Set Aside Meeting Minutes

October 24, 2017 2:00-3:00pm

**Members Present:**

Christiana Moore, Chair

Richard Monaco, AIB

Shana Ellis

Carol Carr

Lori Tuell

**State Procurement Officers Present:**

Christopher Lacey

Jason Rutka (Chief Compliance Officer)

**Other’s Present:**

Armando Bernasconi, Quality Connections

Karin Grandson, Quality Connections

Mark Botterbusch

Ryan Shin

Bill Strait

Ian Wist

Minutes

1. **Call to Order:** Christiana Moore called the meeting to order at 2:00pm
2. **Roll Call:** Christiana Moore took roll.
3. **Approval of Meeting Minutes:** Audio Meeting Minutes from Meeting on 9/6/17 have been posted. A written version of the minutes will be approved during the upcoming November meeting.
4. **Discussions:**
   1. Discussed the options for how to approve new applications for CNADI status. Richard Monaco provided a history of how this process was managed in the past and suggested that the process remain the same going forward. The process is to have the organization requesting the CNADI status to provide a brief presentation to the committee which includes an overview of the organization (charter and brief history) along with a presentation of the required paperwork and requested information.
5. Contract Items:
   1. Mandatory Contract Proposal from Quality Connections for OEM Printer Toner
      1. Quality Connections withdrew the Contract Proposal for a Mandatory Contract for Statewide OEM Laser Printer Toner. Stated reason for withdrawing the proposal was that Quality Connections heard the concerns of the State Procurement Office and will plan to return with a proposal that is scaled back to only include non-HP toner.
      2. The State Procurement Office made the following clarifications to comments that were made during the July Set-Aside meeting: 1) The Punch-out catalogue pricing found on the Quality Connections website was reported in July to be higher than the contracted fixed pricing and did not match the contracted pricing list found in the State’s contract with Quality Connection. The pricing information was verified again after the July meeting and found to be correct. The source of the pricing error is unknown, but at the present time, all prices that were sampled from the list were found to be correct.
6. Applications and Feasibility Review
   1. Arizona Foundation for the Handicapped has submitted an application for CNADI status. This application should be presented by a representative from Arizona Foundation for the Handicapped at an upcoming Set-Aside meeting, prior to approval.
   2. Set Aside Contracts:
      1. ADSPO17-155057 Office Furniture - Arizona Correctional Industries (1 yr - Renewal 10/31/17).
         1. Arizona Correctional Industries contract was extended until December 31, 2017 to enable Arizona Correctional Industries to return during a November Set-Aside meeting to provide more details related to the 1 year renewal.
      2. ADSPO17-155357 Nobody’s - Perfect Cartridges (1-yr Renewal 10/31/17)
         1. Nobody’s Perfect shared renewal information with the committee and was granted a 1 year contract extensión.
         2. Nobody’s Perfect provides a service which collects spent toner and ink cartridges for the state and charges zero dollars for the service.
      3. ADSPO14-059582 Document Imaging Services – Gompers (4 year, Optional renewals) available)
         1. Gompers contract for Document Imaging Services was extended until December 31, 2017 to enable Gompers to return during a November Set-Aside meeting to provide more details related to the 1 year renewal.
7. Committee Comments and Suggestions
   1. Discussion related to Set-Aside Committee improvement opportunities. Several years ago, the Set-Aside committee formed a sub-committee to recommend process improvement opportunities. Much of the work that was done by the Set-Aside sub-committee was not fully adopted by the committee. A suggestion was made that the committee review some of this material at a future meeting to determine if there were any missed improvement opportunities.
8. Future Agenda Items
   1. Renewal of contracts set to expire in November.
9. Call to Public
   1. None
10. Adjournment
    1. Meeting adjourned at 2:55pm.