natvig – Beacon Group, Inc. – Aye*

*David Steinmetz – Arizona Industries for the Blind - Aye*

*Chris Gustafson – Arizona State Retirement System - Aye*

*Kristen Mackey – Department of Economic Security - Aye*

*Valarie Erwin – Department of Transportation - Aye*

*Gail Fenkell – Arizona Correctional Industries - Aye*

*Monica Attridge - Hozhoni Foundation, Inc. – Aye*

*In favor:8 Against:0 Abstain:0*

*Motion Carries Unanimously*

1. **CONTRACT EXTENSION, PROPOSAL, AND AMENDMENT REVIEWS:**

*If you are a member of the public or an interested party and would like to speak on any of the below items, please send the Chair an email (*[*nick.perrera@azdoa.gov*](mailto:nick.perrera@azdoa.gov)*) prior to the start of the meeting.*

* 1. CTR047045

Beacon Group Inc - Record Shredding and Destruction Services

*Expires 11/30/20*

1. Committee review and discussion.
2. Entertain motion for approval, disapproval, or tabling extension of term through 6/30/2021

*Greg Natvig recuses himself.*

*Motion to approve extension of a term through 6/30/21: David Steinmetz*

*2nd to the motion: Chris Gustafson  
Roll Call Vote:*

*Nick Perrera – Chair, State Procurement Office - Aye*

*Greg Natvig – Beacon Group, Inc. – Abstaining*

*David Steinmetz – Arizona Industries for the Blind - Aye*

*Chris Gustafson – Arizona State Retirement System - Aye*

*Kristen Mackey – Department of Economic Security - Aye*

*Valarie Erwin – Department of Transportation - Aye*

*Gail Fenkell – Arizona Correctional Industries - Aye*

*Monica Attridge - Hozhoni Foundation, Inc. – Aye*

*In favor: 7 Against:0 Abstain:1*

*Motion Carries Unanimously*

* 1. CTR047044

The Centers for Habilitation (ASDD Document Destruction) - Record Shredding and Destruction Services

*Expires 11/30/20*

1. Committee review and discussion.

Entertain motion for approval, disapproval, or tabling extension of term through 6/30/2021

*Greg Natvig rejoins.*

*Motion to table item 6b until after 6e: Greg Natvig*

*2nd to the motion: Monica Attridge  
Roll Call Vote:*

*Nick Perrera – Chair, State Procurement Office - Aye*

*Greg Natvig – Beacon Group, Inc. – Aye*

*David Steinmetz – Arizona Industries for the Blind - Aye*

*Chris Gustafson – Arizona State Retirement System - Aye*

*Kristen Mackey – Department of Economic Security - Aye*

*Valarie Erwin – Department of Transportation - Aye*

*Gail Fenkell – Arizona Correctional Industries - Aye*

*Monica Attridge - Hozhoni Foundation, Inc. – Aye*

*In favor: 8 Against:0 Abstain:0*

*Motion Carries Unanimously*

*Motion to approve extension of a term through 6/30/2021: David Steinmetz*

*2nd to the motion: Valerie Erwin  
Roll Call Vote:*

*Nick Perrera – Chair, State Procurement Office - Aye*

*Greg Natvig – Beacon Group, Inc. – Aye*

*David Steinmetz – Arizona Industries for the Blind - Aye*

*Chris Gustafson – Arizona State Retirement System - Aye*

*Kristen Mackey – Department of Economic Security - Aye*

*Valarie Erwin – Department of Transportation - Aye*

*Gail Fenkell – Arizona Correctional Industries - Aye*

*Monica Attridge - Hozhoni Foundation, Inc. – Aye*

*In favor:8 Against:0 Abstain:0*

*Motion Carries Unanimously*

* 1. CTR040794

The Centers for Habilitation (ASDD Document Destruction) - AZ Parent Kit Packing, Storage, and Distribution

*Expires 10/30/20*

1. Committee review and discussion.
2. Entertain motion for approval, disapproval, or tabling extension of term through 10/30/2021

*Motion to approve extension of a term through 10/30/21: Chris Gustafson*

*2nd to the motion: Gail Fenkell  
Roll Call Vote:   
  
Nick Perrera – Chair, State Procurement Office - Aye*

*Greg Natvig – Beacon Group, Inc. – Aye*

*David Steinmetz – Arizona Industries for the Blind - Aye*

*Chris Gustafson – Arizona State Retirement System - Aye*

*Kristen Mackey – Department of Economic Security - Aye*

*Valarie Erwin – Department of Transportation - Aye*

*Gail Fenkell – Arizona Correctional Industries - Aye*

*Monica Attridge - Hozhoni Foundation, Inc. – Aye*

*In favor: 8 Against:0 Abstain:0*

*Motion Carries Unanimously*

* 1. CTR047046

Quality Connections - Office Supplies Including Printer Supplies

*Expires 10/30/2020*

1. Committee review and discussion.
2. Entertain motion for approval, disapproval, or tabling extension of term through 10/30/2021

*Doug Arnett presents on behalf of Quality Connections.*

*Motion to approve extension through a term of 10.30.2021: Chris Gustafson*

*2nd to the motion: Gail Fenkell  
Roll Call Vote:  
  
Nick Perrera – Chair, State Procurement Office - Aye*

*Greg Natvig – Beacon Group, Inc. – Aye*

*David Steinmetz – Arizona Industries for the Blind - Aye*

*Chris Gustafson – Arizona State Retirement System - Aye*

*Kristen Mackey – Department of Economic Security - Aye*

*Valarie Erwin – Department of Transportation - Aye*

*Gail Fenkell – Arizona Correctional Industries - Aye*

*Monica Attridge - Hozhoni Foundation, Inc. – Aye*

*In favor: 8 Against:0 Abstain:0*

*Motion Carries Unanimously*

* 1. Arizona Correctional Industries - Printing Services

1. Presentation of contract proposal by ACI.
2. Committee Review and discussion.
3. Entertain motion for approval, disapproval, or tabling of mandatory contract proposal request with an initial term through 10/30/21 with four (4) additional yearly extension options.

*Gail Fenkell recuses herself.*

*Allen Drury presents on behalf of Arizona Correctional Industries*

*Motion to approve extension through a term of 10.30.2021 with four (4) additional yearly extension options: Chris Gustafson*

*2nd to the motion: Monica Attridge  
Roll Call Vote:  
  
Nick Perrera – Chair, State Procurement Office - Aye*

*Greg Natvig – Beacon Group, Inc. – Aye*

*David Steinmetz – Arizona Industries for the Blind - Aye*

*Chris Gustafson – Arizona State Retirement System - Aye*

*Kristen Mackey – Department of Economic Security - Aye*

*Valarie Erwin – Department of Transportation - Aye*

*Gail Fenkell – Arizona Correctional Industries - Abstaining*

*Monica Attridge - Hozhoni Foundation, Inc. – Aye*

*In favor: 7 Against:0 Abstain:1*

*Motion Carries Unanimously*

1. **SUB-COMMITTEE REPORT AND RECOMMENDATIONS**
   1. Report from sub-committee on activities.
   2. Entertain any motions regarding the sub-committee.

*Gail Fenkell rejoins.*

*Motion to accept edits and forward to State Procurement Administrator at the State Procurement Office: Kristen Mackey*

*2nd to the motion: Chris Gustafson*

*Roll Call Vote:*

*Nick Perrera – Chair, State Procurement Office - Aye*

*Greg Natvig – Beacon Group, Inc. – Aye*

*David Steinmetz – Arizona Industries for the Blind - Aye*

*Chris Gustafson – Arizona State Retirement System - Aye*

*Kristen Mackey – Department of Economic Security - Aye*

*Valarie Erwin – Department of Transportation - Aye*

*Gail Fenkell – Arizona Correctional Industries - Aye*

*Monica Attridge - Hozhoni Foundation, Inc. – Aye*

*In favor: 8 Against:0 Abstain:0*

*Motion Carries Unanimously*

1. **REPORT ON 1% GOAL**
   1. FY21Q1 Report - Nick Perrera
2. **FUTURE AGENDA ITEMS** 
   1. Chair will hear requests from members of the committee on issues for future consideration and discussion.

*David Steinmetz poses a question for marketing and outreach strategies.*

1. **CALL TO THE PUBLIC** 
   1. At this time, the committee will hear comments from the public. Members of the committee may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for future consideration and decision at a later date.
2. **ADJOURNMENT***Chair Nick Perrera adjourned the meeting at 3:29pm on 10.28.2020.*

**NEXT MEETING:** Wednesday, January 27th, 2021 1:30pm-3:30pm

100 N. 15th Ave, Phoenix, AZ 85007 1st Floor Conference Room.

APPROVAL OF DRAFT MINUTES:  DATE: 10/29/20

Nick Perrera, Chairman

APPROVAL OF FINAL MINUTES:  DATE: 1/27/21

Nick Perrera, Chairman