



Arizona Set Aside Procurement Program  
Meeting Minutes  
**April 18, 2017**

**Attendance:**

**Members Present:**

Lori Tuell- DHS  
Sue Kay Kneifel, DES  
Shanna Ellis, TCH

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

Barbara Corella

**State Procurement Office Staff Present:**

Jason Rutka

**Others Present:**

Armando Bernasconi, QC  
Doug Arnett, QC  
Claudia Chavez, STARS

Tim Webber, Vision BP  
Ben Karnitschnig, QC  
Dan Feldman, Canyon Office  
Systems

Dennis Stover, Vision BP  
Dee Williams Nobody's Perfect  
John Kelly, Triadvocates

Megan McCabe, Triadvocates  
Bruce Green, YEI  
Jessica Madrid, ValleyLife  
Karin Grandon, QC

Bill Strait, Wist  
Robin Ring, YEI  
Sabrina Guilin, Valley Life

Justin Bahsen, YEI  
Stephanie Brahm, YEI  
Daniel Trujillo, Flagstaff

**Minutes:**

- I. **CALL TO ORDER:** Barbara Corella called the meeting to order at 1:35 PM.
- II. **ROLL CALL:** Barbara Corella took roll. All were present.
- III. **APPROVAL OF MINUTES:** The minutes from the February 17, 2017 meeting were presented for approval. Brian Radecki moved to approve the meetings, Richard Monaco seconded the motion. Vote was unanimous, motion carried.

**IV. Discussions**

1. Introduction of Jason Rutka. Barbara introduced Jason Rutka. Jason will be taking over the committee since Barbara has accepted the full time assignment as the Chief Procurement Officer at the Arizona Department of Child Safety.
2. Definition of "direct service"  
:
  - a. At the request of the committee at the last meeting, the Attorney General's Office was consulted on the definition of "direct service". The concern was based on the application for feasibility review stating "Pass through products are not allowed". A concern was expressed that the business model proposed by Quality Connections was a pass through product. Barbara contacted the Attorney General's Office and

asked for a review and advice, but not a formal opinion. She provided the feasibility review application, the definition of direct labor as provided by the Ability One program that was the basis of the Set Aside Committee's definition and the guidelines from the Ability One program for review. The Attorney General's Office direction and advice was that based on the delivery component of the service being provided, the proposal was not a pass through contract.

## V. Contract Items

### 1. Contract Extensions:

ACI (ADSP014-069818)                      Bedding Products                      4/2017 – 4/20/18

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

**SECOND:** The motion was seconded by Shanna Ellis

**VOTE:** Passed unanimously.

ACI (ADSP014-069797)                      Outdoor Furniture                      4/20/17 – 4/20/18

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

**SECOND:** The motion was seconded by Carol Carr.

**VOTE:** Passed unanimously.

ACI (ADSP014-069824)                      Cardboard File Boxes                      4/22/17 – 4/22/18

**MOTION:** A motion to approve the contract extensions was made by Shanna Ellis.

**SECOND:** The motion was seconded by Carol Carr.

**VOTE:** Passed unanimously.

AIB (ADSP014-070164)                      Invoice Processing                      4/21/17 – 4/21/18

**MOTION:** A motion to approve the contract extensions was made by Brian Radecki.

**SECOND:** The motion was seconded by Shanna Ellis

**VOTE:** Passed unanimously.

ACI (ADSP015-087910)                      Linens                      4/29/17 – 4/29/18

**MOTION:** A motion to approve the contract extensions was made by Shanna Ellis.

**SECOND:** The motion was seconded by Carol Carr

**VOTE:** Passed unanimously.

### 2. Price Increase

Quality Connections (ADSP014-060351)                      Remanufactured & OEM Printer Supplies



Vote: Passed unanimously

**VII. COMMITTEE COMMENTS AND SUGGESTIONS**

A request was made to have Jason provide a little bit of his background and history at the next meeting.

A concern was raised about Richard's place on the committee and his possible reappointment. This will be researched.

**VIII. FUTURE AGENDA ITEMS**

Schedule Bev Harmon to review the history of the committee

**IX. CALL TO THE PUBLIC**

None

**X. ADJOURNMENT:** The meeting was adjourned at 2:56 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

4/21/17  
Date

APPROVED BY THE COMMITTEE:

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

\_\_\_\_\_  
Date