

Attendance:

Members Present:

Jean A. Clark, Chair, DOA
James Apperson, DES
Carol Carr, Achieve Human Svcs.
Steven King, Beacon

Vicki Kringen, TCH
Richard Monaco, DES
O'Brien, Rebecca, DHS
Radecki, Brian, ACI

Walters, Delia, DES
Weber, Lisa, State Land

Members Absent:

N/A

State Procurement Office Staff Present:

Holly Howe

Jan Hart

Susan Bayer

Others Present:

Betty Austin, DEMA
Dale Kasel, TCH
Earl Payne, Arizona Lottery
Eleda Greenfield, DES
Fred Siegel, Alpha Gray
Hannah Lucas, ADJC

Jennifer Baier, Valleylife
Lesli Stern, Valleylife
Lupita Gomez, ADE
Olivia Valdez, ASD
Rick Puls, STARS
Sally Escarcega, ADOR

Minutes:

I. CALL TO ORDER: Jean Clark

II. ROLL CALL: Jean Clark asked all attendees to give their name in roll call.

III. ANNOUNCEMENTS/DISCUSSIONS

1. Holly, Howe, the new contractor administrator for Set Aside was introduced.
2. ACI Contract No. ADSP010-00000135 (Linens), EPS080112-1-A2 (Cardboard File Boxes), EPS090076-1-A1 (Outdoor Furniture), EPS090077-1-A1 (Bedding Products) is in process for extension.
3. Gompers Habilitation Center Contract No. ADSP010-000175 (Adult Incontinence & Feminine Hygiene Products) extended for one year, no pricing changes.
4. Updates of Set-Aside information have been made on the SPO website. Set-Aside vendors and contractors are encouraged to keep their website information current. Email information updates to Holly Howe or Jan Hart.

IV. APPROVAL OF MINUTES: The minutes for the January 30, 2012 meeting were presented for approval.

MOTION: A motion to accept the minutes as presented was made by Rebecca O'Brien.

SECOND: The motion was seconded by Delia Walters.

DISCUSSION: None

VOTE: Passed unanimously.

V. AGENCY PRESENTATIONS:

1. Arizona Lottery Commission by Earl Payne

- The Arizona Lottery focuses its support to the community with a four pillars approach:
Education;
 - Health and Public Welfare;
 - Environmental Issues; and
 - Economic and Business Development
- Set-Aside vendors currently utilized by the Arizona Lottery:
 - ACI for millwork
 - ValleyLife – Janitorial Services and Printing

2. Arizona Department of Revenue by Sally Escarcega

- The Department of Revenue's mission is to administer tax laws fairly and efficiently for the people of Arizona.
- Set-Aside Vendors currently utilized by the Arizona Lottery:
 - TCH for records shredding and destruction services in Phoenix; janitorial services at the DOR warehouse; landscaping and grounds cleanup on an as needed basis at the DOR warehouse
 - ACI for engraved products, signs, business cards, and printing
 - The Beacon Group for records shredding and destruction services in Tucson
 - Nobody's Perfect for recycling of printer cartridges

VI. CONTRACT ITEMS (Possible Action)

There were no items for action.

VII. FUTURE AGENDA ITEMS

1. Discussion of survey results and application for mandatory Set-Aside use of on-site drug testing kits by Beacon Group.
2. Brian Radecki – Arizona Correctional Industries – Pricing on Contract No. EPS090051-1-A1 (Road & Regulatory Signage) and Contract No. EPS090551-1-A1 (Engraved Products)
3. Richard Monaco stated that the Arizona Industries for the Blind will request extensions for the Media Sanitation and Document Imaging contracts at the July 2012 meeting.

VIII. COMMITTEE COMMENTS AND SUGGESTIONS

There were no comments or suggestions

IX. CALL TO THE PUBLIC

1. Fred Siegel, Alpha Gray: Mr. Siegel addressed the Committee about the need for standardization on the evaluation of state Set-Aside contracts. He handed out program materials from New York State as an example that could be used as a model for Arizona. He suggested that a work group or sub-committee be formed to look at other states' models and bring recommendations to the Set-Aside Committee. He also suggested that the State should find a point-person to go out to the agencies for outreach on behalf of the Set-Aside vendors. His expressed the need for legislation that would require a percentage of the state spend go to Set Aside vendors.

X. ADJOURNMENT – The meeting was adjourned at 2:11 p.m.

NEXT MEETING: July 11, 2012 at 1:30 p.m. For inclusion on the next regular agenda, contact Holly Howe at (602) 364-0102. With prior notice to Jean Clark, committee members can appoint a proxy if they are unable to attend the meeting.

FOR SPECIAL ACCOMMODATIONS: If you require special accommodations, Please contact Jan Hart at (602) 542-9146 at least three working days prior to the meeting.

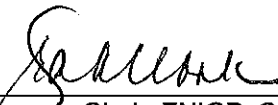


Jean A. Clark, FNIGP, CPPO, C.P.M., CPPB, CPM
State Procurement Administrator

4/25/2012
Date

Submitted by:
Jan Hart
Executive Assistant
State Procurement Office

APPROVED BY THE COMMITTEE:



Jean A. Clark, FNIGP, CPPO, C.P.M., CPPB, CPM
State Procurement Administrator

7/17/2012
Date

POSTED: 7/17/2012