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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, January 22, 2020 from 1:00-3:30 PM**

100 N. 15th Ave., Phoenix, AZ 85007

**1st Floor Room 100**– Conference Room

**Teleconference Information**

‎+1 413-728-2657‬ PIN: 409 940‬#‬

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**AGENDA**

1. **CALL TO ORDER** *Chair Nick Perrera called the meeting to order at 1:31 PM on 1.22.2020.*
2. **ROLL CALL**

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

Ed Jimenez - State Procurement Office - *Absent*

Mark Botterbusch – Gompers Employment Services - *Absent*

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

Chris Gustafson – Arizona State Retirement System - *Present*

Kristen Mackey – Department of Economic Security - *Absent*

Valarie Erwin – Department of Transportation - *Present*

Michael Zinn – Arizona Correctional Industries - *Present*

Armando Bernasconi - Quality Connections - *Present*

1. **APPROVAL OF MINUTES**
   1. 10.23.19 Meeting

*Motion to approve minutes: Chris Gustafson*

*2nd to the motion: Armando Bernasconi*

*In Favor: 6 Against: 0 Abstain: 0*

*Motion carries*

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

*Michael Zinn of Arizona Correctional Industries exits the meeting.*

* 1. ADSPO17-155057
     1. Arizona Correctional Industries - Furniture, Products and Services   
        *Exp. 3/31/20*
        1. Consideration of any public comment.
        2. Committee review and discussion.
        3. Entertain motion for approval, disapproval, or tabling extension of term through 10/31/21.

*Motion to approve extension of term through 10/31/2021: Armando Bernasconi*

*2nd to the motion: Chris Gustafson*

*In Favor: 5 Against: 0 Abstain: 0*

*Motion carries*

* 1. ADSPO17-168122
     1. Arizona Correctional Industries - Engraved Products and Services   
        *Exp. 4/17/20*
        1. Consideration of any public comment.
        2. Committee review and discussion.
        3. Entertain motion for approval, disapproval, or tabling extension of term through 4/30/21.

*Motion to approve through 4/30/2021: Chris Gustafson*

*2nd to the motion: Valarie Erwin*

*In Favor: 5 Against: 0 Abstain: 0*

*Motion carries*

*Michael Zinn of Arizona Correctional Industries rejoins the meeting.*

* 1. CTR047044
     1. The Centers for Habilitation - Record Shredding and Destruction Services
        1. Consideration of any public comment.
        2. Committee review and discussion.
        3. Entertain motion for approval, disapproval, or tabling amendment to add additional On-Site Shredding services as proposed.

*Motion to approve add additional On-Site Shredding services: Chris Gustafson*

*2nd to the motion: David Steinmetz*

*In Favor: 6 Against: 0 Abstain: 0*

*Motion carries*

*1:49 PM, Armando Bernasconi of Quality Connections exits the meeting.*

1. **FEASIBILITY APPLICATIONS**
   1. Quality Connections
      1. Feasibility review for HP OEM Printer Supplies
         1. Review and discuss information.
         2. Entertain motion for approval, disapproval, or tabling.

*Motion to table until next meeting: David Steinmetz*

*2nd to the motion: Valarie Erwin*

*In Favor: 5 Against: 0 Abstain: 0*

*Motion carries*

*1:54 PM, Armando Bernasconi of Quality Connections rejoins the meeting.*

1. **ESTABLISHMENT OF A SUB-COMMITTEE**
   1. Discussion on charter, makeup, meeting frequency, and goal of sub-committee.
   2. Entertain motion for approval of the establishment of a sub-committee.

*Motion to create a sub-committee consisting of Nick Perrera, Armando Bernasconi, and David Steinmetz that meets once a month to create a comprehensive handbook, technical bulletin, and work with the State Procurement Office and stakeholders to gain more opportunities and further the 1% goal: Chris Gustafson*

*2nd to the motion: Armando Bernasconi*

*In Favor: 6 Against: 0 Abstain: 0*

*Motion carries*

1. **REPORT ON 1% GOAL**
   1. FY20Q2 Report - Nick Perrera

*$3,985,095.70 Set-Aside Program Spend of $754.447,951.34 Touchable Spend*

*2:24 PM, Chris Gustafson of Arizona State Retirement System leaves the meeting.*

1. **FUTURE AGENDA ITEMS** 
   1. Chair will hear requests from members of the committee on issues for future consideration and discussion.

*Discussion on Nick Perrera communicating with AIB for expiring contracts.*

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.

*Member from public expresses gratitude to set-aside as well as the State Procurement Office and Nick Perrera for growing the program on behalf of Quality Connections*

1. **ADJOURNMENT**

*Chair Nick Perrera adjourned the meeting at 2:28 PM on 1.22.2020.*

**NEXT MEETING:** Wednesday, April 22nd, 2020 1pm-3:30pm

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

APPROVAL OF DRAFT MINUTES:  DATE: 1/23/20

Nick Perrera, Chairman

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

Nick Perrera, Chairman