

**Arizona Set Aside Procurement Program
Committee Meeting Notes – No Quorum
October 12, 2011****Attendance:****Members Present:**

Jean Clark

Richard Monaco

Rebecca O'Brien

Members Absent:

James Apperson

Mark Thompson

Delia Walters

State Procurement Office Staff Present:

Elmer Garcia

Jan Hart

Aynesley Wilson

Others Present:**Name**

Baier, Jennifer

Brnak, Kanesa

Brown, Paul

Franklin, Rubin

Hamrick, Cliff

Kasel, Dale

Keeler, Christopher

King, Steven

Mahoney, Teri

Natvig, Greg

Radecki, Brian

Siegel, Fred

Williamson, D

Organization

Valley Life

One Step Beyond

Goodwill

Goodwill of Central Arizona

STARS

TCH

Quality Connections

Beacon Group

Gompers

Beacon Group

ACI

Alpha Gray

Nobody's Perfect

Minutes:**I. CALL TO ORDER:** Jean Clark**II. ROLL CALL:** Jean Clark asked the all attendees to give their name in roll call.**III. ANNOUNCEMENTS / DISCUSSIONS:**

1. Resignation of Fred Siegel from Set-Aside Committee effective September 15, 2011.
2. Retirement of Bill Branson from ACI effective September 30, 2011.
3. Resignation of John Perkins effective October 12, 2011
4. Set-Aside Program Third and Fourth Qtr Reports available.
5. SPO has established new policies and procedures. There is a policy stating that if an item is not on state contract, the next source is a Set-Aside provider before looking externally. Jean Clark advised the vendors to make sure that the commodity codes for the goods and services they offer are up-to-date in their ProcureAZ profile.

IV. APPROVAL OF MINUTES: The minutes for the July 13, 2011 meeting could not be approved without a quorum.

V. CONTRACT ITEMS - No action could be taken without a quorum

1. Application for replacement of ACI Set-Aside Furniture Contract, EPS060133, which expires on Nov. 30, 2011.
2. Application for mandatory set-aside use of on-site drug testing kits by Beacon Group
3. Application for replacement of expired Contract No. EPS070016-1 ADSPO00000058, Recycling of used, OEM inkjet and laserjet printer cartridges.

VI. FUTURE AGENDA ITEMS

1. New Service Item from Beacon Group

Greg Natvig of Beacon Group would like to present a new item to add to Beacon's list of services.

2. ADSPO10-00000078 -- Records Shredding and Destruction Services

Greg Natvig mentioned that the current contract held by Beacon for document destruction services is expiring November 30, 2011. He expressed a wish to extend it. Richard Monaco explained that the committee would only need to take action on this request if additions or changes would need to be made to the current contract. Jean Clark reinforced Richard Monaco's statement by adding that SPO does, indeed, possess the authority to extend the contract without Set-Aside committee approval if there are to be no changes or additions to the existing contract.

3. Overview/education on Set-Aside process

Jean Clark suggested some time be spent educating new committee members about relevant state statute references and procurement code along with a general overview of the processes of the Set-Aside committee.

4. New pricing from Quality Connection

Christopher Keeler of Quality Connection would like to present new pricing at the next meeting.

VII. COMMITTEE COMMENTS AND SUGGESTIONS

Richard Monaco stressed the importance of attendance notification prior to the scheduled Set-Aside committee meetings. If members are to be absent, then they must assign a stand-in. In order to take action on the agenda items, it was agreed that a meeting should be scheduled for the following week.

VIII. CALL TO THE PUBLIC

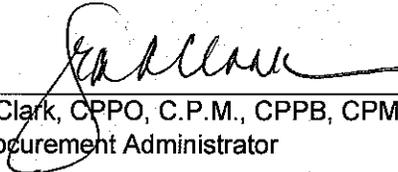
At this time, the committee will hear comments from the public. Members of the committee may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for future consideration and decision at a later date.

There were no comments from the public.

For inclusion on the next regular agenda, contact Elmer Garcia at (602) 542-9142.

IX. ADJOURNMENT – The meeting was adjourned at 1:52 p.m.

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.



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



Date

Submitted by:
Jan Hart, Executive Assistant
State Procurement Office