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| Douglas A. Ducey **Governor** |  | **Elizabeth Thorson**  **Interim 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> |  |

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**Arizona Set-Aside Committee**

**Meeting Minutes**

**April 24, 2019 Meeting**

**Attendance:**

*Committee Members:*  
*-Aide Acedo\**

*-Carol Carr\**

*-David Steinmetz\**

*-Kristen Mackey\**

*-Nick Perrera*

*-Russ Levine*

*-Brian Radecki*

*-Armando Bernasconi*

*-Ed Jimenez*

*State Procurement Office Staff:*

*-Jennifer Wenger*

*-Barbara Corella*

*-Addie Fairley*

*Others:*

*-Greg Natvig*

*-Doug Arnett*

*-Mike Zinn*

*\*WebEx Attendance*

1. **CALL TO ORDER**

*Committee Chair, Nick Perrera, called the meeting to order at 1:10pm.*

1. **ROLL CALL**

*All Members Present*

1. **PUBLIC MEETING LAW PRESENTATION**

Jessica Klein, Assistant Attorney General

*Motion to recess and convene in executive session:*

*Armando Bernasconi  
2nd: Brian Radecki*

*In Favor: 8*

*Opposed: 0*

*Motion Carried*

1. **EXECUTIVE SESSION**
   1. Reserved for legal advice that may be needed to address questions from legal counsel presentation.
2. **APPROVAL OF MINUTES**
   1. 1.23.19 Meeting

*Motion to approve the minutes: Armando Bernasconi*

*2nd: Russ Levine*

*In Favor: 8*

*Opposed: 0*

*Motion Carried*

* 1. 1.29.19 Special Meeting

*Motion to approve the minutes: Armando Bernasconi*

*2nd: Russ Levine*

*In Favor: 8*

*Opposed: 0*

*Motion Carried*

* 1. 3.7.19 Special Meeting

*Motion to table the approval: Armando Bernasconi*

*2nd: Russ Levine*

*In Favor: 8*

*Opposed: 0*

*Motion Carried*

1. **CONTRACT EXTENSION & CONTRACT PROPOSAL REVIEWS:**

*Recusal of Committee Member, Brian Radecki from Arizona Correctional Industries.*

* 1. ADSPO15-087910
     1. Arizona Correctional Industries – Linens  
        *Exp. 4/29/19*
     2. Approve extension of term through 4/30/20.

*Motion to extend the contract to 4/30/20: David Steinmetz*

*2nd: Carol Carr*

*In Favor: 6*

*Opposed: 1*

*Motion Carried*

1. **REAPPLICATIONS FOR SET-ASIDE CONTRACTS**

Presentation from ACI regarding proposals a-c.

*Presentation conducted by ACI member, Mike Zinn.*

* 1. ADSPO14-069797
     1. Arizona Correctional Industries - Outdoor Furniture   
        *Exp. 04/20/19*
     2. Approve proposal submitted and instruct SPO to negotiate and award a contract for an initial term of one (1) year with four (4) annual extension options.

*Motion to approve contract application: Armando Bernasconi*

*2nd: Carol Carr*

*In Favor: 7*

*Opposed: 0*

*Motion Carried*

* 1. ADSPO14-069818
     1. Arizona Correctional Industries- Bedding Products   
        *Exp. 04/20/19*
     2. Approve proposal submitted and instruct SPO to negotiate and award a contract for an initial term of one (1) year with four (4) annual extension options.

*Motion to approve contract application: Aide Acedo*

*2nd: Russ Levine*

*In Favor: 7*

*Opposed: 0*

*Motion Carried*

* 1. ADSPO14-069824
     1. Arizona Correctional Industries - Cardboard File Boxes  
        *Exp. 04/20/19*
     2. Approve proposal submitted and instruct SPO to negotiate and award a contract for an initial term of one (1) year with four (4) annual extension options.

*Motion to approve contract application: Russ Levine*

*2nd: Armando Bernasconi*

*In Favor: 7*

*Opposed: 0*

*Motion Carried*

*Return of Committee Member, Brian Radecki from Arizona Correctional Industries.*

1. **SET ASIDE MANUAL**
   1. Review Draft
   2. Comments and Suggestions

*Motion to Table Discussion and Approval of Manual: Russ Levine*

*2nd: Brian Radecki*

*In Favor: 8*

*Opposed: 0*

*Motion Carried*

1. **REPORT ON 1% GOAL**

*Presented by Committee Chair, Nick Perrera.*

1. **FUTURE AGENDA ITEMS**

*-Legal advice on guiding statutes & rules regarding the Set-Aside committee*

*-Discussion and Development of the Set-Aside Manual*

*-QC HP OEM Printer Supply Contract*

1. **CALL TO THE PUBLIC**

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.

*-Doug Arnett, Quality Connections: The Committee should reconsider and re-vote on the contract CTR04691 after the amendment of conflict of interest.*

*-Greg Natvig, Beacon Group: Urges the committee to reconsider and re-evaluate the denominator used in determining the report on the 1% goal pursuant to the statute.*

1. **ADJOURNMENT**

*Chairman adjourned the meeting at 3:40pm.*

**NEXT MEETING:** Wednesday, July 24th, 2019 1pm-3:30pm

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

APPROVAL OF DRAFT MINUTES:  DATE: 4/26/19

Nick Perrera, Chairman

APPROVAL OF FINAL MINUTES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_

Nick Perrera, Chairman