

**Attendance:**

**Members Present:**

Branson, Bill	Johnson, Terry for Rebecca O'Brien	Walters, Delia
Clark, Jean	Siegel, Fred	
Monaco, Richard	Thompson, Mark	

**Members Absent:**

Perkins, John

**State Procurement Office Staff Present:**

John Red Horse	Elizabeth Casteel
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**Others Present:**

Baier, Jennifer	O'Leary, John
Darmer, Mark	Possis, Steve
Hamrick, Cliff	Smith, Yvette
Hermon, Bev	Williamson, D

**Minutes:**

**I. CALL TO ORDER:** Jean Clark

**II. ROLL CALL**

Committee members introduced themselves. It was noted that committee member Pat Harrington from the Department of Economic Security passed away over the holidays. Mark Darmer, acting Assistant Director for Employment and Rehabilitation Services, came to represent DES.

**III. ANNOUNCEMENTS / DISCUSSIONS:**

Fred Siegel presented the results of collaboration by AIB, ACI and Gompers for a logo evolved to a 3-point program handout. A brochure was designed for hand delivery by Set Aside representatives as they visit potential customers. A suggestion was made to mail them out also, or at least sent as an attachment in an email from Jean Clark to all the agencies and Arizona State Purchasing Cooperative members. It was also suggested that a link be added to the ProcureAZ home page that will take user to Set Aside listings.

John O'Leary elaborated on a website revision. It is important that users be able to find Set Aside contracts and information by drilling down. The link on ProcureAZ home page would be the Set Aside logo and would go to information about the program, not e-commerce.

Suggestions to promote the Set Aside program included an educational seminar for the

procurement officers, participation in any vendor fairs, and inclusion in regular existing training for procurement officers.

Jean Clark explained there is a new director at ADOA and the plan will need to be reviewed by the Public Information Officer. Internal staff will be able to handle the enhancements to the website. Set Aside is part of basic training for procurement officers on line training. Jean suggested that the logo be added to the training material. Set Aside representatives should attend procurement officer staff meetings at the agencies and the NIGP vendor show.

Delia Waters stated at DES all staff meetings are held every 4-6 weeks and that all procurement officers attend. There is training at the meetings, so it would be an ideal time for Set Aside to come and promote the program.

Fred Siegel also suggested creating webinars.

Jean Clark thanked them for their work and collaboration in the making this a positive step forward.

**IV. APPROVAL OF MINUTES:** The minutes for the October 13, 2010 meeting were presented.

**MOTION:** A motion to accept the minutes as presented was made by Fred Siegel.

**SECOND:** The motion was seconded by Mark Thompson

**DISCUSSION:** None

**VOTE:** The motion was carried unanimously.

**V. CONTRACT ITEMS (Possible Action)**

**1. Price increase request – ACI, EPS090061 Signage**

Bill Branson said the request to increase pricing for about 10 signs was due to steel prices increasing over the last several months.

**MOTION:** A motion to authorize the price increase was made by Mark Thompson.

**SECOND:** The motion was seconded by Delia Walters.

**DISCUSSION:** None

**VOTE:** The motion was carried unanimously.

**VI. FUTURE AGENDA ITEMS**

TCH announced it has just purchased mobile shredding equipment and will be bringing a proposal to offer mobile shredding throughout the state.

## **VII. COMMITTEE COMMENTS AND SUGGESTIONS**

1. John Red Horse reported on the status of the Set Aside Usage Report and said that he still needs data from DES and that ACI and Gompers reported as one number in the last report he received from GAO. Delia Walters was asked to follow-up with Katherine Babonis at DES for reporting their Set Aside spending. Delia said DES has been working on identifying the correct data for the report. Jean suggested that some type of recognition needs to be giving to agencies who have increased their Set Aside spending the most.
2. ACI is now receiving orders through ProcureAZ online.
3. The passage of Proposition 107 is impacting procurement regarding the rule concerning Minority/Women-Owned businesses. Jean is waiting for a final approval on correspondence to the agencies about Minority/Women-Owned business rule no longer being in effect and the Governor's Executive Order to mirror Proposition 107 changes.

## **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 comments from the public.

For inclusion on the next regular agenda, contact John Red Horse at (602) 542-9127.

**IX. ADJOURNMENT** – The meeting was adjourned at 1:57 p.m.

**NEXT MEETING:** April 13, 2011

**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.



April 8, 2011

Jean A. Clark, CPPO, C.P.M., CPPB, CPM  
State Procurement Administrator

Date

Submitted by:  
Elizabeth Casteel through Jan Hart  
State Procurement Office

APPROVED BY THE COMMITTEE: April 13, 2011



4/15/11

Jean A. Clark, CPPO, C.P.M., CPPB,  
CPM

Date

**POSTED:** April 15, 2011