

October 10, 2007

Attendance:

Members Present:

Jean Clark, Chair
Susan Bayer, Parks
Bill Branson, ACI

Jordann Carrillo, DES
Loretta Cooley, Commerce
Sylvia Farley, DOC

Richard Monaco, AIB

Members Absent:

Bertha Whitby, ADOT
Bev Hermon, AAPPD

Others in Attendance:

James Scarboro, SPO
John Red Horse, SPO
Jan Hart, SPO

Fred Seibel, Gompers
Steve King, Beacon Group
Michael Duncan, Valley

Jeff Batus, STARS
Paul Wilson, Goodwill

Minutes:

I. **Call to order.** Jean Clark, Chair, called the meeting to order at 1:35 P.M.

II. **Roll call.**

III. **Announcements.**

Jean Clark presented the Set Aside Report for Fiscal Year 2007 and the 4th Quarter for FY 2007. Over \$25 million in the last quarter, and slightly over \$89 million for the year was spent with Set Aside providers, which was a 47% increase. DES was the largest contributor and other small players stepped up this year. John Red Horse is responsible to look at the agencies that are not spending with Set Aside and contact them about the program.

Bill Branson asked if the spending met the 1% of new State purchases/contracts? Jean will pull legislation to find out what the baseline is for figuring the 1%. The legislation sunsets in July of 2009.

IV. **Approval of minutes.** Jordann Carrillo moved to approve the minutes of the July 11, 2007 meeting. Loretta Cooley seconded. **ACTION: Motion passed unanimously.**

Meeting dates for calendar year 2008. Jean proposed they continue meeting on the same schedule, the first Wednesday of the first month of the quarter at 1:30 p.m. The meetings would be January 9, April 9, July 9, and October 8.

V. **CONTRACT ITEMS (Possible Action):**

1. There were no contract items to discuss.

VI. CONTRACT UPDATE

- 1. There were no contract updates.

VII. FUTURE AGENDA ITEMS:

- 1. Progress update for 2008: 1% of new State purchases/contracts to set-aside contracts as per § 41-2636.

VIII. COMMITTEE COMMENTS AND SUGGESTIONS:

Is there a Master List of contracts with expiration dates? Jean assigned John Red Horse to pull a list from SPIRIT.

A question was asked about the contracts for Correctional Industries that were tabled at the last meeting. Bill Branson said they are struggling with their new financial system and does not have the data available that he needs to evaluate the contracts. Two of the contracts that were just extended need to be canceled for no usage – one on decals and one on vinyl lettering. Those small items could be rolled into the signs contract, which is due to renew in March. Bill does not have the information to renew the engraved products contract. They need to do pricing research on those items.

Jean stated that the State Procurement Office has the authority without committee approval to renew contracts if there are no price changes.

IX. CALL TO THE PUBLIC

There were no items from the public.

X. ADJOURNMENT: Meeting was adjourned at 2:17 p.m.

NEXT MEETING: Wednesday, January 9, 2008 at 1:30 p.m. To have items included on the next regular agenda, contact John Red Horse at (602) 542-9127.

POSTED: January 30, 2008



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

Submitted by Jan Hart
Executive Assistant, State Procurement Office

APPROVED BY THE COMMITTEE



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

1-29-2008
Date