

Douglas A. Ducey  
Governor



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Director

## ARIZONA DEPARTMENT OF ADMINISTRATION

STATE PROCUREMENT OFFICE  
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### PUBLIC MEETING NOTICE Agenda

ARIZONA SET-ASIDE COMMITTEE WILL HOLD A MEETING ON

**Wednesday, January 22, 2020 from 1:00-3:30 PM**  
100 N. 15th Ave., Phoenix, AZ 85007  
**1st Floor Room 100**– Conference Room

#### Teleconference Information

+1 413-728-2657 PIN: 409 940#

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### AGENDA

I. **CALL TO ORDER** *Chair Nick Perrera called the meeting to order at 1:31 PM on 1.22.2020.*

II. **ROLL CALL**

Nick Perrera – Chair, State Procurement Office - *Present*  
Ed Jimenez - State Procurement Office - *Absent*  
Mark Botterbusch – Gompers Employment Services - *Absent*  
David Steinmetz – Arizona Industries for the Blind - *Present*  
Chris Gustafson – Arizona State Retirement System - *Present*  
Kristen Mackey – Department of Economic Security - *Absent*  
Valarie Erwin – Department of Transportation - *Present*  
Michael Zinn – Arizona Correctional Industries - *Present*  
Armando Bernasconi - Quality Connections - *Present*

III. **APPROVAL OF MINUTES**

a. 10.23.19 Meeting

*Motion to approve minutes:* Chris Gustafson  
*2<sup>nd</sup> to the motion:* Armando Bernasconi  
*In Favor: 6*      *Against: 0*      *Abstain: 0*  
*Motion carries*

**IV. CONTRACT EXTENSION, PROPOSAL, AND AMENDMENT REVIEWS:**

*Michael Zinn of Arizona Correctional Industries exits the meeting.*

**a. ADSPO17-155057**

**i. Arizona Correctional Industries - Furniture, Products and Services**

*Exp. 3/31/20*

1. Consideration of any public comment.
2. Committee review and discussion.
3. Entertain motion for approval, disapproval, or tabling extension of term through 10/31/21.

*Motion to approve extension of term through 10/31/2021: Armando Bernasconi*

*2<sup>nd</sup> to the motion: Chris Gustafson*

*In Favor: 5                      Against: 0                      Abstain: 0*

*Motion carries*

**b. ADSPO17-168122**

**i. Arizona Correctional Industries - Engraved Products and Services**

*Exp. 4/17/20*

1. Consideration of any public comment.
2. Committee review and discussion.
3. Entertain motion for approval, disapproval, or tabling extension of term through 4/30/21.

*Motion to approve through 4/30/2021: Chris Gustafson*

*2<sup>nd</sup> to the motion: Valarie Erwin*

*In Favor: 5                      Against: 0                      Abstain: 0*

*Motion carries*

*Michael Zinn of Arizona Correctional Industries rejoins the meeting.*

**c. CTR047044**

**i. The Centers for Habilitation - Record Shredding and Destruction Services**

1. Consideration of any public comment.
2. Committee review and discussion.
3. Entertain motion for approval, disapproval, or tabling amendment to add additional On-Site Shredding services as proposed.

*Motion to approve add additional On-Site Shredding services: Chris Gustafson*

*2<sup>nd</sup> to the motion: David Steinmetz*

*In Favor: 6                      Against: 0                      Abstain: 0*

*Motion carries*

*1:49 PM, Armando Bernasconi of Quality Connections exits the meeting.*

**V. FEASIBILITY APPLICATIONS**

**a. Quality Connections**

**i. Feasibility review for HP OEM Printer Supplies**

1. Review and discuss information.
2. Entertain motion for approval, disapproval, or tabling.

*Motion to table until next meeting: David Steinmetz*

*2<sup>nd</sup> to the motion: Valarie Erwin*

*In Favor: 5                      Against: 0                      Abstain: 0*

*Motion carries*

*1:54 PM, Armando Bernasconi of Quality Connections rejoins the meeting.*

**VI. ESTABLISHMENT OF A SUB-COMMITTEE**

- a. Discussion on charter, makeup, meeting frequency, and goal of sub-committee.
- b. Entertain motion for approval of the establishment of a sub-committee.

*Motion to create a sub-committee consisting of Nick Perrera, Armando Bernasconi, and David Steinmetz that meets once a month to create a comprehensive handbook, technical bulletin, and work with the State Procurement Office and stakeholders to gain more opportunities and further the 1% goal: Chris Gustafson*

*2<sup>nd</sup> to the motion: Armando Bernasconi*

*In Favor: 6                      Against: 0                      Abstain: 0*

*Motion carries*

**VII. REPORT ON 1% GOAL**

**a. FY20Q2 Report - Nick Perrera**

*\$3,985,095.70 Set-Aside Program Spend of \$754.447,951.34 Touchable Spend*

*2:24 PM, Chris Gustafson of Arizona State Retirement System leaves the meeting.*

**VIII. FUTURE AGENDA ITEMS**

- a. Chair will hear requests from members of the committee on issues for future consideration and discussion.

*Discussion on Nick Perrera communicating with AIB for expiring contracts.*

**IX. CALL TO THE PUBLIC**

- a. 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

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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.


*Member from public expresses gratitude to set-aside as well as the State Procurement Office and Nick Perrera for growing the program on behalf of Quality Connections*

**X. ADJOURNMENT**

*Chair Nick Perrera adjourned the meeting at 2:28 PM on 1.22.2020.*

**NEXT MEETING:** Wednesday, April 22nd, 2020 1pm-3:30pm  
100 N. 15<sup>th</sup> Ave, Phoenix, AZ 85007 1<sup>st</sup> Floor Conference Room.

APPROVAL OF DRAFT MINUTES:  DATE: 1/23/20  
Nick Perrera, Chairman

APPROVAL OF FINAL MINUTES:  DATE: 4/22/20  
Nick Perrera, Chairman

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