

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

**Attendance:**

**Members Present:**

Richard Monaco – Arizona Industries for the Blind (AIB)      Rebecca O'Brien, ADHS      Delia Walters – DES  
Dale Beatty for Bill Branson, ACI      Fred Siegel – Gompers (GHC)

**Members Absent:**

Jean Clark      Bill Branson      James Apperson  
John Perkins      Mark Thompson

**State Procurement Office Staff Present:**

Elmer Garcia      Lucy A. Mandelholm-Couch

**Others Present:**

Cliff Hamrich, STARS      Jennifer Baier, Valley Life  
Greg Natvig, Beacon Group      Paul Wilson, Goodwill  
Christopher Keeber, Quality Connection      Dale Beatty, ACI

**Minutes:**

**I. CALL TO ORDER: Elmer Garcia-ROLL CALL**

Elmer Garcia asked the Set Aside committee members to give their name in roll call. Dale Beatty came as a proxy for Bill Branson of ACI.

**II. ANNOUNCEMENTS / DISCUSSIONS:**

Elmer stated that Jean Clark, the State Procurement Administrator could not attend the meeting. There was one important statewide contract that needed to be re-established which is why the meeting continued despite Jean Clark's absence.

**ANNOUNCEMENTS / DISCUSSIONS (cont):**

Elmer Garcia mentioned the Set-aside flyers that were put together by ACI and Gompers promoting Set-aside contractors and vendors are available for distribution to agencies.

Elmer Garcia brought up the passing of Proposition 107. State agencies are no longer are required to submit the small-, women-, minority-owned businesses report to the Governor's office. The impact to Set Asides is not known.

Elmer Garcia also mentioned that on July 1<sup>st</sup>, 2011, the State Procurement Office mandated the use of ProcureAZ by the majority of all state agencies. Most agencies are mandated to issue requisitions, purchase orders, manage their contracts and solicit their bids and proposals in ProcureAZ.

Elmer Garcia mentioned that SPO is putting together the 3<sup>rd</sup> Quarter Set Aside report. Elmer Garcia said he will have the 3<sup>rd</sup> and 4<sup>th</sup> quarter reports available in the next meeting.

**III. APPROVAL OF MINUTES:** The minutes for the April 13, 2011 meeting were presented.

**MOTION:** A motion to accept the minutes as presented last quarter was made by Delia.

**SECOND:** The motion was seconded by Fred Siegel.

**DISCUSSION:** None

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

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

**1. EPS070014 – Sponges, Scrubbers:**

Cliff Hemrick at STARS (Scottsdale Training & Rehabilitation Services) presented a brief history of the expiring contract on sponges and scrubbers. He mentioned that three products created the most demand from state agencies. He provided State contract usage and pricing data to the committee for discussion.

**MOTION:** A motion to approve the renewal of the contract was submitted by Fred Siegel.

**SECOND:** The motion was seconded by Richard Monaco.

**DISCUSSION:** None

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

## **V. FUTURE AGENDA ITEMS**

### **1. Drug Testing**

Greg Natvig of Beacon Group introduced a portable drug-testing product for possible statewide use. Beacon Group will be conducting research in the coming months to determine the market opportunities in the state.

### **2. Document Imaging and Scanning – Bundling Software**

Fred Siegel brought up Gompers's document imaging and scanning software for discussion. Richard Monaco suggested that this issue be further discussed with Jean Clark because this was a more complicated deal with lots of IT considerations.

### **2. Renewal of Two Contracts**

Richard Monaco mentioned that AIB has two contracts that are expiring by the end of August 2011, Document Imaging and Media Sanitation. Elmer Garcia requested that Richard Monaco send an email requesting an extension of the contract

## **VI. COMMITTEE COMMENTS AND SUGGESTIONS**

### **Discussion: Promotion of Set Asides**

Fred Siegel suggested sending the flyers to state agencies and political subdivisions. Elmer Garcia mentioned that such action needs Jean Clark's prior approval. Additional copies of the flyers are available from Fred Siegel.

There was further discussion about promoting the Set-aside program to individual agencies instead of holding stand-alone vendor events.

## **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.

There were no comments from the public.

VIII. ADJOURNMENT – The meeting was adjourned at 2:45 p.m.



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

10-11-11

Date

Submitted by:

State Procurement Office

APPROVED BY THE COMMITTEE: October 20, 2011



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

10/25/11

Date

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