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| **Douglas A. Ducey**  **Governor** | **Andy Tobin**  **Director** |
| **ARIZONA DEPARTMENT OF ADMINISTRATION**  STATE PROCUREMENT OFFICE  100 NORTH FIFTEENTH AVENUE • SUITE 402 PHOENIX, ARIZONA 85007  (602) 542-5511 (main) (602) 542-5508 (fax)  [http://spo.az.gov](http://spo.az.gov/) | |

# PUBLIC MEETING NOTICE

## Agenda

ARIZONA SET-ASIDE COMMITTEE WILL HOLD A MEETING ON

## Wednesday, October 27, 2021 from 1:30-3:30 PM

VIA GOOGLE MEET

## Teleconference Information

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

meet.google.com/ruh-vphz-rmw

**AGENDA**

1. **CALL TO ORDER** *Co-chair Yanneth Montes called the meeting to order at 1:36 PM on 10.27.2021*
2. **INTRODUCTIONS**
   1. New Co-Chairs
   2. Committee Members for FY2022

# ROLL CALL

Yanneth Montes – Co-Chair, State Procurement Office – *Present*

Ken Sanchez – Co-Chair, State Procurement Office – *Absent*

Greg Natvig – Beacon Group, Inc. – *Present*

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 – *Absent*

Gail Fenkell – Arizona Correctional Industries – *Present*

Monica Attridge - Hozhoni Foundation, Inc. – *Present*

# APPROVAL OF MINUTES

1. 7.28.21 Meeting

*Motion to approve minutes: Gail Fenkell*

*2nd to the motion: Chris Gustafson*

*In Favor: 7 Against: 0 Abstain: 0*

*Motion carries unanimously*

# CONTRACT EXTENSION, PROPOSAL, AND AMENDMENT REVIEWS:

If you are a member of the public or an interested party and would like to speak on any of the below items, please send the Chair an email ([yanneth.montes@azdoa.gov](mailto:yanneth.montes@azdoa.gov)) prior to the start of the meeting.

Contracts expiring 10/30/2021 due for one year term extension:

a) CTR052414

Expiration date: 10/30/2021 Printing Services, Supplier: ACI

* 1. *Committee Review and discussion*
  2. *Entertain motion for approval, disapproval or tabling extension for 10/30/2022*

*Thomas Brown from ACI, introduced contract last year and very successful and would like to move towards an extension. No price changes.*

*Motion to approve extension through 10/30/22: Chris Gustafson*

*2nd to the motion: David Steinmetz*

*In Favor: 5 Against: 0 Abstain:*

*Motion carries unanimously*

b) CTR047046

Expiration date: 10/30/2021

Office Supplies including Printer Supplies, Supplier: Quality Connections

1. *Committee Review and discussion*
2. *Entertain motion for approval, disapproval or tabling extension for 10/30/2022*

*Doug Arnett from Quality Connections, introducing price increase due to labor costs and decrease demand. Requesting price increase 1.5% only on printer supplies category and contract extension.*

*Motion to approve extension through 10/30/22 and price increase: Chris Gustafson*

*2nd to the motion: Gail Fenkell*

*In Favor: 5 Against: 0 Abstain:*

*Motion carries unanimously*

c) CTR040794

Expiration date: 10/30/2021

Center for Habilitation AZ Parent Kit Packing, Storage and Distribution, Supplier: ASDD Document Destruction

1. *Committee Review and discussion*
2. *Entertain motion for approval, disapproval or tabling extension for 10/30/2022*

*Jim Hodges from TCH, numbers decreased from last year, requesting one year extension.*

*Motion to approve extension through 10/30/22: Greg Natvig*

*2nd to the motion: Monica Attridge*

*In Favor: 5 Against: 0 Abstain:*

*Motion carries unanimously*

1. *Previous contract ADSPO17-155057*

Contract expiring 10/31/2021 requiring new Proposals:

Furniture, Products and Services, Supplier: ACI

* 1. *Committee Review and discussion*
  2. *Entertain motion for approval, disapproval or tabling contract to award for initial term 10/31/2022.*

*Gail Fenkell from ACI, introduced product development, changed furniture offering and presented new line. This contract will replace expiring contract.*

*Motion to approve new proposal: Chris Gustafson*

*2nd to the motion: Greg Natvig*

*In Favor: 5 Against: 0 Abstain:*

*Motion carries unanimously*

## VI.REPORT ON 1% GOAL and Open Items

1. FY21 Annual Report – Yanneth Montes

*Usage total was 1.06% and Set-Aside Spend $20,093,321.95 total touchable spend $1,890,648,593.64*

1. FY22 Q1 Report – Yanneth Montes

Total to date 1.06%; July was $283,448.00 and August $1,312,659.37. Spend total may change as more agencies report adjustments to the touchable spend.

1. Open Items:

Further clarification on questions from previous meeting.

* 1. *Any definition as to what has been excluded to the touchable spend from each department?*
  2. ***What constitutes as touchable spend****,–*
  3. *What is the timeframe of the 1%,*
  4. *Where are the numbers coming from and how we can validate these numbers?*
  5. *Where can information be found on spend:*

Answers to questions #1 - #5 will be addressed at the next meeting.

# FUTURE AGENDA ITEMS

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

# 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 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.

# ADJOURNMENT

Co- Chair Yanneth Montes adjourned the meeting at 2:25 PM on 10.27.2021.

**NEXT MEETING:** Wednesday, January 26th, 2022 1:30pm-3:30pm VIA GOOGLE MEET

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APPROVAL OF DRAFT MINUTES: DATE: 10/29/2021

By: Yanneth Montes, Co-Chair Set Aside Program

APPROVAL OF FINAL MINUTES DATE: 1.26.2022

By: Yanneth Montes, Co-Chair Set Aside Program