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Governor



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ARIZONA DEPARTMENT OF ADMINISTRATION

STATE PROCUREMENT OFFICE

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PUBLIC MEETING NOTICE

ARIZONA SET-ASIDE COMMITTEE WILL HOLD A MEETING ON:

Tuesday, April 22, 2025 1:30pm – 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#

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**

II. **ROLL CALL**

Yanneth Montes – Co-Chair, State Procurement Office
Ken Sanchez – Co-Chair, State Procurement Office
David Steinmetz – Arizona Industries for the Blind
Athena Elliston – Arizona State Retirement System
Kristen Mackey – Department of Economic Security
Pamela Veal – Department of Transportation
Michael Mccarville – Arizona Correctional Industries
Natalya Brown – Beacon Group

III. **CONFLICT OF INTEREST**

IV. **APPROVAL OF MINUTES**

01/22/2025 - Entertain motion for approval, disapproval or tabling approval of minutes.

- V. **CNAID APPLICATION REVIEW:** *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.*

Introduction of CNAID Application – Purpose is only to approve or disapprove the applicant as a CNAID. NO Set Aside Contracts are being approved or reviewed at this time.

Review of Application from: DePaul Services/DPI Group

Received: 6/9/2024

Application completed in it's entirety: Yes

All supportive documentation reviewed and complete: Yes

Location Visit on: 1/15/2025 by Ken Sanchez and Yanneth Montes and Niki Large.

Employees with Disability Ratio: 81.66% per application.

Services: Staffing

1. Applicant floor time – Organization background (5-10 minutes only).
2. Committee Review and Discussion.
3. Entertain motion for approval, disapproval or tabling the approval of application for CNAID status under Set Aside Committee.

- VI. **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.*

Report on upcoming contract extensions – Yanneth Montes

A. CTR072114

Document Media and Hard Drive Destruction Services – Beacon Group

Expiration Date: 6/30/2025

Max End Date 6/30/2029

Disposition: Term Extension– No Price Adjustment

1. Committee Review and Discussion
2. Entertain motion for approval, disapproval or tabling the new term commencing on 7/1/2025 and ending on 6/30/2026.

B. CTR072115

Document Media and Hard Drive Destruction Services – The Center for Habilitation ASSD

Document Destruction

Expiration Date: 6/30/2025

Max End Date 6/30/2029

Disposition: Term Extension – No Price Adjustment

1. Committee Review and Discussion
2. Entertain motion for approval, disapproval or tabling the new term commencing on 7/1/2025 and ending on 6/30/2026

VII. **PUBLIC MEETING LAWS REVIEW**

Presentation by SPO Counsel Kelly Wagner (30 Minutes)

VIII. REPORT ON 1% GOAL and Open Items

A. FY25 Report – Yanneth Montes

B. Open Items:
Creation of Subcommittee for marketing efforts of Set Aside.

IX. FUTURE AGENDA ITEMS

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

X. 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.

XI. ADJOURNMENT

XII. 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 1400 W. Washington, Ste. 3100, Phoenix, AZ 85007.

NEXT MEETING:

Set-Aside Committee Meeting

July 23, 2025 1:30 -3:00 pm.

Google Meet joining info

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

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