

Arizona Set-Aside Procurement Program

Meeting Minutes

March 29, 2018

**Attendance:**

**Members Present:**

Jason Rutka

Richard Monaco

Lori Tuell

Sue Kay Kneifel

Carol Carr

Shana Ellis

Kristen Mackey

*Edit*: Brian Radecki

**Minutes:**

1. **CALL TO ORDER** 
   1. *Jason Rutka called the meeting to order at 1:05 PM.*

1. **ROLL CALL –** 
   1. *Introduction of new committee member and committee members leaving.*
      1. *Lori Tuell and Sue Kay Kneifel are leaving the committee. Kristen is joining.*
   2. *Committee is in need of a member in the private business sector with experience employing those with disabilities.*

1. **APPROVAL OF MINUTES** 
   1. *Motion to approve 12/18/2017 Meeting Minutes- Motion Carries/ Approved.*

1. **CNAID APPLICATION REVIEW – MY BLIND SPOT** 
   1. *Motion to approve My Blind Spot to become a Cetrified Nonprofit Agency- motion carries/ Approved.*

1. **SET-ASIDE TEMPLATES REVIEW & ADOPTION**

1. FLOWCHART – STATE SET-ASIDE PROCESS
2. APPLICATION – CNAID CERTIFICATION (Blank)
3. APPLICATION – CNAID RECERTIFICATION (Blank)
4. FORM – REQEUST FOR FEASIBILITY REVIEW (Blank)
5. INSTRUCTIONS – REQUEST FOR FEASIBILITY REVEW FORM
6. FORM – SET-ASIDE PROPOSAL (Blank)
7. INSTRUCTSION – SET-ASIDE PROPOSAL INSTRUCTIONS
8. EXCEL SHEET – PRODUCT COST ANALYSIS
9. EXCEL SHEET – SERVICE COST ANALYSIS
10. Motion to approve the adoption of the Set-Aside templates pending the changes made. –Motion carries/ approved.

Set-Aside Committee Public Meeting Notice

Meeting Date: December 18, 2017

1. **CONTRACT EXTENSION & CONTRACT PROPOSAL REVIEWS:**

* 1. ADSPO14-069797
     1. *Motion to extend contract with Arizona Correctional Industries one-year to 04/20/2019 - Motion carries/ approved.*
  2. ADSPO14-069818
     1. *Motion to extend contract with Arizona Correctional Industries one-year to 04/20/2019 - Motion carries/ approved.*
  3. ADSPO14-069824
     1. *Motion to extend contract with Arizona Correctional Industries one-year to 04/20/2019 - Motion carries/ approved.*
  4. ADSPO15-087910
     1. *Motion to extend contract with Arizona Correctional Industries one-year to 04/29/2019 - Motion carries/ approved.*
  5. ADSPO17-155057
     1. *Motion to extend contract with Arizona Correctional Industries one-year to 03/31/2019 - Motion carries/ approved.*
  6. ADSPO17-168122
     1. *Motion to extend contract with Arizona Correctional Industries one-year to 04/17/2019 - Motion carries/ approved.*
  7. ADSPO17-168208
     1. *Motion to extend contract with Arizona Correctional Industries one-year to 04/17/2019 - Motion carries/ approved.*
  8. ADSPO18-174897
     1. *Motion to extend contract with Arizona Industries for the Blind one-year to 04/21/2019 - Motion carries/ approved.*

1. **COMMITTEE COMMENTS AND SUGGESTIONS**

1. **ACTION ITEM TRACKING & FUTURE AGENDA ITEMS**

1. **CALL TO THE PUBLIC** 
   1. 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.

1. **ADJOURNMENT**
   1. *Meeting was adjourned at 3:13 PM.*
2. **NEXT MEETING**
   1. June 2018, specific date to be determined.

For inclusion on the next regular agenda, contact Jason Rutka at (602) 542-8087. With prior notice Jason Rutka, committee members can appoint a proxy if they are unable to attend the meeting. If you require special accommodations, please contact Jason Rutka at (602) 542-8087 at least three working days prior to the meeting.

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Jason Rutka

Chief Compliance Officer

State Procurement Office (SPO)