

Douglas A. Ducey  
Governor



Elizabeth Thorson  
Interim Director

## ARIZONA DEPARTMENT OF ADMINISTRATION

STATE PROCUREMENT OFFICE

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### Arizona Set-Aside Committee Meeting Minutes April 24, 2019 Meeting

#### Attendance:

##### *Committee Members:*

-Aide Acedo\*  
-Carol Carr\*  
-David Steinmetz\*  
-Kristen Mackey\*  
-Nick Perrera  
-Russ Levine  
-Brian Radecki  
-Armando Bernasconi  
-Ed Jimenez

##### *State Procurement Office Staff:*

-Jennifer Wenger  
-Barbara Corella  
-Addie Fairley

##### *Others:*

-Greg Natvig  
-Doug Arnett  
-Mike Zinn

*\*WebEx Attendance*

#### I. **CALL TO ORDER**

*Committee Chair, Nick Perrera, called the meeting to order at 1:10pm.*

#### II. **ROLL CALL**

*All Members Present*

#### III. **PUBLIC MEETING LAW PRESENTATION**

Jessica Klein, Assistant Attorney General

*Motion to recess and convene in executive session:*

*Armando Bernasconi*  
*2<sup>nd</sup>: Brian Radecki*

*Motion Carried*

*In Favor: 8*  
*Opposed: 0*

**I. EXECUTIVE SESSION**

- a. Reserved for legal advice that may be needed to address questions from legal counsel presentation.

**II. APPROVAL OF MINUTES**

- a. 1.23.19 Meeting

*Motion to approve the minutes:*

*Armando Bernasconi*  
*2<sup>nd</sup>: Russ Levine*

*In Favor: 8*  
*Opposed: 0*  
*Motion Carried*

- b. 1.29.19 Special Meeting

*Motion to approve the minutes:*

*Armando Bernasconi*  
*2<sup>nd</sup>: Russ Levine*

*In Favor: 8*  
*Opposed: 0*  
*Motion Carried*

- c. 3.7.19 Special Meeting

*Motion to table the approval:*

*Armando Bernasconi*  
*2<sup>nd</sup>: Russ Levine*

*In Favor: 8*  
*Opposed: 0*  
*Motion Carried*

**III. CONTRACT EXTENSION & CONTRACT PROPOSAL REVIEWS:**

*Recusal of Committee Member, Brian Radecki from Arizona Correctional Industries.*

- a. ADSP015-087910

- i. Arizona Correctional Industries – Linens  
*Exp. 4/29/19*

- ii. Approve extension of term through 4/30/20.

*Motion to extend the contract to*

*4/30/20: David Steinmetz*  
*2<sup>nd</sup>: Carol Carr*

*In Favor: 6*  
*Opposed: 1*  
*Motion Carried*

**IV. REAPPLICATIONS FOR SET-ASIDE CONTRACTS**

Presentation from ACI regarding proposals a-c.

*Presentation conducted by ACI member, Mike Zinn.*

- a. ADSP014-069797

- i. Arizona Correctional Industries - Outdoor Furniture  
*Exp. 04/20/19*

- ii. Approve proposal submitted and instruct SPO to negotiate and award a contract for an initial term of one (1) year with four (4) annual extension options.

*Motion to approve contract  
application: Armando Bernasconi  
2<sup>nd</sup>: Carol Carr*

*In Favor: 7  
Opposed: 0  
Motion Carried*

b. ADSPO14-069818

- i. Arizona Correctional Industries- Bedding Products  
*Exp. 04/20/19*
- ii. Approve proposal submitted and instruct SPO to negotiate and award a contract for an initial term of one (1) year with four (4) annual extension options.

*Motion to approve contract  
application: Aide Acedo  
2<sup>nd</sup>: Russ Levine*

*In Favor: 7  
Opposed: 0  
Motion Carried*

c. ADSPO14-069824

- i. Arizona Correctional Industries - Cardboard File Boxes  
*Exp. 04/20/19*
- ii. Approve proposal submitted and instruct SPO to negotiate and award a contract for an initial term of one (1) year with four (4) annual extension options.

*Motion to approve contract  
application: Russ Levine  
2<sup>nd</sup>: Armando Bernasconi*

*In Favor: 7  
Opposed: 0  
Motion Carried*

*Return of Committee Member, Brian Radecki from Arizona Correctional Industries.*

I. **SET ASIDE MANUAL**

- a. Review Draft
- b. Comments and Suggestions

*Motion to Table Discussion and Approval  
of Manual: Russ Levine  
2<sup>nd</sup>: Brian Radecki*

*In Favor: 8  
Opposed: 0  
Motion Carried*

V. **REPORT ON 1% GOAL**

*Presented by Committee Chair, Nick Perrera.*

VI. **FUTURE AGENDA ITEMS**

- Legal advice on guiding statutes & rules regarding the Set-Aside committee*
- Discussion and Development of the Set-Aside Manual*

*-QC HP OEM Printer Supply Contract*

**VII. 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.

*-Doug Arnett, Quality Connections:      The Committee should reconsider and re-vote on the contract CTR04691 after the amendment of conflict of interest.*

*-Greg Natvig, Beacon Group:              Urges the committee to reconsider and re-evaluate the denominator used in determining the report on the 1% goal pursuant to the statute.*


**VIII. ADJOURNMENT**

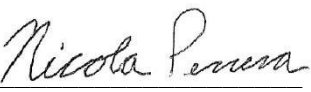
*Chairman adjourned the meeting at 3:40pm.*

**NEXT MEETING:** Wednesday, July 24th, 2019 1pm-3:30pm

100 N. 15<sup>th</sup> Ave, Phoenix, AZ 85007

1<sup>st</sup> Floor Conference Room.

APPROVAL OF DRAFT MINUTES:  DATE: 4/26/19  
Nick Perrera, Chairman

APPROVAL OF FINAL MINUTES:  DATE: 8/14/19  
Nick Perrera, Chairman