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| Douglas A. Ducey **Governor** |  | **Andy Tobin**  **Director** |
|  | ARIZONA DEPARTMENT OF ADMINISTRATION STATE PROCUREMENT OFFICE  100 NORTH FIFTEENTH AVENUE • SUITE 402  PHOENIX, ARIZONA 85007  (602) 542-5511 (main) (602) 542-5508 (fax)  <http://spo.az.gov> |  |

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**Arizona Set-Aside Committee**

**Meeting Minutes**

**October 25, 2019 Meeting**

1. **CALL TO ORDER** *- Chair Nick Perrera called the meeting to order at 1:05 PM*
2. **ROLL CALL**

Nick Perrera – Chair, State Procurement Office *- Present*

Ed Jimenez - State Procurement Office *- Absent*

Mark Botterbusch – Gompers Employment Services *- Present*

David Steinmetz – Arizona Industries for the Blind *- Present*

Chris Gustafson – Arizona State Retirement System *- Arrived 1:09 PM during item IV*

Kristen Mackey – Department of Economic Security *- Present, left after item VII*

Valarie Erwin – Department of Transportation *- Present*

Michael Zinn – Arizona Correctional Industries *- Present*

Armando Bernasconi - Quality Connections *- Present*

1. **APPROVAL OF MINUTES**
   1. 7.24.19 Meeting

*Motion to approve minutes: Armando Bernasconi*

*2nd to the motion: Kristen Mackey*

*In Favor: 7 Against: 0 Abstain: 0*

*Motion carries*

1. **PRESENTATION ON COMMITTEE CONDUCT**
   1. Jessica Klein, Assistant Attorney General
2. **EXECUTIVE SESSION**
   1. Reserved for legal advice that may be needed to answer questions from presentation, set-aside manual, and set-aside goal.
3. **CONTRACT EXTENSION & CONTRACT PROPOSAL REVIEWS:**

* 1. CTR040794
     1. The Centers for Habilitation - AZ Parent Kits   
        *Exp. 10/30/19*
        1. Consideration of any public comment.
        2. Committee review and discussion.
        3. Entertain motion for approval, disapproval, or tabling extension of term through 10/30/20.

*Motion to approve extension of term through 10/30/20: Armando Bernasconi*

*2nd to the motion: Mark Botterbusch*

*In Favor: 8 Against: 0 Abstain: 0*

*Motion carries*

* 1. ADSPO15-080052
     1. The Centers for Habilitation – Record Shredding and Destruction Services
        1. Consideration of any public comment.
        2. Committee review and discussion.
        3. Entertain motion for approval, disapproval, or tabling replacement contract proposal with initial term through 11/30/20. Effective 12/1/19.

*Motion to approve Contract: Michael Zinn*

*2nd to the motion: Armando Bernasconi*

*In Favor: 8 Against: 0 Abstain: 0*

*Motion carries*

* 1. ADSPO15-080125
     1. Beacon Group - Record Shredding and Destruction Services
        1. Consideration of any public comment.
        2. Committee review and discussion.
        3. Entertain motion for approval, disapproval, or tabling replacement contract proposal with initial term through 11/30/20. Effective 12/1/19.

*Motion to approve Contract: David Steinmetz*

*2nd to the motion: Chris Gustafson*

*In Favor: 8 Against: 0 Abstain: 0*

*Motion carries*

*Armando Bernasconi of Quality Connections leaves the room.*

* 1. Office Supplies Including Printer Supplies

Quality Connections has requested the following two contracts be consolidated into a new, single contract:

ADSPO15-084186Office Supplies

ADSPO15-090497 Remanufactured & Non-HP OEM Printer Supplies

* + 1. Consideration of any public comment.
    2. Review and discuss information.
    3. Entertain motion for approval, disapproval, or tabling replacement contract proposal with initial term through 10/30/20. Effective date will be date of SPO and QC execution.

*Motion to approve contract: David Steinmetz*

*2nd to the motion: Chris Gustafson*

*In Favor: 6 Against: 0 Abstain: 1*

*Motion carries*

1. **FEASIBILITY APPLICATIONS**
   1. Quality Connections
      1. Feasibility review for HP OEM Printer Supplies
         1. Review and discuss information.
         2. Entertain motion for approval, disapproval, or tabling.

*Motion to table contract: Mike Zinn*

*2nd to the motion: Valarie Erwin*

*In Favor: 7 Against: 0 Abstain: 0*

*Motion carries*

*Armando Bernasconi rejoins the committee*

1. **REPORT ON 1% GOAL**
   1. FY20Q1 Report - Nick Perrera

*$2,210,185.23 Set-Aside Program Spend of $396,503,189.42 Touchable Spend*

1. **FUTURE AGENDA ITEMS** 
   1. Chair will hear requests from members of the committee on issues for future consideration and discussion.

*Discussion on establishment of subcommittee with charter to review Committee norms and procedures, including focuses on public input, touchable spend, and mandatory requests.*

1. **CALL TO THE PUBLIC** 
   1. 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.
2. **ADJOURNMENT *-*** *Motion to adjourn by Mike Zinn, 2nd to the motion Armando Bernasconi. Motion passes unanimously. Chair adjourns at 2:55 PM*

**NEXT MEETING:** Wednesday, January 22nd, 2020 1pm-3:30pm

100 N. 15th Ave, Phoenix, AZ 85007

1st Floor Conference Room.

APPROVAL OF DRAFT MINUTES:  DATE: 10/25/19

Nick Perrera, Chairman

APPROVAL OF FINAL MINUTES:  DATE: 1/23/20

Nick Perrera, Chairman