

Arizona Set-Aside Procurement Program

Subcommittee Meeting Minutes

March 22, 2016

**Attendance:**

**Members Present:**

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| Steven King, Beacon | Richard Monaco, AIB | Tom Colombo, DES |
| Manuel Salazar, TCH |  |  |
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**State Procurement Office Staff Present:**

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| Barbara Corella |  |  |

**Others Present:**

|  |  |  |
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| None |  |  |
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**Minutes:**

1. **CALL TO ORDER:** Tom Colombo called the meeting to order at 1:33 PM.
2. **ROLL CALL:** Barbara Corella took roll call.
3. **STAFF CHANGES:** Betty Austin has retired. Until further notice, Barbara Corella will be the contract for the subcommittee. Richard Crago is no longer with the State.
4. **REVIEW OF FLOWCHART:**  Richard Monaco presented a revised flowchart. This is the flowchart that was presented at the last committee meeting. Richard has revised the document to fix typos. It was also noted that a process to close the loop and inform the State Procurement Office of the determination was not indicated on the flow chart. It was determined that would be handled in a procedure statement with the State Procurement Office. Discussion on if a feasibility form would be required in all cases ensued. General agreement was yes for all new proposals, and conditional for those existing contracts being re-solicited.
5. **REVIEW OF FORMS (POSSIBLE ACTION)**
6. **Feasibility review form**  – A review of the feasibility review form was presented by Richard Monaco. Comments were made to correct the contact information for the last page for the State Procurement Office. Steven King moved to submit the form to the committee at the next regular meeting. Manuel Salazar seconded. Motion carried unanimously.
7. **Proposal form** – A review of the proposal form was presented by Richard Monaco. Comments were made to correct the contact information for the last page for the State Procurement Office Discussion took place related to the check boxes for mandatory. Additional information was requested. . Tom Colombo moved to submit the form to the committee at the next regular meeting. Steven King seconded. Motion carried unanimously.
8. **COMMITTEE COMMENTS AND SUGGESTIONS**: Richard Monaco referred to the presentation made at the last committee meeting. In particular, the schedule listed on the next to the last slide outlined the subcommittee deliverables. Mr. Monaco pointed out that it is a very full schedule, but we need to keep to the agreed upon schedule.

1. **FUTURE AGENDA ITEMS:** Steven King requested that the discussion for mandatory contract requests remain on the June meeting agenda. Richard Monaco requested that how to calculate the 1% be on a future meeting agenda as well.
2. **CALL TO THE PUBLIC:** None
3. **ADJOURNMENT :** Meeting was adjourned at 2:28 PM

**NEXT MEETING:** TBA

For inclusion on the next regular agenda, contact Barbara Corella at (602) 542-9136. 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 Betty Austin at (602) 364-0102 at least three working days prior to the meeting.

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|  | Thomas Colombo  DERS Acting Assistant Director,  Department of Economic Security  Division of Employment and Rehabilitation Services |  | Date |
|  |  |  |  |
|  | Submitted by:  Betty Austin  Set Aside Procurement Administrator  State Procurement Office |  |  |
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|  | APPROVED BY THE COMMITTEE: |  |  |
|  |  |  |  |
|  | Barbara M. Corella, C.P.M., CPPB  State Procurement Administrator |  | Date |

**POSTED:**