



Arizona Set Aside Procurement Program
Committee Meeting Minutes
July 18, 2013

Attendance:

Members Present:

Jean A. Clark, Chair, DOA	Rick Crago, Arizona Lottery	Vicki Kringen, TCH
James Apperson, DES	Gary Hahn, DES	Richard Monaco, AIB
Elena Beeman for Rebecca O'Brien, DHS	Steven King, Beacon	

Members Absent:

Carol Carr, Achieve Human Services Brian Radecki, ACI

State Procurement Office Staff Present:

Holly Howe Danielle Webster

Others Present:

Doug Arnett, QCI	Mario Canez, Goodwill	Alexis Morse, DES
Armando Bernasconi, QCI	Chris Hall, DPS	Manuel Salazar, TCH
Jennifer Baier, Valley Life	Sally Escarcega, DOR	D Williamson, Nobody's Perfect
Paul Brown, Goodwill		

Minutes:

I. CALL TO ORDER: Jean Clark

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

III. ANNOUNCEMENTS:

1. Jean Clark introduced Danielle Webster as the new Executive Staff Assistant at SPO, and a resource for the Set Aside Committee.
2. Contract renewal for STARS—Sponges, Scrubbing & Scouring (expires 7/31/13). Arizona Industries for the Blind—Media Sanitization/Destruction Services (expires 8/29/13), Nobody's Perfect—Recycling Used Printer Cartridges (10/31/13), ACI—Office Furniture (10/13/13), Beacon Group—Records Shredding & Destruction Services (11/30/13) and Centers for Habilitation—Records Shredding & Destruction Services (11/30/13) are in the process of being extended.
3. Replacement contract for Gompers Habilitation Center—Document Imaging Services is in process. The current Gompers 5-year contract is due to expire 11/9/13.
4. Brainstorming of procedure decisions for Set Aside Program.

Jean Clark stated that the committee has reached a point where it is time to begin discussing policy decisions and how the committee and its contracts intersect with other procurements, or other procurement rules and regulations. Jim Apperson proposed that the Set Aside Committee create a subcommittee to draft principles for consideration and discussion by the whole Committee. Dick Monaco suggested that the subcommittee research what other jurisdictions have done with their Set Aside programs. He also questioned whether the changes would then go straight to statute.

Jim Apperson stated that it might be best to establish principles and guidelines for the Set Aside Committee before going to statute. Steve King stated that AAPPD has been looking into ways to be accountable and have more outcomes in the community, but they decided not to pursue statute changes last year.

Dick Monaco stated that he would be willing to participate on the subcommittee.

Jean Clark stated that the subcommittee should have a balance of State procurement staff and providers, and that the first priority should be to establish parameters and a shared understanding of the principles and decision-making guidelines about tangible contract items: Competitive pricing, labor component, marketplace, mandatory versus option, geographic boundaries, etc. The second priority is how to enhance or modify the program.

Jim Apperson stated that the subcommittee should be small, around five people, with public meetings and input. He proposed that the subcommittee bring a first draft of a mission statement and principles by the October 9, 2013 meeting, with discussion and possible action at that meeting.

Appointments to the subcommittee are at the discretion of the Committee Chair.

5. Set-Aside vendors and contractors are encouraged to keep their website information current. Email information updates to Holly Howe or Danielle Webster.

IV. APPROVAL OF MINUTES: The minutes for the April 25, 2013 meeting were presented for approval.

MOTION: A motion to accept the minutes as presented was made by Rick Crago.

SECOND: The motion was seconded by Gary Hahn.

DISCUSSION: None.

VOTE: Passed unanimously.

V. CONTRACT ITEM:

1. Manuel Salazar from The Centers for Habilitation is withholding his request to add Southeastern Arizona to their current Records Shredding & Destruction Services Contract No. ADSPO10-0000079 making it a Statewide contract, until the contract renewal in November.

VI. FUTURE AGENDA ITEMS

1. Possible contract renewals for the next meeting will be:
 - a. Nobody's Perfect- Recycling Used Printer Cartridges (10/31/13),
 - b. Replacement contract for Gompers Habilitation Center—Document Imaging Services is in process. The current Gompers 5-year contract is due to expire 11/9/13.

VII. CALL TO THE PUBLIC

1. D Williamson from Nobody's Perfect asked if contract is being worked on by the Set Aside Committee or by the vendor. Holly Howe answered that she is working on the contract and D will hear from her soon.

Holly added that her normal process is asking for usage, update Certificate of Insurance on file with SPO, updated information in ProcureAZ, etc.

2. Quality Connections (QCI) intends to submit a proposal for the next Set Aside Committee meeting in October.

VIII. COMMITTEE COMMENTS AND SUGGESTIONS

There were no comments or suggestions.

IX. ADJOURNMENT – The meeting was adjourned at 1:53 p.m.

NEXT MEETING: Wednesday, October 9, 2013 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

7/26/13
Date

Submitted by:
Danielle Webster
Executive Staff Assistant
State Procurement Office

APPROVED BY THE COMMITTEE:



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

11/1/13
Date

POSTED: