

**Arizona Set Aside Procurement Program
Committee Meeting Minutes
April 25, 2013**

Attendance:

Members Present:

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

Steven King, Beacon
Rick Crago, Arizona Lottery
John O'Leary for Richard
Monaco, DES

Rebecca O'Brien, DHS
Brian Radecki, ACI
Walters, Delia, DES

Members Absent:

Vicki Kringen, TCH

State Procurement Office Staff Present:

Holly Howe

Jan Hart

Terri Johnson

Others Present:

Armando Bernasconi, QCI
Jennifer Baier, Valley Life
Micah Solomon, TCH

Gary Hahn, DES
Betty Austin, DEMA

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 October 17, 2012 meeting were presented for approval.

MOTION: A motion to accept the minutes as presented was made by Brian Radecki.

SECOND: The motion was seconded by Steven King.

DISCUSSION: None

VOTE: Passed unanimously.

IV. AGENCY PRESENTATION: Betty Austin, Department of Emergency and Military Affairs (DEMA)

Betty Austin, Chief Procurement Officer for DEMA gave information about DEMA stating that a large amount of their dollars are spent on construction. They mostly hire state employees for these jobs and use prisoners. All employees have to have a security clearance. Arizona National Guard is a part of

DEMA. Their volume of spend to Set Aside vendors annually is about \$50,000 to \$100,000. Their funding comes 75/25, Federal/State.

V. CONTRACT ITEMS / AGENDA ITEM:

1. Price change request from Arizona Correctional Industries on Contract No. EPS090076-1-A1 – Outdoor Furniture (expires 4/30/13)

A request was made by Brian Radecki to renew the contract and correct the prices for bike racks that were mistakenly entered in the expiring contract. The pricing was listed on a handout.

MOTION: A motion to approve was made by Rebecca O'Brien.

SECOND: The motion was seconded by James Apperson.

DISCUSSION: None

VOTE: The motion was approved.

VI. FUTURE AGENDA ITEMS

There were no items suggested.

VII. COMMITTEE COMMENTS AND SUGGESTIONS

Jean Clark stated that the passing of HB2599 Procurement Reform should have no impact on the Set Aside Committee. She said the major changes were that the bidding threshold would be raised to \$100,000 for small business and the Set-Aside; the organizational structure for the State Procurement Office would see some changes; the definition of lobbying will include procurement; there will be a no-hire period for one year for procurement officers; change to qualifications for membership in the Arizona State Purchasing Cooperative to broaden eligibility for non-profit organizations.

VIII. CALL TO THE PUBLIC

There were no comments from the public.

IX. ADJOURNMENT – The meeting was adjourned at 1:52 p.m.

NEXT MEETING: Thursday, July 18 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. If you require special accommodations, please contact Holly Howe at least three working days prior to the meeting.



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

5/8/13
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

7/23/13
Date

POSTED: