



Arizona Set-Aside Procurement Program
Subcommittee Meeting Minutes

June 23, 2015

Attendance:

Members Present:

Thomas Colombo, DES Subcommittee
Chair

Richard Monaco, AIB

Rick Crago, AZ Lottery

Manuel Salazar, TCH

State Procurement Office Staff Present:

Betty Austin

Others Present:

Armando Bernasconi, QC

Brandy Petrone, GSPA for
AAPPD

Lenora Falbo, Vision

Dennis Stover, Vision

Jenifer Meyers, Goodwill

Paul Brown, Goodwill

Jennifer Baier, ValleyLife

Minutes:

I. **CALL TO ORDER:** Tom Colombo called the meeting to order at 9:10 AM.

II. **ROLL CALL:** Betty Austin took roll call. Steven King-absent

III. **Discussions (Procedural decisions and guidelines for the set-aside Subcommittee to review.)**

1. Procedural decisions and guidelines for the Set-Aside Subcommittee to review.

- The Assignment Process – template and instruction. Richard Monaco explained the assignment process along with the handout. After sub-committee discussion, it was decided to present to Set Aside committee for approval
- The Proposal Process – template and instruction. Richard Monaco explained the assignment process along with the handout. After sub-committee discussion, it was decided to present to Set Aside committee for approval
- General guideline for determining “Mandatory”. This item was tabled for next meeting.

- How to measure the set-aside goal of 1%. Tom Colombo suggested a work group be formed to review how the current reporting is being done and to make recommendations to the Committee to improve the reporting to more accurately reflect set-aside activity.
2. Request sent to ASET to allow the procurement officer to update the Set-Aside website. Betty Austin informed committee that the Set Aside Website has been updated.
 3. What procedures should be used to ensure that vendors meet the requirement, 60% of direct labor must be performed by individuals with disabilities? This agenda item was tabled until the next Subcommittee Meeting. Further review is needed.
 4. Public Notice is now posted in the Capitol Kiosk as well as at the front door of the ADOA Building due to Open Meeting Law requirements.

IV. FUTURE AGENDA ITEMS

1. Enforcement of the 60% employment requirement – Tabled for next sub-committee meeting.
2. Guidelines for determining “Mandatory” – Tabled for next sub-committee meeting.

V. COMMITTEE COMMENTS AND SUGGESTIONS

VI. CALL TO THE PUBLIC

1. Dennis Stover, Vision: Is it the State’s intent to move all contracts through set-aside?
 - a. No.
2. Dennis Stover: Is there a certain percentage of any given contract that must go through set-aside?
 - a. No. The statute says that “All state governmental units shall endeavor to set-aside at least one per cent of their new purchases or contracts for any products, materials and services from the entities...”
3. Dennis Stover: Doesn’t this disrupt the bidding process and how does this ensure that the State is getting the best fair market value price?
 - a. You can avoid the competitive bidding process by doing business directly with a Set-Aside provider. The intent of the Program is to ensure people with disabilities get jobs while at the State receives products or services at a fair market price. This committee determines if the provider is giving fair market price
4. Lenora Falbo, Vision: Does the State keep track of what percent of purchases go through set-aside?
 - a. The State tracks purchases of set-aside but we do not know where we are in relation to the 1% goal. The 1% applies to all State spend, not 1% of every contract.
5. Dennis Stover: Who is the one policing that the set-aside providers are meeting their employment requirements?
 - a. There is currently no formal process. The sub-committee will be reviewing this in the future. We are also looking into doing site visits.

VII. ADJOURNMENT: The meeting was adjourned at 10:36 AM.

NEXT MEETING: TBA

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.

Thomas Colombo for Tom Colombo
Thomas Colombo
DERS Acting Assistant Director,
Department of Economic Security
Division of Employment and Rehabilitation Services

7-23-15
Date

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

APPROVED BY THE COMMITTEE:

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

7/27/15
Date

POSTED: