



Attendance:

Members Present:

Jean Clark, Committee Chair, ADOA
Manuel, Salazar, TCH
Elena Beeman on behalf of Rebecca
O'Brien, DHS

Richard Monaco, AIB
Carol Carr, AHS
Brian Radecki, ACI

Rick Crago, AZ Lottery
Steven King, Beacon
Gary Hahn, DES

State Procurement Office Staff Present:

Matthew Miles

Betty Austin

Barbara Corella

Others Present:

Armando Bernasconi, QC
Mark Botterbusch, Gompers
Paul Brown, Goodwill
Brandy Petrone

Doug Arnett, QC
Jennifer Baier, ValleyLife
Betsy D., QC
D. Williamson, Nobody's
Perfect

Lenora Falbo, Vision
Steve Ingram, Goodwill AZ
Nick Poppas, One Step Beyond

Minutes:

I. CALL TO ORDER: Jean Clark called the meeting to order at 1:30pm

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

III. Announcements/Discussions:

1. Jean Clark announced Barbara Corella, Deputy State Procurement Administrator, will be observing the meeting and will likely preside over the committee until the position of State Procurement Administrator is filled. Jean then went on to announce her retirement, her last day in the office occurring on February 14, 2014.
2. Betty Austin is now the primary contact for the Set Aside Program and took over duties for Holly Howe.
3. Jean Clark then stated that all committee members received reappointment letters except for Manuel Salazar who was just appointed to represent TCH.
4. Richard Monaco gave a status report on behalf of the subcommittee chair, Jim Apperson. The status report addressed:
 - a. Focused on refining procedures and policies for the set aside program
 - b. The Arizona Set Aside Program is being benchmarked against the Texas and New York programs
 - Benchmarked programs have a dedicated staff while Arizona does not.
 - Benchmarked programs have well defined procedures which Arizona lacks by comparison.
 - Benchmarked programs are required to give preference to contracts that utilize their set aside program.

- Reporting requirements and documentation to be approved for the Set Aside program of benchmarked programs are much more detailed.
 - Benchmarking programs require that 75% of the direct labor be performed by individuals with a disability while Arizona only requires 60% of the direct labor be performed by individuals with a disability.
 - Benchmarking Programs must be recertified every three years,
 - Benchmarking Programs also have robust websites, separate but linked to their state procurement websites.
 - In Arizona, Set Aside numbers being reported are overstated. They include contracts for services that are not performed (60%) by people with disabilities.
5. Set Aside vendors and contractors are encouraged to keep their website information current. Also, anyone with any questions about the Set Aside program may address them to Betty Austin or Matt Miles. Betty.Austin@azdoa.gov and Matthew.Miles@azdoa.gov.
 - a. SPO recently released its first newsletter. In the future there will be a section dedicated to the Set Aside program.
 6. Arizona Correctional Industries contract for signage is to be extended from February 9, 2014 to February 8, 2015.

IV. APPROVAL OF MINUTES: The minutes for the October 25, 2013 meeting and December 10, 2013 subcommittee meeting were presented for approval.

MOTION: A motion to accept the minutes as presented was made by Steven King.

SECOND: The motion was seconded by Richard Monaco.

DISCUSSION: None.

VOTE: Passed unanimously.

V. Contract Items

1. Arizona Correctional Industries contract rewrite of engraved products due to its 5 year end date.

DISCUSSION: There's a wooden engraved desk placard that was not on the previous contract. Also there is magnetic backing for the nameplate along with adhesives. It will make it much easier to order these common items.

MOTION: A motion to approve the Arizona Correctional Industries contract re-write was made Richard Monaco.

SECOND: The motion was seconded by Brian Radecki.

DISCUSSION: None.

VOTE: Passed unanimously.

VI. FUTURE AGENDA ITEMS

1. Contract for Invoice Processing from AIB
 - a. Currently Invoice Processing is being done for a state program. It's a process where mail is received, an invoice is scanned, a matchup is completed between the invoice and Purchase Order and if everything matches up it is marked as okay to pay.
 - Minimizes paperwork for the customer.
 - Avoids lost invoices.
 - Timely payment of invoices.

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Mr. Monaco will have a proposal for invoice processing ready to the next Set Aside meeting in April.

VII. COMMITTEE COMMENTS AND SUGGESTIONS

There were no comments or suggestions.

VIII. CALL TO THE PUBLIC

1. D. Williamson made a comment stating "I appreciate the subcommittee's work on reviewing the processes. I've been to these meetings for many years and it amazes me how things work and I agree with everything I've read in the minutes. Things do absolutely need to change. It hurts my heart to see organizations that don't really employ the disabled use Set Aside. There needs to be some checks and balances. I appreciate all of your guys work on that."

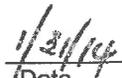
IX. ADJOURNMENT: The meeting was adjourned at 1:55 p.m.

NEXT MEETING: Wednesday, April 16, 2014 at 1:30 p.m.

For inclusion on the next regular agenda, contact Betty Austin at (602) 364-0102. With prior notice Barbara Corella, committee members can appoint a proxy if they are unable to attend the meeting. If you require special accommodations, please contact Matthew Miles at (602) 542-9143 at least three working days prior to the meeting.



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



Date

Submitted by:
Matthew Miles
Procurement Associate
State Procurement Office

APPROVED BY THE COMMITTEE:



Barbara M. Corella
Deputy State Procurement Administrator

4-22-14
Date

POSTED: