



Arizona Set Aside Procurement Program  
Meeting Minutes  
**January 13, 2016**

**Attendance:**

**Members Present:**

Rebecca O'Brien - DHS  
Gary Hahn, DES  
Manuel Salazar, TCH

Richard Monaco, AIB  
Brian Radecki, ACI  
Carol Carr, Achieve Human  
Services

Steven King, Beacon  
Richard Crago - Lottery

**State Procurement Office Staff Present:**

Betty Austin

**Others Present:**

Armando Bernasconi, QC  
Jennifer Baier, Valley Life

Lenora Falbo, Vision BP  
Ben Karnitschnig, QC

Dennis Stover, Vision BP  
Barry Wong, OEO

**Minutes:**

- I. **CALL TO ORDER:** Richard Monaco called the meeting to order at 1:40 PM.
- II. **ROLL CALL:** Betty Austin asked all attendees to give their name in roll call. Barbara Corella and Tom Colombo were absent.
- III. **APPROVAL OF MINUTES:** The minutes from the October 20, 2015 meeting and December 15, 2015 subcommittee meeting were presented for approval.

**October 20, 2015 Committee Meeting**

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

**SECOND:** The motion was seconded by Manuel Salazar.

**DISCUSSION:** None.

**VOTE:** Passed unanimously.

**December 15, 2015 Subcommittee Meeting**

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

**SECOND:** The motion was seconded by Manuel Salazar.

**DISCUSSION:** None

**VOTE:** Passed unanimously.

**IV. Discussions (Possible Action):**

1. Status Report from Subcommittee meeting was given by Richard Monaco.
  - a. Summary of Subcommittee actions since the last meeting:
2. Presentation: Flow chart, instructions & explanation of the feasibility and proposal process:
  - a. Presentation of the current version of the flow chart and instructions including the development phase timeline and proposal timeline. The finalized version of the flowchart will be completed for presentation at the April 13, 2016 committee meeting.

**V. Contract Items**

1. Contract Extensions:

ACI (ADSP015-086672)	Signage: Decals, Plaques and Work Identification Products	2/9/16 - 2/8/17
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**MOTION:** A motion to approve the contract extensions was made by Manuel Salazar.

**SECOND:** The motion was seconded by Richard Monaco

**DISCUSSION:** No changes were made to the current contract.

**VOTE:** Passed unanimously.

2. Contract Extensions:

ACI (ADSP014-065140)	Engraved Products	2/11/16 - 2/10/17
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**MOTION:** A motion to approve the contract extensions was made by Manuel Salazar.

**SECOND:** The motion was seconded by Richard Monaco

**DISCUSSION:** Freight charges were added on to contract orders.

**VOTE:** Passed unanimously.

**VI. COMMITTEE COMMENTS AND SUGGESTIONS**

None

**VII. FUTURE AGENDA ITEMS**

1. Subcommittee request to send out email on dates to CPOs with an overview of the meetings on or an agenda

**VIII. CALL TO THE PUBLIC**

None

**IX. ADJOURNMENT:** The meeting was adjourned at 3:01 p.m.

**NEXT MEETING:** Wednesday, April 13, 2016 at 1:30 p.m.

For inclusion on the next regular agenda, contact Barbara Corella at (602) 542-9136. With prior notice committee members can appoint a proxy if they are unable to attend the meeting. If you require special accommodations, please contact Barbara Corella at (602) 542-9136 at least three working days prior to the meeting.



Barbara M. Corella, C.P.M., CPPB  
State Compliance Officer

4/11/16  
Date

APPROVED BY THE COMMITTEE:



Barbara M. Corella, C.P.M., CPPB  
State Compliance Officer

4/13/16  
Date

**POSTED:**