

#  ARIZONA DEPARTMENT OF ADMINISTRATION

## STATE PROCUREMENT OFFICE

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**PUBLIC MEETING NOTICE Agenda**

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Attendance: Committee Members:

 Aide Acedo\*

 Carol Carr\*

 David Steinmetz\*

 Kristen Mackey\*

 Armando Bernasconi\*

 Brian Radecki

 Ed Jimenez

 SPO Staff:

 Carter Marshall

 Barbara Corella

 Attendees:

 Daniel Arellano, Ballard Spahr

 Bill Strait, WIST

 Ian Wist, WIST

 Claudia Chavez, STARS

 Rinki Saenz, STARS

 Leslie Stern, Valleylife

 Doug Arnett, Quality Connections

 Matt Mansfield, Quality Connection Counsel

 Greg Natvig, Beacon Group

 Brandy Petrone, AAPPD

 CT McMurry, Quality Connections

* Via phone. Aide Acedo and David Stienmetz called in after votes to approve minutes.

##

I. **CALL TO ORDER**

 Acting Chair Barbara Corella called the meeting to order at 1:05 p.m.

### II. ROLL CALL

 The following committee members were absent:

Nick Perrera – Chair, State Procurement Office

Russ Levine – Arizona State Retirement System

### III. APPROVAL OF MINUTES

1. 3.7.19 Special Meeting

Motion to approve minutes: Brian Radecki

2nd to the motion: Carol Carr

In Favor: 3 Against: 0 Abstain: 2 – Armando Bernasconi

Motion carries Kristen Mackey

1. 4.24.19 Meeting

Motion to approve minutes: Brian Radecki

2nd to the motion: Carol Car

In Favor: 4 Against: 0 Abstain: 1 – Armando Bernasconi

Motion carries

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

1. ADSPO17-155593 STARS – Sponges, Scrubbing & Scouring

Motion to affirm contract extension through August, 1, 2020: Brian Radecki

2nd to the motion; Armando Bernasconi

In Favor: 7 Against: 0 Abstain: 0

Motion carries

1. CTR040794 The Centers for Habilitation – AZ Parent Kit Packing, Storage, and Distribution

Review and approval of pricing for contract which was approved at the October meeting in 2018. At that time the cost analysis sheet was not provided. SPO is asking the committee to re-affirm the vote to extend with the newly provided information.

Motion to re-affirm contract award: Armando Bernasconi

2nd to the motion: Brian Radecki

In Favor: 7 Against: 0 Abstain: 0

Motion carries.

### V. FEASIBILITY APPLICATIONS

a. Quality Connections Feasibility review for HP OEM Printer Supplies

Doug Arnett from Quality Connections presented on the feasibility review application.

Public comment and documentation from Daniel Arellano representing WIST.

Motion to table vote until information can be reviewed: Brian Radecki

2nd to the motion: Kristen Mackey

In Favor: 6 Against: 0 Abstain: 1 – Ed Jimenez

### VI. SET ASIDE MANUAL

1. Review adopted Technical Bulletin 004

Acting Chair Barbara Corella presented that Technical Bulletin 004 on the Set-Aside Program has been signed and is effective. This Technical Bulletin includes the Set Aside Manual.

1. Comments and Suggestions for Future Consideration

Acting Chair Barbara Corella directed committee members to submit concerns or suggestions for future consideration to the chair for review.

1. **REPORT ON 1% GOAL**

Acting Chair Barbara Corella presented the documentation showing expenditures with Set Aside Vendors for FY 19. The total amount is $11,465,524.02.

1. **FUTURE AGENDA ITEMS**
* Executive Session to review the set aside goal and set aside manual
* Review of information from WIST

### IX. CALL TO THE PUBLIC

Brandy Petrone representing AAPPD indicated that the information on the meeting was hard to find. It was posted on the public meeting website but not on the SPO website. Ms. Petrone also requested the committee consider the use of group email lists again.

### X. ADJOURNMENT

Acting Chair Barbara Corella adjourned the meeting at 2:11 p.m.

**NEXT MEETING:** Wednesday, October 23rd, 2019 1pm-3:30pm100 N. 15th Ave, Phoenix, AZ 85007 1st Floor Conference Room.

 APPROVAL OF FINAL MINUTES:  DATE: 10/25/19 Nick Perrera, Chairman