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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> |  |

**PUBLIC MEETING NOTICE**

**Agenda**

ARIZONA SET-ASIDE COMMITTEE WILL HOLD A MEETING ON

**Wednesday, April 22, 2020 from 1:00-3:30 PM**

Remote Meeting, all attended via Google hangouts

meet.google.com/ruh-vphz-rmw

**Teleconference Information**

‎+1 413-728-2657‬ PIN: 409 940‬#‬

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**AGENDA**

1. **CALL TO ORDER** *Chair Nick Perrera called the meeting to order at 1:30 PM on 4.22.2020.*
2. **ROLL CALL**

Nick Perrera – Chair, State Procurement Office - *Present*

Ed Jimenez - State Procurement Office - *Absent*

Mark Botterbusch – Gompers Employment Services - *Present*

David Steinmetz – Arizona Industries for the Blind - *Present*

Chris Gustafson – Arizona State Retirement System - *Present*

Kristen Mackey – Department of Economic Security - *Present*

Valarie Erwin – Department of Transportation - *Present*

Michael Zinn – Arizona Correctional Industries - *Present*

Armando Bernasconi - Quality Connections - *Present*

1. **APPROVAL OF MINUTES**
   1. 1.22.2020 Meeting

*Motion to approve minutes: Armando Bernasconi*

*2nd to the motion: David Steinmetz*

*In Favor: 8 Against: 0 Abstain: 0*

*Motion carries*

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

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

* 1. ADSPO17-168208

Arizona Correctional Industries - Signage: Decals, Plaques and Work Identification Products - SA   
*Exp. 4/17/20*

* + - 1. Committee review and discussion.
      2. Entertain motion for approval, disapproval, or tabling extension of term through 4/30/2021.

*Motion to approve: Armando Bernasconi*

*2nd to the motion: Chris Gustafson*

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

*Motion carries unanimously*

* 1. CTR044240

Arizona Correctional Industries - Outdoor Furniture & Accessories - Set-Aside   
 *Exp. 4/30/20*

* + - 1. Consideration of any public comment.
      2. Committee review and discussion.
      3. Entertain motion for approval, disapproval, or tabling extension of term through 4/30/2021.

*Motion to approve: Kristen Mackey*

*2nd to the motion: Armando Bernasconi*

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

*Motion carries unanimously*

* 1. CTR044241

Arizona Correctional Industries - Bedding Products - Set-Aside   
 *Exp. 4/30/20*

* + - 1. Consideration of any public comment.
      2. Committee review and discussion.
      3. Entertain motion for approval, disapproval, or tabling extension of term through 4/30/2021.

*Motion to approve: Chris Gustafson*

*2nd to the motion: Armando Bernasconi*

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

*Motion carries unanimously*

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

* 1. CTR047044

The Centers for Habilitation - Record Shredding and Destruction Services

* + - 1. Consideration of any public comment.
      2. Committee review and discussion
      3. Entertain motion of approval, disapproval, or tabling of amendment requiring adherence to IRS document confidentiality.

*Motion to approve: Armando Bernasconi*

*2nd to the motion: Kristen Mackey*

*In Favor: 8 Against: 0 Abstain: 0*

*Motion carries unanimously*

*Armando Bernasconi of Quality Connections exits the meeting.*

* 1. CTR074046
     + 1. Quality Connections - Office Supplies Including Printer Supplies
       2. Consideration of any public comment.
       3. Committee review and discussion.
       4. Entertain motion for approval, disapproval, or tabling of amendment establishing new minimum discount prices and product offerings.

*Motion to approve: David Steinmetz*

*2nd to the motion: Kristen Mackey*

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

*Motion carries unanimously*

*Armando Bernasconi of Quality Connections rejoins the meeting.*

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

* 1. ADSPO15-087910

i. Arizona Correctional Industries - Linens - Set Aside

*Exp. 4/30/20*

* + - 1. Consideration of any public comment.
      2. Committee review and discussion.
      3. Entertain motion for approval, disapproval, or tabling of replacement contract proposal from ACI with an initial term of one (1) year with four (4) additional years of extension options.

*Motion to approve: Armando Bernasconi*

*2nd to the motion: Valerie Erwin*

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

*Motion carries unanimously*

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

1. **SUB-COMMITTEE REPORT AND RECOMMENDATIONS**
   1. Report from sub-committee on activities.
   2. Entertain any motions regarding the sub-committee.
2. **REPORT ON 1% GOAL**
   * 1. FY20Q3 Report - Nick Perrera
     2. Entertain questions and comments from committee members

*Set aside $ 6,979,400.23 Touchable $ 571,743,073.95 (FY20Q1-Q3)*

1. **FUTURE AGENDA ITEMS**
   * 1. Chair welcomes requests from members of the committee on issues for future consideration and discussion.
2. **CALL TO THE PUBLIC**
   * 1. 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.
3. **ADJOURNMENT**

*Chair Nick Perrera adjourned the meeting at 2:10 PM on 4.22.2020.*

**NEXT MEETING:** Wednesday, July 22nd, 2020 1:30pm-3:30pm

100 N. 15th Ave, Phoenix, AZ 85007 1st Floor Conference Room.

*Will provide update if not possible to meet in person*

APPROVAL OF DRAFT MINUTES:  DATE: 4/22/20

Nick Perrera, Chairman

APPROVAL OF FINAL MINUTES:  DATE: 7/22/20

Nick Perrera, Chairman