

**Arizona Set Aside Procurement Program
Committee Meeting Minutes
August 11, 2010****Attendance:****Members Present:**

Branson, Bill
Clark, Jean
Harrington, Pat

Monaco, Richard
O'Brien, Rebecca
Siegel, Fred

Walters, Delia
Weber, Lisa

Members Absent:

Perkins, John

Thompson, Mark

State Procurement Office Staff Present:

Red Horse, John

Mandelholm-Couch, Lucy

Others Present:

Herman, Bev
Ingram, Steve
Keeler, Christopher

Stephens-Reed, Margaret

Minutes:**I. CALL TO ORDER:** (by Jean Clark @ 1:35 p.m.)**ROLL CALL**

Welcome Pat Harrington to the Set Aside Committee.

II. ANNOUNCEMENTS / DISCUSSIONS:**Governor Committee Appointment**

Jean asked, based on the legislation by the Governor, for committee recommendations for possible appointment. DOA will be recommending some names for appointment.

III. Agenda**Upcoming Contracts (based on expiration)**

We compiled a 33-page report detailing statewide contracts with their expiration dates. Our intent is to email the list to the committee. It will show anything that expires after today.

- **Question:** So, if you get that list, can you drill down?

- **Reply:** You would be able to drill down in ProcureAZ into the specific contract.
- **Question:** Besides changes in membership with the passage of the new house bill, what other changes are in that bill?
- **Reply - Jean:** Yes, there are changes in membership to the committee, providing additional contract information and your ability to review opportunities. We have to do a little bit more outreach to the agencies to keep them informed, i.e., let them know of new contracts in place, here are changes to contracts, contracts that are available. On the report, DES and DHS have to extract any of the services provided from the numbers.

We have some preliminary numbers for the quarterly report but we are waiting before it is finalized. We are always open to suggestions.

IV. Website Demonstration

Overview given on:

- SPO website
- Set Aside website
- ProcureAZ

Note: During the overview, we encountered technical difficulties.

- **Question:** Will you be doing something **geographically**?
- **Reply - Jean:** We have not done anything in a geographic area but that is not that we cannot. For example, Flagstaff – we do not necessarily identify that you are providing services in Flagstaff area. We can look into adding geographic locations. Most of the agencies know where areas are, for example, Beacon is in Tucson as they have a contract that covers that part of the state. This would be something to do by county, or maybe by regions, by county, i.e., southern, northern. That is the SPO website. This area of the SPO site is where we try to maintain our Set Aside information for agencies and for and Cooperative procurement members. Therefore, they are very aware of our website.

Jean: The ProcureAZ system is one place to look and search for state contracts. For the first time we will have a real-time interface to **AFIS** – for budgetary checking and encumbrance. When we roll out **ProcureAZ** all of our purchasing and all of the orders will be going on it to the vendors through ProcureAZ.

In **Phase II** (kick-off October 1st) has online requisitioning, creation of the purchase order, ultimate issuance of that to the vendor and then receipt electronically. Training for Set Aside will be forthcoming for those contacts in ProcureAZ.

ProcureAZ will be the one place to look for current solicitations and current or existing contracts. We have, for example, DHS, an agency that now is doing all solicitations in ProcureAz. Under SPIRIT, if it was an agency-specific contract, it was not viewable to the public. To view it, they had to come in and do public records requests. With ProcureAZ, every contract in it will be public.

V. Preliminary Set Aside Report, 4th Quarter

- \$26 million dollars
- 6,786 transactions
- About 70 agencies.

- **Question:** John, is the report by state agency too?

- **Reply - John:** Yes, we have it broken down by state agency. There is a breakout by summary for everyone. There is a page specifically for each organization, for each Set Aside vendor and for each agency.

- **Question:** Does it include services now?

- **Reply - Jean:** It does right now, that is what we need to coordinate with DES and DHS to get those extracted to do the report.

VI. APPROVAL OF MINUTES: April 14, 2010.

1 **Motion** to approve the April 14, 2010 minutes: Rebecca O'Brien.
Second: Richard Monaco.

2 **Approval of minutes:**

The April 14, 2010 minutes approved unanimously.

3 **Jean:** Any discussions or comments?

Marge Stevens: Yes, on page 4, Valleywide should be Valley Life.

V. CONTRACT ITEMS (Possible Action)

John: No items.

Jean: Are there any comments or discussions?

Bill Branson: Yes, I think the progress of the website is, considering staff reduction, furloughs and everything else, it is obvious there has been a ton of work that goes into it.

Jean: Any other comments or discussions?

VI. FUTURE AGENDA ITEMS:

VII. COMMITTEE COMMENTS AND SUGGESTIONS

We will email that contract listing to you and John will attach the quick reference guide on how to search? Let us know if you have any suggestions or see anything on the website that needs to be changed.

VIII. CALL TO THE PUBLIC

At this time, the committee will hear comments from the public.

There were no comments from the public.

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

IX. ADJOURNMENT: Motion to Adjourn: Bill Branson **Second:** Rebecca O'Brien

The meeting adjourned at 2:12 p.m.

NEXT MEETING:

Jean: Next meeting is October 13, 2010.

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.



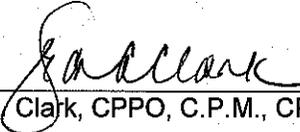
Jean A. Clark, CPPO, C.P.M., CPPB, CPM
State Procurement Administrator

10-13-2010

Date

Submitted by:
Jan Hart, Executive Assistant
State Procurement Office

APPROVED BY THE COMMITTEE:



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

10/14/10

Date

POSTED: