

**Arizona Set Aside Procurement Program
Committee Meeting Minutes
April 13, 2011**

Attendance:

Members Present:

Delia Walters, DES
Fred Siegal, GHC
John Perkins, ARC

Richard Monaco, AIB
Bill Branson, ACI

James Apperson, DES
Rebecca O'Brien, ADHS

Members Absent:

Mark Thompson, TCH

State Procurement Office Staff Present:

Jean Clark

John Red Horse

Elizabeth Casteel

Others Present:

Jennifer Baier

Elise Piatt

D Williamson

Minutes:

I. CALL TO ORDER: Jean Clark

II. ROLL CALL

III. ANNOUNCEMENTS / DISCUSSIONS:

- James Apperson from DES was welcomed to the Committee. He was the Director for the Governor's Office of Economic Recovery.
- FY11 Set Aside Reports Q1 (July, August, September) – statute changes affected method of compiling Set Aside spend. Quarter 1 was \$1.2 million by 69 agencies; Quarter 2 was \$3.5 million by 70 agencies.

IV. APPROVAL OF MINUTES: The minutes for the January 12, 2011 meeting were presented.

MOTION: A motion to accept the minutes as presented was made by Bill Branson.

SECOND: The motion was seconded by Richard Monaco.

DISCUSSION: None

VOTE: The motion to approve the minutes as presented was passed.

V. CONTRACT ITEMS (Possible Action)

1. EPS09-0077, Bedding Products

ACI mattresses had their own part #5. They will not be doing this anymore. No action is needed.

2. EPS09-0076, Outdoor Furniture

ACI changed product numbers for customer clarification. They will be sending a list with revised part numbers. There is a price correction for bicycle racks.

MOTION: A motion to accept these changes was made by Richard Monaco.

SECOND: The motion was seconded by Fred Siegel.

DISCUSSION: Delia asked if this required an amendment and John Red Horse said that it would.

VOTE: The motion was passed.

3. ADSP011-0000058, Cartridge Recycling

D Williamson from Nobody's Perfect requested to add free shipping for cartridges to be shipped to their facility in addition to pick ups that are being done currently. They are requesting 6 per box.

MOTION: A motion to approve the addition was made by Rebecca O'Brien.

SECOND: The motion was seconded by John Perkins.

DISCUSSION: Richard Monaco asked for clarification of Scope. Contract is to collect and re-sell back to the manufacturers. They only sell OEM's. James Apperson asked how many they collected and was told approximately 2,000 a month currently. Bill Branson expressed appreciation for the service. Richard clarified that Nobody's Perfect is not in direct competition with Quality Connections. James Apperson asked how many agencies participated in the program and if they had reached out to the private sector. D Williamson said she wasn't sure the number of agencies but that DES, ADOT, ADOA, and ADOC were among the agencies participating and that some private sector businesses were involved including Xerox, St. Jude Medical Center, and General Dynamics.

VOTE: The motion was carried.

VI. FUTURE AGENDA ITEMS

No future agenda items were mentioned or discussed.

VII. COMMITTEE COMMENTS AND SUGGESTIONS

1. Fred Siegel stated that new Set Aside brochure is now available. He requested that John Red Horse send out the information about the new brochure through a SPO Alert.

2. Richard Monaco provided a print out of what is on the SPO website for Set Aside.
3. Fred Siegel suggested there be an update for the procurement officers training about Set Aside.
4. Fred Siegel expressed surprise at the lack of interest and attendance in the Set Aside meetings. He suggested that there be some teeth put into legislation and/or the Arizona Procurement Code by mandating a 2% usage of Set Aside vendors.
5. Richard Monaco mentioned there was a blank space at the bottom of the brochure on the front cover for a stamp for individual Set Aside companies. He expressed appreciation to Bill Branson for printing the brochures free of charge.

VIII. 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.

There were no items from the public.

IX. ADJOURNMENT – The meeting was adjourned at 2:05 p.m.

NEXT MEETING: July 13, 2011

For inclusion on the next regular agenda, contact Elmer Garcia at (602) 542-9142.

FOR SPECIAL ACCOMMODATIONS: Please contact Jan Hart at (602) 542-9146 at least three working days prior to the meeting if you require special accommodations or if you cannot attend.

Susan Bayer

for Jean A. Clark, CPPO, C.P.M., CPPB, CPM 7-11-11
State Procurement Administrator Date

Submitted by: Jan Hart

State Procurement Office

APPROVED BY THE COMMITTEE:

J.A. Clark

Jean A. Clark, CPPO, C.P.M., CPPB, 7/29/11
CPM Date

POSTED: