**Arizona State Set-Aside**

**Certified Nonprofit Agency Proposal Form**

Proposal Form is submitted following the feasibility review and completion of the development process. The Proposal Form is to be complete and submitted to the Arizona State Set-Aside Committee representative at least 45 days in advance of the quarterly State Set-Aside Meeting.

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| **Request Date** | 9/18/2019 |
| **Certified Nonprofit Agency** | Beacon Group, Inc. |
| **Point of Contact** | Natalya Brown |
| **Project Name** | Document, Media, and Hard Drive Destruction Services |
| **Product or Service Name** | Document, Media, and Hard Drive Destruction Services |
| **Description** | Beacon Group, Inc. (dba Beacon Secure) will provide off-site records shredding and destruction services, including paper, media, and hard drive destruction.  People with disabilities will be assisting their job coach/driver with the pickup of the confidential materials from customers’ locations. They will also work in the warehouse by sorting and destroying the material.  Additional information is provided in the State Set-Aside Proposal attached to this document. |
| **Materials readily available:** | **Yes** **☒ No ☐ If No – Explain:** |
| **Capable of timely delivery:** | **Yes ☒ No ☐ If No – Explain:** |
| **Lead Time:** | When a customer requests service, the customer is normally scheduled for service within 1 week or less. This is a short turn-around time for services as compared to Beacon Group’s competitors. |
| **Capable of meeting quality and price requirements:** | **Yes ☒ No ☐ If No – Explain:** |
| **Quality and Price Benchmarks:** | Beacon Group utilizes industry-recognized secure containers and provide services according to the NAID AAA certification requirements, which Beacon Group holds.  Beacon Group conducted a survey of several of its competitors via anonymous calls to them and obtained pricing for a few scenarios of services to be provided. Price comparison is attached to this proposal. |
| **Type of Employment for Individuals with Disabilities:** | **Full-Time ☒ Part-Time** **☒ Temporary ☐ Training ☐** |
| **Product Cost or Service Cost Form attached:** | **Attached ☒ Not Attached ☐ If Not – Explain:** |
| **Product or service fair market price validation:** | **Attached ☒ Not Attached ☐ If Not – Explain:** |
| **Estimated Sales:** | **$\_40,000-50,000\_\_ to Governmental Units** |
| **Brand Name Partner:** | **Yes ☐ No ☒ If Yes – Explain:** |
| **Mandatory:** | **Yes ☒ No ☐ If Yes – Explain:** Beacon Group currently holds a mandatory document destruction contract with the State of Arizona. Document destruction services are more economical when provided to many state agencies at once, which allows Beacon Group to provide these services at a much lower price than it charges non-state customers. Mandatory contract allows state agencies to easily contract with Beacon Group without the need to review several vendors to select the one they want to contract with. |
| **Customer (Existing)** | Beacon Group has many state customers currently, including, but not limited to AHCCCS, DES, ADOT, DCS, RSA, AZ State Retirement System, and many other smaller agencies. |
| **Have You Contacted the Customer?** | **No ☐ Yes ☒ Contact:** All the customers listed above are our current customers. |
| **Customer (Proposed)** | If there are any state agencies that we are currently not servicing, they are currently welcome to contract with us. There are not any specific customers that we are aware of. |
| **Geographic Coverage:** | **Entire State of Arizona ☐ Other ☒ If Other - Explain:** all of Southern Arizona (Arizona south of Casa Grande) |
| **Funding Source:** | **Federal ☐ State ☒ Self-funded ☒ Other ☐ If Other - Explain:** |
| **Samples or Literature:** | **Attached ☐ Not Attached ☒** |
| **Other information** | Beacon Secure attached a State Set-Aside Proposal for Document, Media, and Hard Drive Destruction Services. |
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| **ADOA Review:** |  |
| **Is there a need for the Product or Service:** | **Yes x No ☐** |
| **Impact on current state contracts:** | **Yes ☐ No x Explain:**   Replaces existing contract set. |
| **Agency capable of producing and delivering the product or service that will meet the reasonable requirements of state or local government:** | **Yes x No ☐ Explain:**   Demonstrated ability on expiring contract set. |
| **Mandatory:** | **Yes x No ☐ Explain:**   See competitive analysis |
| **Recommend for Approval**: | **Yes x No ☐ Explain:**   No material changes from existing contract set. |
| **Submit completed form to:** | Please visit the Arizona Set Aside Website to determine where your completed / signed document should be sent.  <https://spo.az.gov/procurement-services/set-aside> |