



**Katie Hobbs**  
Governor

## ARIZONA DEPARTMENT OF ADMINISTRATION

STATE PROCUREMENT OFFICE  
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## MINUTES

### PUBLIC MEETING NOTICE Agenda

ARIZONA SET-ASIDE COMMITTEE WILL HOLD A MEETING  
ON

**Wednesday, January 25th, 2023 1:30pm-3:30pm**  
**VIA GOOGLE MEET**

**Teleconference Information:**  
**+1 413-728-2657 PIN: 409 940#**  
**[meet.google.com/ruh-vphz-rmw](https://meet.google.com/ruh-vphz-rmw)**

Pursuant to Arizona Revised Statutes (A.R.S.) § 38-431.03(A)(3), the Arizona Set-Aside Committee (Committee) may vote to go into Executive Session for the purpose of obtaining legal advice from its attorney on any matter listed on the agenda. Any such Executive Session will not be open to the public.

### AGENDA

I. **CALL TO ORDER**

Yanneth Montes Call to Order @ 1:36pm 1/25/2023

II. **ROLL CALL @ 1:36pm**

Yanneth Montes – Co-Chair, State Procurement Office  
Ken Sanchez – Co-Chair, State Procurement Office  
Greg Natvig – Beacon Group, Inc.  
David Steinmetz – Arizona Industries for the Blind  
Chris Gustafson – Arizona State Retirement System  
Kristen Mackey – Department of Economic Security  
Gail Fenkell – Arizona Correctional Industries  
Monica Attridge - Hozhoni Foundation, Inc.

**Thomas Brown - ACI**

**III. APPROVAL OF MINUTES**

- a. 10.26.22 Meeting
- b. Special Meeting 12/05/2022
  - 1) Entertain motion for approval, disapproval or tabling approval of minutes.

**Chris motion to approve 10.26.22, Greg Natvig second**

**Vote: Favor: 7**

**David to motion for approval Special meeting 12/05/2022, Ken Sanchez Second**

**Vote: Favor 7**

**IV. 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 ([yanneth.montes@azdoa.gov](mailto:yanneth.montes@azdoa.gov)) prior to the start of the meeting.*

*Note: Gail Fenkell – removing from voting on these contracts as they are ACI contracts.*

**a) Report on contracts expiring in April – Yanneth Montes**

**CTR049459**

**Linens, Supplier ACI, Expiration Date: 4/30/2023**

**Max End Date 4/30/2025**

**Disposition: Term Extension**

- 1) **Committee Review and Discussion**

**Thomas Brown: Wants to extend contract 1 year**

- 2) **Entertain motion for approval, disapproval or tabling extension for 04/30/2024**

**Chris Gustafson Motion for approval of extension of contract for 1 year , David Second**

**Vote: Favor: 6**

**Approved**

**CTR044241**

**Bedding Products, Supplier: ACI, Expiration Date: 4/30/2023**

**Max End Date 4/30/2024**

**Disposition: Term Extension**

- 1) **Committee Review and Discussion**

**Thomas Brown: Wants to extend contract 1 year**

**David: Wondered about 280,000 Loss?**

**Yanneth: confirmed was a typo error, no loss of \$280,000**

- 2) **Entertain motion for approval, disapproval or tabling extension for 04/30/2024**

**David Steinmetz Motion for approval of extension of contract for 1 year , Chris Gustafson Seconds**

**Vote: Favor: 6**

**Approved**

CTR044240

Outdoor Furniture, Supplier: ACI, Expiration Date: 4/30/2023

Max End Date 4/30/2024

Disposition: Term Extension

1) Committee Review and Discussion

**Thomas Brown: Wants to extend for final year, no changes**

2) Entertain motion for approval, disapproval or tabling extension for 04/30/2024

**Ken Sanchez Motion for approval of extension of contract for 1 year , Greg Natvig Seconds**

**Vote: Favor: 6**

**Approved**

CTR059878

Engraved Products, Supplier: ACI, Expiration Date 4/28/2023

Max End Date 4/28/2027

Disposition: Term Extension

1) Committee Review and Discussion

**Thomas Brown: Wants to extend contract for 1 year, No changes in pricing**

2) Entertain motion for approval, disapproval or tabling extension for 04/28/2024

**Chris Gustafson Motion for approval of extension of contract for 1 year , David Steinmetz Seconds**

**Vote: Favor: 6**

**Approved**

CTR059881

Signage: Decals, Plaques and Work Identification Products, Supplier: ACI

Expiration Date: 4/18/2023

Max End Date: 4/18/2027

Disposition: Term Extension

1) Committee Review and Discussion

**Thomas Brown: Renewal of contract for 1 year, no price changes**

2) Entertain motion for approval, disapproval or tabling extension for 04/18/2024

**Greg Natvig Motion for approval of extension of contract for 1 year , Chris Gustafson Seconds**

**Vote: Favor: 6**

**Approved**

**V. REPORT ON 1% GOAL and Open Items**

a. FY22 Q2 Report – Yanneth Montes

**Year-to-Date**

**Touchable spend** : \$351,290,150.58

**Set Aside Spend**: \$3,455,664.07

**Set Aside Usage**: 0.98%

b. Open Items:

- 1) FY2022 Results PDF shared with committee members
- 2) Committee Members to establish a committee on how to increase the revenue and visibility for the Set Aside Program.

**David, Greg Natvig, and Gail Fenkell will be able to help the marketing of the sub committee**

**Q: Chris: Do we have any knowledge of transition, if there are any goals the executive has for this group**

**A: Yanneth: Not at this time, There is interest in the program from the Director.**

**VI. FUTURE AGENDA ITEMS**

- a. Chair will hear requests from members of the committee on issues for future consideration and discussion.

**Ken: Get feedback from the sub committee**

**Q: David: Send out the usage report as a word or excel spreadsheet?**

**A: Ken: Will look to convert the usage report**

**VII. CALL TO THE PUBLIC**

- a. 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.

**None in attendance**

**VIII. ADJOURNMENT @2:04pm 1/25/2023**

**IX. MATERIALS**

A copy of the agenda and Committee packets (excluding materials exempt from public inspection) will be available at least 24 hours in advance of the meeting, at the State Procurement Office, located at 100 N 15th Ave #305, Phoenix, AZ 85007.

Set-Aside Committee Public Meeting Notice  
Agenda Meeting Date: January 25, 2023

**NEXT MEETING:**

NEXT MEETING:

Set-Aside Committee Meeting

Wednesday, April 26 · 1:30 – 3:30pm

Google Meet joining info

Video call link: <https://meet.google.com/ruh-vphz-rmw>

Or dial: (US) +1 413-728-2657 PIN: 409 940#

Minutes Agenda Draft Approved by Yanneth Montes 1/26/2023  
Final Minutes Approved by Set Aside Committee on April 26, 2023