

**Arizona Set Aside Procurement Program
Committee Meeting Minutes
July 11, 2012**

Attendance:

Members Present:

Jean A. Clark, Chair, DOA

James Apperson, DES

Carol Carr, Achieve Human Svcs.

Richard Monaco, DES

O'Brien, Rebecca, DHS

Radecki, Brian, ACI

Walters, Delia, DES

Members Absent:

Steven King, Beacon

Vicki Kringen, TCH

State Procurement Office Staff Present:

Holly Howe

Jan Hart

Susan Bayer

Others Present:

Christine Ruth, DHS

Rick Puls, STARS

Greg Natvig, Beacon Group

Dale Kasel, TCH

D Williamson, Nobody's Perfect

Jennifer Baier, Valley Life

Minutes:

I. CALL TO ORDER: Jean Clark

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

III. APPROVAL OF MINUTES: The minutes for the April 24, 2012 meeting were presented for approval.

MOTION: A motion to accept the minutes as presented was made by James Apperson.

SECOND: The motion was seconded by Brian Radecki.

DISCUSSION: None

VOTE: Passed unanimously

IV. CONTRACT ITEMS / AGENDA ITEMS:

1. Brian Radecki- Arizona Correctional Industries- Pricing on Contract No. EPS090051-1-A1 (Road & Regulatory Signage) for award of new contract.

Brian Radecki explained that some costs went up and some costs went down. The overall parts list was reduced; however, items not listed are still available. The total impact of the price changes is an increase of 3.3%.

MOTION: A motion to award the new contract with the price increases was made by Richard Monaco.

SECOND: The motion was seconded by Delia Walters.

DISCUSSION: None

VOTE: Passed Unanimously

2. Arizona Industries for the Blind- Re-establishment of Document Imaging Services Contract No. ADSPO12-00001948 (old contract No. EPS080020-1-A2) and Media Sanitization/Destruction Services Contract No. ADSPO12-00001947 (old contract EPS080019-1-A1)

Richard Monaco stated that AIB has reduced their pricing for document imaging services to be more competitive. Jean Clark questioned why the pickup of items for media sanitization was eliminated. Richard explained that the items were usually on their way to surplus and the members of the IT staff drop them off at AIB. Confidentiality may be the reason agencies preferred to drop them off. Jean stated she preferred the option for pickup still be in the contract.

MOTION: A motion to award the new contract with the price changes and the option for pickup at the same price as the old contract was made by Brian Radecki.

SECOND: The motion was seconded by Rebecca O'Brien.

DISCUSSION: None

VOTE: Passed Unanimously

V. FUTURE AGENDA ITEMS

There were no items suggested.

VI. AGENCY PRESENTATION

Christine Ruth, Chief Procurement Officer from the Department of Health Services, was there and gave a brief overview of the types of goods and services needed by the agency. They are a service agency dealing with licensing, emergency preparedness and have a warehouse to store vaccines.

VII. COMMITTEE COMMENTS AND SUGGESTIONS

Jean informed the committee that she has a meeting coming up soon with Bev Herman and Steven King to discuss what other states are doing with their Set Aside program. Jean will report back to the Committee.

VIII. CALL TO THE PUBLIC

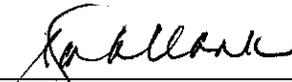
At this time, the committee will hear comments from the public. Members of the committee may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for future consideration and decision at a later date.

1. Greg Natvig from Beacon Group stated that they will present their plan for offering Rapid Screening Drug Kits at the October meeting. He mentioned that ADOC, who is the largest user of the kits, is getting their supply from the MCAP contract. He heard that ADOC was opting out of using the MCAP contract. If this is true, Beacon can supply the kits to them if there is a gap of time before the new contract can be awarded.

IX. ADJOURNMENT – The meeting was adjourned at 2:15 p.m.

NEXT MEETING: October 10, 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

7/20/12
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

10/18/12
Date

POSTED: