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Governor



Andy Tobin
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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, July 27th. 2022 1:30pm-3:30pm
VIA GOOGLE MEET

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

Teleconference Information:
+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.

AGENDA

I. CALL TO ORDER 1:33 PM

II. ROLL CALL

Yanneth Montes – Co-Chair, State Procurement Office I
Ken Sanchez – Co-Chair, State Procurement Office I
Greg Natvig – Beacon Group, Inc. I
David Steinmetz – Arizona Industries for the Blind I
Chris Gustafson – Arizona State Retirement System X
Kristen Mackey – Department of Economic Security X
Valarie Erwin – Department of Transportation I
Gail Fenkell – Arizona Correctional Industries I
Monica Attridge - Hozhoni Foundation, Inc. I
Kelly Wagner - Assistant Attorney General I
Jared Kittelson - Foundation for Blind Children I

Thomas Brown - Arizona Correctional Industries I
Annabelle Smith - Foundation for Blind Children I
Jim - The Center for Habilitation I
Chris - Foundation for Blind Children I

III. APPROVAL OF MINUTES

- a. Meeting of 4.5.2022 1st motion: (David) 2nd motion: (Monica) All in favor
- b. Special Meeting 6/8/2022 1st motion: (Gail) 2nd motion: (Valerie) All in favor

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) prior to the start of the meeting.

IV. CERTIFICATION APPLICATION FOR CERTIFIED NON-PROFIT AGENCY THAT SERVE INDIVIDUALS WITH DISABILITIES (CNAID)

- a) Application received from Foundation for Blind Children

- 1) Committee Review and Discussion

David - Application was submitted so that school districts can use contracts easier than RSA or DES?

Jared - Not aware but this is so we can procure services to the school districts

David - Is this contract going to be able to meet the 60% min as we established?

Jared - Does that mean 60% of FBC staff would need to have a documented disability?

Yanneth - Statue states that 60% of the labor force should have disabilities

Jared - 14% have disabilities

Jared - Does not seem possible to meet this requirement

David - How are they currently getting contracted with you?

Jared - School starts, panic happens to secure services as school year starts. Having to go through the RFP process causes a delay in services up to 6 weeks. Schooldistricts urged the application to get services easier

Ken: How does this interact with the current contract with ADBD

Jared- One contract provides services to preschools, while the other service we provide is teachers to the school districts

Greg - For the types of contracts that could go under the set aside, what would be the direct labor that would be provided by the more than 60% that have a documented disability?

Jared - This depends on the year but we can start the year with 10-11 teachers that will be providing teachers as itinerary teachers. This is also based on geography of the location

Ken: Discussion should be held with the Department of Education, perhaps this is not the right platform

David: Set-aside can be easier for schools to obtain services rather than having an RFP, but not sure how we can have through our program if we cannot meet the 60%

- 2) Entertain motion for approval, disapproval or tabling certification Jared to withdraw the application

V. CONTRACT EXTENSION, PROPOSAL, AND AMENDMENT REVIEWS:

1. Contracts expiring in October due for one year term extension:

a) CTR052414 Max. End Date 10.30.2025 Presenter Thomas Brown

Services: Printing Services, Supplier: ACI

Expiration Date: 10/30/2022

1) Committee Review and Discussion

Proposing to extend the contract for another year, no changes to current contract

*Entertain motion for approval, disapproval or tabling extension for 10/30/2023 1st: Greg 2nd: Ken
ALL IN APPROVAL*

b) CTR0457836 Max. End Date 10.31.2026 Presenter Thomas Brown

*Services: Furniture, Products and Services, Supplier: ACI Expiration Date:
10/31/2022*

1) Committee Review and Discussion

Presenting some new items to next meeting, but right now extend contract for another year

*2)Entertain motion for approval, disapproval or tabling extension for
10/31/2023 1st: Valerie 2nd: David ALL IN APPROVAL*

c) CTR040794 Max. End Date 10/30/2023 Presenter Jim

*Services: AZ Parent Kit Packing Storage and Distribution, Supplier: Centers for Habilitation
Expiration Date: 10/30/2022*

1) Committee Review and Discussion

We would like to have the contract extended by a year, no other changes

*David: Is there a reason why there's no price increase request if there's a 20,000 difference from
total cost?*

*Jim: We feel that we had no justification to ask for a price increase. We also just had a price
increase as well*

*2)Entertain motion for approval, disapproval or tabling extension for
10/30/2023 1st: Greg 2nd: Monica ALL IN APPROVAL*

VI. REPORT ON 1% GOAL and Open Items

a. FY22 Report – Yanneth Montes

OK Set Aside Period 10 - .74%

Usage

Set Aside Period 11 - Increased to 1.26%

Overall - 1.13%

Set-Aside Committee Public Meeting Notice Agenda

Meeting Date: July 27, 2022

Participation has been steady. Focus on finalizing yearly usage, and Set Aside reports from suppliers

Set-Aside Committee Public Meeting Notice Agenda

Meeting Date: July 27, 2022

Ken: Was there a desire to do a roadshow for the Set-Aside suppliers?

Gail: Good idea. Virtual would be possible as well in case attendance is scarce in person.

David: Good idea to bring awareness to the Set-Aside program

VII. FUTURE AGENDA ITEMS

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

NA

VIII. 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.

NA

IX. ADJOURNMENT 2:11

X. MATERIALS

- a. 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.

NEXT MEETING:

Set-Aside Committee Meeting

Wednesday, October 26, 2022 · 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#

Approval of Draft Minutes by Yanneth Montes

Date: July 27, 2022.