



**Katie Hobbs**  
Governor

**Elizabeth  
Alvarado-Thorson**  
Cabinet Executive Officer  
Executive Deputy Director

## **ARIZONA DEPARTMENT OF ADMINISTRATION**

STATE PROCUREMENT OFFICE  
1802 W Jackson St #100 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, April 24, 2024 · 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#**

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.

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### **AGENDA**

I. **CALL TO ORDER**

II. **ROLL CALL**

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  
Athena Elliston – Arizona State Retirement System  
Kristen Mackey – Department of Economic Security  
Mario Diaz – Arizona Correctional Industries  
Pamela Veal – Department of Transportation

III. **APPROVAL OF MINUTES**

a. 01/24/ 2024

- 1) Entertain motion for approval, disapproval or tabling approval of minutes.

**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.*

*Report on upcoming contract extensions and re-solicitations– Yanneth Montes*

*a) CTR047045*

*Record Shredding Destruction – Beacon Group Inc.*

*Expiration Date: 6/30/2024*

*Max End Date 6/30/2024*

*Disposition: New Proposal – Price Increase on new Proposal*

*1) Committee Review and Discussion*

*2) Entertain motion for approval, disapproval or tabling the award of a new contract commencing on 7/1/2024 with an initial end term of 6/30/2025 and max end date of 6/30/2029.*

*b) CTR047044*

*Record Shredding Destruction – The Center for Habilitation/ASDD Document Destruction*

*Expiration Date: 6/30/2024*

*Max End Date 6/30/2024*

*Disposition: Re-Solicit – Price Adjustment*

*1) Committee Review and Discussion*

*2) Entertain motion for approval, disapproval or tabling the award of a new contract commencing on 7/1/2024 with an initial end term of 6/30/2025 and max end date of 6/30/2029.*

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

**a. FY24 Report – Yanneth Montes**

**b. Open Items:**

- 1) Required training
- 2) Disclosure Forms
- 3) Subcommittee on Marketing Efforts
- 4) Review of SUPRA program

**VI. FUTURE AGENDA ITEMS**

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

**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**

Set-Aside Committee Public Meeting Notice Agenda

Meeting Date: April 24, 2024

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.

**VIII. ADJOURNMENT**

**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 1400 W. Washington, Ste. 3100, Phoenix, AZ 85007.

**NEXT MEETING:**

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Set-Aside Committee Meeting

Wednesday, July 24, 2024 at 1:30 – 3:30pm

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