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Governor



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Director

## ARIZONA DEPARTMENT OF ADMINISTRATION

STATE PROCUREMENT OFFICE

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### PUBLIC MEETING NOTICE

ARIZONA SET-ASIDE PROCUREMENT PROGRAM COMMITTEE  
WILL HOLD A PUBLIC MEETING ON  
**Wednesday, January 29, 2014 at 1:30 PM**

Located at:  
THE ARIZONA DEPARTMENT OF ADMINISTRATION  
100 N. 15TH AVENUE  
Conference Room 300  
Phoenix, Arizona 85007

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### AGENDA

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. ANNOUNCEMENTS/DISCUSSIONS

1. Introduction of:
  - a. Barbara Corella, Deputy State Procurement Administrator (SPO)
  - b. Manuel Salazar, Vice President of Operations (The Centers for Habilitation)
  - c. Betty Austin, Procurement Specialist (SPO)
2. Retirement of Jean Clark from State of Arizona service
3. Letters to reappoint all committee members for the new year
4. Status Report from Subcommittee for procedural decisions for Set Aside Program.
5. Set-Aside vendors and contractors are encouraged to keep their website information current. Email information updates to Betty Austin or Matthew Miles.
6. Contract Extensions:

Arizona Correctional Industries	Signage	2/09/2014 – 2/08/2015
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**IV. APPROVAL OF MINUTES:** October 25, 2013 meeting minutes and December 10 Subcommittee minutes.

**V. CONTRACT ITEMS (Possible Action)**

1. Arizona Correctional Industries contract rewrite of Engraved Products due to its 5 year end date. (Handout)

**VII. FUTURE AGENDA ITEMS**

1. AIB Proposal (Invoice Processing)

**VIII. COMMITTEE COMMENTS AND SUGGESTIONS**

**IX. 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.

For inclusion on the next regular agenda, contact Betty Austin at (602) 364-0102 or [Betty.Austin@azdoa.gov](mailto:Betty.Austin@azdoa.gov).

**X. ADJOURNMENT**

**NEXT MEETING: Wednesday, April 16, 2014**

**FOR SPECIAL ACCOMMODATIONS**

Please contact Matthew Miles at (602) 542-9143 at least three working days prior to the meeting if you require special accommodations or if you cannot attend.

**POSTED:**

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