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STATE PROCUREMENT OFFICE

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PUBLIC MEETING NOTICE Agenda

ARIZONA SET-ASIDE COMMITTEE WILL HOLD A MEETING ON

Monday, December, 18 2017 at 9:30am – 10:30am

- ADOA Room 460. Join in person or by phone. Phone Meeting Details below -

AGENDA

[Join WebEx meeting](#)

Meeting number (access code): 800 880 137

Meeting password: Mjq33FBP

Join from a video system or application

Dial [800880137@azgov.webex.com](tel:800880137)

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-240-454-0879 USA Toll

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- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES
 - a. 11/27/17 Meeting Minutes
- IV. CONTRACT EXTENSION & CONTRACT PROPOSAL REVIEWS:
 - a. Contract Extension with price increase request:
 - i. ADSPO15-090497 Remanufactured & OEM Printer Supplies (Punchout Only): QC Office
 - ii. ADSPO14-060351 Remanufactured & OEM Printer Supplies – SA: QC Office
 - b. Contract proposal for **mandatory** use OEM Printer Supplies for all non-Hewlett-Packard (Non-HP) printers.

V. COMMITTEE COMMENTS AND SUGGESTIONS

VI. ACTION ITEM TRACKING & FUTURE AGENDA ITEMS

- a. Develop a Policy, Procedure and Plan for Leakage on Mandatory Contracts.
 - i. Status: In progress but requires discussion at sub-committee meeting
- b. Mention the Set-Aside Document Scanning Contracts at the December meeting of Chief Procurement Officers.
 - i. Status: Done
- c. Special Needs Employees Direct Labor Hours needs to be requested moving forward; this will assist in cost analysis.
 - i. Status: Not Started
- d. Clarify the Fiscal year for the estimated spending report that indicates the total spends for remanufactured toner.
 - i. Status: In Progress
- e. Action Item: Remove remanufactured toner part numbers from price list and punch-out catalogue on the NASPO Contract
 - i. Status: Done
- f. Some Set-Aside contracts should link up with the State Fiscal Year and not end/begin in November to avoid duplicate PO's from some state agencies. This is vendor specific and can be addressed with early renewals.
 - i. Status: No action required. Remove from tracking list
- g. Discuss plan for January and February Sub-Committee Meetings

VII. CALL TO THE PUBLIC

- a. At this time, the subcommittee will hear comments from the public. Members of the subcommittee 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

FOR SPECIAL ACCOMMODATIONS: Please contact Jason Rutka at (602) 542-8087 at least three working days prior to the meeting if you require special accommodations or if you cannot attend.

Jason Rutka
Chief Compliance Officer
State Procurement Office (SPO)