

Attendance:

Members Present:

Jean A. Clark, Chair, DOA
Carol Carr, Achieve Human Svcs.
Kringen, Vicki, TCH

Richard Monaco, DES
O'Brien, Rebecca, DHS
Radecki, Brian, ACI

Walters, Delia, DES
Weber, Lisa, State Land

Members Absent:

Steven King

State Procurement Office Staff Present:

Elmer Garcia

Jan Hart

Others Present:

Babonis, Katherine: DES
Baier, Jennifer: Valley Life
Botterbusch, Mark: Gompers
Brnak, Karissa: One Step Beyond

Escarcega, Sally: DOR
Ficker, Barb: Gompers
Franklin, Robin: Goodwill
Siegel, Fred: Alpha Gray

Minutes:

I. CALL TO ORDER: Jean Clark

II. ROLL CALL:

III. ANNOUNCEMENTS/DISCUSSIONS

1. New Set-Aside Committee Members
Everyone at the meeting introduced themselves.
2. SPO Set-aside program training for buyers and sales presentations of Set-Aside contractors held early this month (January 5, 2012).
There were many positive comments from SPO staff about the training on January 5, 2012 and the presentations by Set-Aside vendors. Elmer Garcia recommended scheduling the training for other agencies.
3. ACI Contract No. EPS090051-1-A1 (Road & Regulatory Signage) one-year extension in process. Brian Radecki stated that pricing needed adjusted on some items. It's been a good contract for ACI. Data was provided. The contract is being extended based on the authorization in the contract.
4. ACI Contract No. EPS090551-1-A1 (Engraved Products) one-year extension in process. Brian Radecki stated that they did about \$98,000 a year in business for these products. The contract is being extended based on the authority in the contract.
5. Updates of set-aside info on SPO website. Set-Aside vendors and contractors are encouraged to keep their website info current. Email info updates to Elmer Garcia or Jan Hart.

IV. APPROVAL OF MINUTES: The minutes for the October 20, 2011 meeting were presented for approval.

MOTION: A motion to accept the minutes as presented was made by Rebecca O'Brien.

SECOND: The motion was seconded by Richard Monaco.

DISCUSSION: None

VOTE: The minutes were approved by a unanimous vote.

V. AGENCY PRESENTATION:

Katherine Babonis, Chief Procurement Officer for the Department of Economic Security was present speak to the Committee and attendees about DES. She stated that the Set Aside Program supports the mission of DES, which is to promote the safety, well-being, and self sufficiency of children, adults, and families. It also supports their vision that every child, adult, and family in the state of Arizona will be safe and economically secure.

DES has 150 facilities to manage. The Department oversees approximately 18,000 contracts and agreements that include:

- 1,911 contracts and agreements administered by the Office of Procurement
- 9,550 Child Care Administration contracts
- 2,895 Family Foster Home Agreements
- 3,380 Independent Provider Agreements
- 590 Qualified Vendor Agreements pursuant to A.R.S. § 36-557

Katherine emphasized that DES wants the Set-Aside vendors to reach out to DES and her staff is ready to work with them. They always go to a Set Aside vendor first for janitorial services. She reported that DES does a lot of business with Goodwill. Brian Radecki stated that DES is their best customer for printing.

VI. CONTRACT ITEMS / AGENDA ITEMS:

There were no items for action.

VII. FUTURE AGENDA ITEMS

1. Discussion of survey results and application for mandatory set-aside use of on-site drug testing kits by Beacon Group.
2. Possible price change request by ACI on Contract No. EPS090051 & EPS090052.

VIII. COMMITTEE COMMENTS AND SUGGESTIONS

There were no comments or suggestions.

IX. 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.

X. ADJOURNMENT – The meeting was adjourned at 1:50 p.m.

NEXT MEETING: April 10, 2012 at 1:30 p.m. For inclusion on the next regular agenda, contact Elmer Garcia at (602) 542-9142. With prior notice to Jean Clark, committee members can appoint a proxy if they are unable to attend the meeting.

FOR SPECIAL ACCOMMODATIONS: If you require special accommodations, Please contact Jan Hart at (602) 542-9146 at least three working days prior to the meeting.



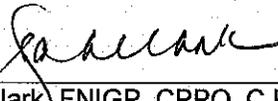
Jean A. Clark, FNIGP, CPPO, C.P.M., CPPB, CPM
State Procurement Administrator

4/23/12

Date

Submitted by:
Jan Hart
Executive Assistant
State Procurement Office

APPROVED BY THE COMMITTEE: April 24, 2012



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

4/25/12
Date

POSTED: April 25, 2012

(Note: The April 10, 2012 meeting was rescheduled to April 24, 2012. The new Set Aside contract officer is Holly Howe, 602-364-0102.)