

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, January 26th, 2022 1:30pm-3:30pm
VIA GOOGLE MEET
Teleconference Information: +1
413-728-2657 PIN: 409 940#
meet.google.com/ruh-vphz-rmw

AGENDA

I. CALL TO ORDER January 26th, 2022 (1:32pm)

II. ROLL CALL

Yanneth Montes – Co-Chair, State Procurement Office [Here](#)

Ken Sanchez -Co-Chair, State Procurement Office [Not here](#)

Greg Natvig – Beacon Group, Inc. [Here](#)

David Steinmetz – Arizona Industries for the Blind [Here](#)

Chris Gustafson – Arizona State Retirement System [Here](#)

Kristen Mackey – Department of Economic Security [Here](#)

Valarie Erwin – Department of Transportation [Here](#)

Gail Fenkell – Arizona Correctional Industries [Here](#)

Monica Attridge - Hozhoni Foundation, Inc. [Here](#)

III. **APPROVAL OF MINUTES**

- a. 10.27.21 Meeting Chris Gustafson motion to Approves, Gail Fenkell
Seconds approval Favor: 11111111 (8)
Against: 0
- b. Special Meeting 11/02/2021
Greg Natvig motion to approve, David Steinmetz Seconds approval
Favor: 11111111 (8)
Against: (0)

IV. **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) prior to the start of the meeting.

a) Report on contracts expiring in April – Yanneth Montes

CTR049459

Linens, Supplier ACI, Expiration Date: 4/30/2022

Disposition: Term Extension

CTR044241

Bedding Products, Supplier: ACI, Expiration Date: 4/30/2022

Disposition: Term Extension

CTR044240

Outdoor Furniture, Supplier: ACI, Expiration Date: 4/30/2022

Disposition: Term Extension

ADSP017-168122

Engraved Products, Supplier: ACI, Expiration Date 4/28/2022

Disposition: Re-Solicit

ADSP017-168208

Signage: Decals, Plaques and Work Identification Products, Supplier: ACI, Expiration Date: 4/18/2022

Disposition: Re-Solicit

V. **Set Aside Meeting for FY2022 Third Quarter**

Change meeting date from third week of the month to a new date – Yanneth Montes

1) Committee Review and Discussion

- *Kristen Mackey wants to know what year the contracts are in. Whether it is in year 1,2,3,4 etc. for extension*
- *Valarie Erwin concerned about having a meeting in the beginning of April, will that give SPO enough time to get the contract done so they don't elapse*
- *Yanneth answers we will have enough time, to provide info to Yanneth and they can present the info in the solicitation in the April meeting.*
- Valarie Erwin says the in the afternoon for the meeting
- Kristen Mackey available April 5th or March 30

- Gail Fenkell is good with April 5th
 - David Steinmetz is good with April 5th 1:30
- 2) Entertain motion for approval, disapproval or tabling for a new meeting date.
- o Motion to approve moving next meeting to April 5th @1:30 Valerie Erwin motions to approve moving the meeting and Kristen Mackey seconds the motion.
 - o Favor: 11111111(8)
 - o Against: 0

VI. Set Aside Training (2:08pm-2:46pm)

FY2022 - Set Aside Training - Kelly Wagner

- Presents about open meeting laws

VII. REPORT ON 1% GOAL and Open Items (1:50pm)

a. FY21 Annual Report – Yanneth Montes

b. FY22 Q2 Report – Yanneth Montes

c. Open Items:

Further clarification on questions from previous meeting. Yanneth Montes

1) Any definition as to what has been excluded to the touchable spend from each department?

d. *Yanneth- There was a list of items that was reviewed and agreed to be used as touchable spend. Agencies review the not-touchable items and provide SPO the modification on what touchable is spend.*

e. *Questions by Kristen Mackey, when is it reviewed? Yanneth responded, reviewed by the agency every month.*

f. *Monica Attridge- are we able to see what is excluded? The exclusions are at the agency level, anything that is extend from the procurement code, or under CI those items can be excluded from the touchable spend*

g. *Monica Attridge who decide what items are excluded from touchable spend? Answer: A list was given to the agency of the object that fall under touchable spend*

h. *David Steinmetz- Can they decided a certain item is excluded where others won't exclude? Based on the object code they have to follow the list with object code that tells them that this object code follows under not touchable code. The list was given to all agencies so they all follow a uniform process when it comes to deciding.*

i. *Monica Attridge- is there a list we can get? Chris doesn't thing it is appropriate to share list. It takes time to decide the list. Any change will put stress on the list which takes a lot of time.*

j. *Greg Natvig- Touchable spend is the category that is provided by the set aside spenders.*

k. *It is consistent with all agencies? It is the same list of object codes for all agencies.*

l. *Yanneth will review statue and see if there is anything to add*

2) What constitutes as touchable spend?–

- Touchable spends is the category that is provided by the set aside spenders

3) What is the timeframe of the 1%?

- It is a monthly report, every month we receive a report from AFIS and the agencies review it.

4) Where are the numbers coming from and how we can validate these numbers?

- The number come from the report from AFIS, and the individual agencies validate them. If

there is any adjustments, the agencies mark those adjustments and send them to Yanneth for her to review.

5) *Where can information be found on spend:*

- The public portal, Arizona Open books (total expend by supplier)

VIII. FUTURE AGENDA ITEMS

- a. Chair will hear requests from members of the committee on issues for future consideration and discussion.
 - No request

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 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.
 - No Comment or Request

X. ADJOURNMENT (2:48pm)

NEXT MEETING:

Set-Aside Committee Meeting

Tuesday, April 5 · 1:30 – 3:30pm

Google Meet joining info

<https://meet.google.com/ruh-vphz-rmw>

Or dial: (US) +1 413-728-2657 PIN: 409 940#

APPROVAL OF DRAFT MINUTES

DATE: 1/27/2022

E. Yanneth Montes
Co, Chair Set Aside Program.