

Arizona Set Aside Procurement Program

Meeting Minutes

July 29, 2016

**Attendance:**

**Members Present:**

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| Steven King, Beacon (phone) | Richard Monaco, AIB |  |
| Shanna Ellis, TCH | Brian Radecki, ACI |  |
|  | Carol Carr, Achieve Human Services  |  |

**State Procurement Office Staff Present:**

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| Barbara Corella |  |  |

**Others Present:**

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| Armando Bernasconi, QC | Ryan  | Sam Henry, MARC Community Resources (phone) |
| Dennis Stover, Vision BP | Ben Karnitschnig, QC |  |
| Claudia Chavez, STARS | Carrie McMurry, QC |  |

**Minutes:**

1. **CALL TO ORDER:** Barbara Corella called the meeting to order at 1:30 PM.
2. **ROLL CALL:** Barbara Corella took roll. Gary Hahn absent.
3. **APPROVAL OF MINUTES**: The minutes from the April 13, 2016 meeting were presented for approval. Carol Carr moved to approve the minutes, Richard Monaco seconded the motion. Vote was unanimous, motion carried.
4. **Discussions (Possible Action):**
	1. Status Report from Subcommittee for procedural decisions for Set Aside Program was given by Barbara Corella.
		1. Subcommittee met to continue the discussion of the requirements to be considered for a mandatory contract. The subcommittee also discussed the possibility of having all CNAIDs re-register to provide an up to date list of eligible providers. The definition of “services” and “value added” was also presented and discussed by the committee. All deliverables will be presented at the October meeting.
	2. Review of procurement process and reporting expectations was given by Barbara Corella.

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* + 1. A review of the statute requirement for the 1% goal of state expectations was discussed. The way the target would be set against eligible expenditure and the time of when that annual goal would be established was discussed. All deliverables based on this discussed process will be presented at the October meeting.
1. **Contract Items**

1. Contract Extensions:

 AIB (ADSPO13-0026731) Media Sanitation/Destruction Services 8/29/116-8/28/17

**MOTION:** A motion to approve the contract extensions was made by Brian Radecki.

**SECOND:** The motion was seconded by Carol Carr.

**DISCUSSION:** Clarification of when and how the media was being destroyed or wiped to ensure that overlap with the mandatory contract with TCH and Beacon was not a problem.

**VOTE:** Passed unanimously.

 AIB (ADSPO13-026725)  Document Imaging 9/13/16-9/12/17

**MOTION:** A motion to approve the contract extensions was made by Steven King.

**SECOND:** The motion was seconded by Carol Carr

**DISCUSSION:** None.

**VOTE:** Passed unanimously.

2. Applications/Feasibility Review:

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 STARS Sponges, Scrubbing & Scouring Application for new contract

**MOTION:**  A motion to approve the application for a new contract award was made by Richard Monaco.

**SECOND:** The motion was seconded by Carol Carr.

**DISCUSSION:**  Barbara Corella presented the history and spend of the contract. Claudia Chavez presented information from the company.

**VOTE:** Passed unanimously

 Quality Connections OEM, Compatible, and Remanufactured Feasibility Review

 laser jet printer supplies & Toner Cartridges

Quality Connections presented their feasibility form on for the project to create a

Mandatory OEM, Compatible, and Remanufactured laser jet printer supplies and

toner cartridges.

Barbara Corella presented the information on current contract vendors, spend and the State Procurement Office’s recommendation.

Discussion ensued regarding the impact on the current contractors, if the current contractors were small businesses, if the current contractors employed any individuals with disabilities and if it was possible to create a partnership between the companies.

Quality Connection clarified that the feasibility review form was not the proposal. It was just asking for authorization to go forward with a mandatory proposal and that impact to current contracts would not be an issue due to the timing of the request.

**MOTION:** A motion was made by Brian t Radecki o table this request pending further information.

**SECOND:** The motion was seconded by Carol Carr

**DISCUSSION:**  The committee expressed concerns about tabling the motion until the next regularly scheduled meeting.

**VOTE:**  Passed unanimously

**MOTION:**  A motion was made by Brian Radecki to hold a special meeting as soon as possible once the information requested by the committee had been received.

**SECOND:**  Richard Monaco seconded the motion

**DISCUSSION:**  None

**VOTE**: Pass unanimously

1. **COMMITTEE COMMENTS AND SUGGESTIONS**

Barbara Corella announced changes in the committee membership. Tom Colombo had left state service. Manuel Salazar has moved to a new organization. AIB will be transitioning to a CNADI organization as of August 2017. Richard Monaco made a request to fill vacant positions quickly and to try and fill the statutory position of a private enterprise employee disable individuals.

1. **FUTURE AGENDA ITEMS**

1**.** Subcommittee deliverables of definition of mandatory, value added and service as well as the 1% goal

1. **CALL TO THE PUBLIC**

None

1. **ADJOURNMENT:** The meeting was adjourned at 2:41 p.m.

**NEXT MEETING:** Wednesday, October 12, 2016 at 1:30 p.m.

For inclusion on the next regular agenda, contact Barbara Corella at (602) 542-9136. With prior notice committee members can appoint a proxy if they are unable to attend the meeting. If you require special accommodations, please contact Barbara Corella at (602) 542-9136 at least three working days prior to the meeting.

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|  | Barbara M. Corella, C.P.M., CPPBState Compliance Officer  |  | Date |
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|  | APPROVED BY THE COMMITTEE: |  |  |
|  |  |  |  |
|  | Barbara M. Corella, C.P.M., CPPBState Compliance Officer |  | Date |