



Arizona Set Aside Procurement Program
Meeting Minutes
APRIL 13, 2016

Attendance:

Members Present:

Rebecca O'Brien - DHS
Gary Hahn, DES
Manuel Salazar, TCH

Richard Monaco, AIB
Brian Radecki, ACI
Carol Carr, Achieve Human
Services

Steven King, Beacon
Barbara Corella

State Procurement Office Staff Present:

Others Present:

Armando Bernasconi, QC
Mark Botterbusch - Gompers
Claudia Chavez, STARS

Lenora Falbo, Vision BP
Ben Karnitschnig, QC

Dennis Stover, Vision BP
Dee Williams Nobody's Perfect

Minutes:

- I. **CALL TO ORDER:** Barbara Corella called the meeting to order at 1:32 PM.
- II. **ROLL CALL:** Barbara Corella took roll. Tom Colombo was absent.
- III. **APPROVAL OF MINUTES:** The minutes from the January 13, 2016 meeting were presented for approval. Richard Monaco moved to approve the minutes, Manuel Salazar seconded the motion. Vote was unanimous, motion carried.

December 15, 2015 Subcommittee Meeting: It was noted that the March 22, 2016 subcommittee meeting minutes were not listed on the agenda for approval. They have been included in your packets for review, but will be on the agenda for approval at the next regularly scheduled meeting.

IV. Discussions (Possible Action):

1. Status Report from Subcommittee for procedural decisions for Set Aside Program was given by Richard Monaco.
 - a. Subcommittee recommended approval of modified forms and the flowchart by the committee and to publish them to the website for use as soon as possible. Manuel Salazar moved to accept the subcommittee recommendation to accept the modified forms for use as soon as possible, Rebecca O'Brien seconded the motion. Vote was unanimous, motion carried. :
2. Review of procurement process and reporting expectations was given by Barbara Corella.
 - a. A review of the expectations of a set aside contractor related to usage report and administrative fee payments for cooperative member sales was provided. This is a

part of the contract and will be enforced. The State Procurement Office has initiated a strategic negotiation process for all contracts. The set aside committees will also be reviewed through the strategic negotiation process at time of proposal or renewal. This means that set aside contracts will be asked for price reductions the same as the statewide contracts. Manuel Salazar questioned how that would work. He wanted to ensure that price alone would not be the only determining factor. The set aside programs has a requirement of the contractor to be competitive. The State Procurement Office has the responsibility to provide the best value from the State. As we apply this process to the upcoming renewals or proposals we will work through the process and identify the issues that need to be addressed.

V. Contract Items

1. Contract Extensions:

ACI (ADSP014-069797) Outdoor Furniture 4/20/16 – 4/20/17

MOTION: A motion to approve the contract extensions was made by Richard Monaco.

SECOND: The motion was seconded by Rebecca O'Brien.

DISCUSSION: None.

VOTE: Passed unanimously.

2. ACI (ADSP014-069818) Bedding Products 4/20/16 – 4/20/17

MOTION: A motion to approve the contract extensions was made by Steven King.

SECOND: The motion was seconded by Gary Hahn

DISCUSSION: Rebecca O'Brien questions the addition of products to the contract.

VOTE: Passed unanimously.

3. ACI (ADSP014-069824) Cardboard File Boxes 4/22/16 – 4/22/17

MOTION: A motion to approve the contract extensions was made by Manuel Salazar.

SECOND: The motion was seconded by Gary Hahn.

DISCUSSION: None.

VOTE: Passed unanimously.

4. AIB (ADSP014-070164) Invoice Processing 4/21/16 – 4/21/17

MOTION: A motion to approve the contract extensions was made by Manuel Salazar.

SECOND: The motion was seconded by Richard Monaco

DISCUSSION: Freight charges were added on to contract orders.

VOTE: Passed unanimously.

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

SECOND: The motion was seconded by Carol Carr

DISCUSSION: Question why linens, bedding products and other products could be combined into one product. ACI will investigate. .

VOTE: Passed unanimously.

VI. COMMITTEE COMMENTS AND SUGGESTIONS

A request was made to quickly set the next subcommittee meeting so they could stay on track and meet the deliverables outlined at the January meeting.

A question of who will be the set aside committee contact now. For the current time the contact will be Barbara Corella.

VII. FUTURE AGENDA ITEMS

- 1. Subcommittee deliverables of definition of mandatory and a report on the 1% goal

VIII. CALL TO THE PUBLIC

None

IX. ADJOURNMENT: The meeting was adjourned at 2:16 p.m.

NEXT MEETING: Wednesday, July 13, 2016 at 1:30 p.m.

For inclusion on the next regular agenda, contact Barbara Corella at (602) 542-9136. With prior notice committee members can appoint a proxy if they are unable to attend the meeting. If you require special accommodations, please contact Barbara Corella at (602) 542-9136 at least three working days prior to the meeting.



 Barbara M. Corella, C.P.M., CPPB
 State Compliance Officer

4/15/16
 Date

APPROVED BY THE COMMITTEE:



 Barbara M. Corella, C.P.M., CPPB
 State Compliance Officer

7/29/16
 Date