



Katie Hobbs
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MINUTES

ARIZONA DEPARTMENT OF ADMINISTRATION

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PUBLIC MEETING NOTICE Agenda

ARIZONA SET-ASIDE COMMITTEE WILL HOLD A MEETING ON

**Wednesday, April 26th, 2023 1:30pm-3:30pm
VIA GOOGLE MEET**

**Teleconference Information:
+1 413-728-2657 PIN: 409 940#
meet.google.com/ruh-vphz-rmw**

Pursuant to Arizona Revised Statutes (A.R.S.) § 38-431.03(A)(3), the Arizona Set-Aside Committee (Committee) may vote to go into Executive Session for the purpose of obtaining legal advice from its attorney on any matter listed on the agenda. Any such Executive Session will not be open to the public.

AGENDA

I. CALL TO ORDER 1:32pm

II. ROLL CALL

Yanneth Montes – Co-Chair, State Procurement Office -Present
Ken Sanchez – Co-Chair, State Procurement Office - Present
Greg Natvig – Beacon Group, Inc. - Present
David Steinmetz – Arizona Industries for the Blind -Present
Chris Gustafson – Arizona State Retirement System (Left ASRS) (**not present**)
Kristen Mackey – Department of Economic Security -Present
Gail Fenkell – Arizona Correctional Industries (**not present**)
Monica Attridge - Hozhoni Foundation, Inc. - Present
Joshua Biddle - ASDD
Kelly Wagner - Assistant attorney general
Stephen Mock - Peak performers
Myles Wallace - Peak performers
Tabetha - the beacon group

III. APPROVAL OF MINUTES

a. 01.25.2023

- 1) Entertain motion for approval, disapproval or tabling approval of minutes.

Ken Sanchez approve, Greg Natvig second

favor: IIIII - 5

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.

Greg Natvig excluded himself from voting at this time.

- a) *Report on contracts expiring in June – Yanneth Montes*

CTR047045 Records Shredding and Destruction Services, Supplier The Beacon Group,

Expiration Date: 6/30/2023 Max End Date 6/30/2024

Disposition: Term Extension – No price increase

- 1) *Committee Review and Discussion*

Tabetha- looking for standard yearly extension, no changes

- 2) *Entertain motion for approval, disapproval or tabling extension for 06/30/2024*

Ken Sanchez motion for approval, Monica Attridge second motion for approval

Favor: IIIII : 5

Against: 0

Greg Natvig returned to meeting actions

CTR047044 Records Shredding and Destruction Services, Supplier: The Centers for Habilitation/ASDD Document Destruction,

Expiration Date: 6/30/2023 Max End Date 6/30/2024

Disposition: Term Extension – No price increase

- 1) *Committee Review and Discussion*

Joshua Biddle - Looking for standard yearly extension, no changes

- 2) *Entertain motion for approval, disapproval or tabling extension for 06/30/2024*

Kristen Mackey Motion for approval, Greg Natvig second motion for approval

Favor: IIII :
5 Against: 0

V. REPORT ON 1% GOAL and Open Items

- a. FY23 Q3 Report – Yanneth Montes
- b. Open Items:
 - 1) Sub-Committee on Marketing efforts
 - a) Sub-Committee met on 2/21/23
 - b) Ideas: Monthly or quarterly email blast – Highlight suppliers by industry, showcase a supplier’s profile, information on flexibility and time savings of SA contracts, agency training.
 - c) Limitations: Consulting with ADOA communications team to find out what topics we can include in any emails.
 - d) Legal team advice to engage ADOA communications team on any communications going out.
- c. Can usage report be sent as a word or excel spreadsheet?(David)

Yanneth: Looking into it

VI. FUTURE AGENDA ITEMS

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

VII. 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.

VIII. ADJOURNMENT 2:03pm

IX. MATERIALS

A copy of the agenda and Committee packets (excluding materials exempt from public inspection) will be available at least 24 hours in advance of the meeting, at the State Procurement Office, located at 100 N 15th Ave #305, Phoenix, AZ 85007.

Set-Aside Committee Public Meeting Notice Agenda
Meeting Date: April 26, 2023

NEXT MEETING:

NEXT MEETING:

Set-Aside Committee Meeting

Wednesday, July 26 · 1:30 – 3:30pm

Google Meet joining info

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

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

Approval of Draft Minutes by Yanneth Montes 4/27/2023