

**Attendance:**

**Members Present:**

Bill Branson	Richard Monaco	Delia Walters
Jean Clark	Fred Siegel	Lisa Weber
Patrick F. Harrington	Mark Thompson	

**Members Absent:**

Rebecca O'Brien	John Perkins
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**State Procurement Office Staff Present:**

John Red Horse	Jan Hart
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**Others Present:**

Steven King	Bertha Whitby
D Williamson	

**Minutes:**

**I. CALL TO ORDER:** Jean Clark

**II. ROLL CALL**

**III. ANNOUNCEMENTS / DISCUSSIONS:**

Bill Branson brought the idea of creating a logo for Set Aside with a tag line identifying the Set Aside program. He said they could look at logos for other states and use the logo at shows and in systems. Richard Monaco and Fred Siegel offered to work with Bill to come up with ideas to bring to the Committee at its next meeting.

**IV. APPROVAL OF MINUTES:** July 14, 2010 meeting

The minutes were unanimously approved as presented after a motion by Pat Harrington and a second by Mark Thompson.

**V. CONTRACT ITEMS (Possible Action)**

There were no contract items to take action on.

## **VI. SPECIAL PRESENTATIONS**

1. Bertha Wilson, Chief Procurement Officer at ADOT spoke to the Committee about products and services needed by the agency that Set Aside vendors might provide. She handed out a brochure called "Procurement Team Responsibilities" that lists all the contract officers and their areas of responsibility. She told the committee that ADOT had a great need for printing services on a project by project basis. Richard Monaco offered a tour of the Arizona Industries for the Blind facility to Bertha and her staff.
2. John Red Horse presented the FY10 4<sup>th</sup> quarter and annual Set Aside report. He stated that the 4<sup>th</sup> Quarter reporting included entries for zero dollars. The report for next year will show decreases due to the new requirements in recently passed legislation.

Bill Branson proposed a Set Aside contract for printing since ACI lost the printing bid for ADOT. He thought ADOT could do a carve-out and use Set Aside vendors for smaller jobs. Jean Clark said there was no statewide contract for printing because it's too difficult to put pricing in contracts due to the variety of jobs and the need for project by project pricing. Set Aside vendors need to educate the agencies about their services rather than have a contract.

## **VII. FUTURE AGENDA ITEMS**

1. Set Aside logo

## **VIII. COMMITTEE COMMENTS AND SUGGESTIONS**

There were no comments suggestions.

## **IX. CALL TO THE PUBLIC**

There were no comments from the public.

For inclusion on the next regular agenda, contact John Red Horse at (602) 542-2091.

- X. ADJOURNMENT** – The meeting was adjourned at 2:18 p.m.

**NEXT MEETING:** January 12, 2011

**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.



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

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10-21-2010  
Date

Submitted by:  
Jan Hart, Executive Assistant  
State Procurement Office

APPROVED BY THE COMMITTEE: 01-12-2011



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

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4/8/11  
Date

**POSTED:** April 8, 2011