



Arizona Set Aside Procurement Program  
Meeting Minutes  
**April 16, 2015**

**Attendance:**

**Members Present:**

Barbara Corella, ADOA, Committee Chair  
Gary Hahn, DES  
Manuel Salazar, TCH

Richard Monaco, AIB  
Brian Radecki, ACI  
Tom Colombo, DES

Rebecca O'Brien, DHS  
Steven King, Beacon

**State Procurement Office Staff Present:**

Betty Austin

**Others Present:**

Armando Bernasconi, QC  
Brandy Petrone, AAPPD

Doug Arnett, QC

Dennis Stover, Vision

**Minutes:**

- I. **CALL TO ORDER:** Barbara Corella called the meeting to order at 9:03 AM.
- II. **ROLL CALL:** Betty Austin gave roll call. Carol Carr and Rick Crago were absent.
- III. **APPROVAL OF MINUTES:** The minutes from the January 14, 2015 meeting and March 24, 2015 subcommittee meeting were presented for approval.

**January 14, 2015 Committee Meeting**

**MOTION:** A motion to accept the minutes as presented was made by Steven King.

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

**VOTE:** Passed unanimously.

**March 24, 2015 Subcommittee Meeting**

**MOTION:** A motion to accept the minutes as presented was made by Richard Monaco.

**SECOND:** The motion was seconded by Manuel Salazar.

**DISCUSSION:** None

**VOTE:** Passed unanimously.

**IV. Discussions (Possible Action):**

1. Status Report from the March 24, 2015, Subcommittee meeting was given by Richard Monaco.

- a. Recommendation for the implementation of definitions

**MOTION:** a motion to approve the implementation of definitions was made by Tom Colombo

**SECOND:** The motion was seconded by Manuel Salazar

- b. Recommendation for the implementation of assignment process

This was determined as information only. No action was required.

- c. Recommendation for the implementation of proposal process

This was determined as information only. No action was required.

**V. Contract Items**

1. Contract Extensions:

ACI	Bedding Products (ADSPO14-069818)	4/21/15 - 4/20/16
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**MOTION:** A motion to approve the contract extensions was made by Richard Monaco.

**SECOND:** The motion was seconded by Tom Colombo.

**DISCUSSION:** No changes were made to the current contract.

**VOTE:** Passed unanimously.

Contract Extensions:

ACI	Cardboard File Boxes (ADSPO14-069824)	4/22/15 - 4/21/16
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**MOTION:** A motion to approve the contract extensions was made by Manuel Salazar.

**SECOND:** The motion was seconded by Steven King.

**DISCUSSION:** No changes were made to the current contract.

**VOTE:** Passed unanimously.

Contract Extensions:

AIB	Invoice Processing (ADSPO14-070164)	4/22/15 - 4/21/16
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## VI. COMMITTEE COMMENTS AND SUGGESTIONS

1. Richard Monaco – The Governor has not appointed a Private Sector Business person to the Committee. We have been operating one member short and we should follow-up on this.
2. Richard Monaco – As was stated in the previous meeting, there are a number of contracts still in the Report that have not been brought before the Committee. These should be dropped off the report. I recommend that we start tracking the end dates of these contracts.

## VII. FUTURE AGENDA ITEMS

1. N/A

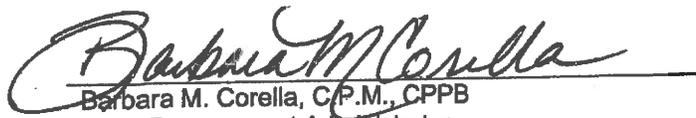
## VIII. CALL TO THE PUBLIC

1. Brandy Petrone (AAPPD) – Development of classes introducing Set Aside. What materials available he Governor has not appointed a Private Sector Business person to the Committee. We have been operating one member short and we should follow-up on this.
2. Richard Monaco – As was stated in the previous meeting, there are a number of contracts still in the Report that have not been brought before the Committee. These should be dropped off the report. I recommend that we start tracking the end dates of these contracts.
3. Dennis Stover (Vision) – Asked committee what is purpose of Mandatory vs not mandatory. It was explained regarding the capacity to meet the need vs opportunity.
4. Armando Bernasconi (Quality Connections) – Stated that Quality connections has new product line called QC cleaning supplies coming soon.
5. Manuel Salazar (TCH) asked if we ever had meetings off-site. Barbara Corella indicated “no”, but we could check into it.

IX. **ADJOURNMENT:** The meeting was adjourned at 9:39 a.m.

**NEXT MEETING:** Wednesday, July 8, 2015 at 1:30 p.m.

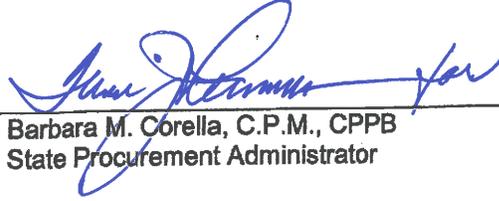
For inclusion on the next regular agenda, contact Betty Austin at (602) 364-0102. With prior notice Barbara Corella, committee members can appoint a proxy if they are unable to attend the meeting. If you require special accommodations, please contact Betty Austin at (602) 364-0102 at least three working days prior to the meeting.

  
Barbara M. Corella, C.P.M., CPPB  
State Procurement Administrator

7/22/15  
Date

Submitted by:  
Betty Austin  
Set Aside Contract Administrator  
State Procurement Office

APPROVED BY THE COMMITTEE:

  
Barbara M. Corella, C.P.M., CPPB  
State Procurement Administrator

7/27/15  
Date

POSTED:

7/27/15