



Katie Hobbs
Governor

**Elizabeth
Alvarado-Thorson**
Cabinet Executive Officer
Executive Deputy Director

ARIZONA DEPARTMENT OF ADMINISTRATION

STATE PROCUREMENT OFFICE
1802 W Jackson St #100 PHOENIX, ARIZONA
85007
(602) 542-5511 (main) (602) 542-5508 (fax)
<http://spo.az.gov>

PUBLIC MEETING NOTICE **Agenda**

ARIZONA SET-ASIDE COMMITTEE WILL HOLD A MEETING ON
Tuesday, December 3, 2024 · 1:30 – 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
Michael Mccarville – Arizona Correctional Industries
Pamela Veal – Department of Transportation
Other Members of the Public

III. CONFLICT OF INTEREST

IV. APPROVAL OF MINUTES

- 1) 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.

- 1) *Introduction of CNAID Application – Purpose is only to approve or disapprove the applicant as a CNAID. NO Set Aside Contracts are being approve or for review at this time.*

Review of Application from: EpiHab

Received: 4/22/2024

Application completed in its entirety: Yes

All supportive documentation reviewed and complete: Yes

Location Visit on: 7/9/2024 by Ken Sanchez and Yanneth Montes

Employees with Disability Ratio: 80% per application.

Services: Pallet storage, pick, pack and kit, hand assembly, fulfillment, delivery of completed kits, shipping of completed kits, hand labeling, bagging services, product assembly, printing, signs on foamcore, design services, full 3pl services.

- 2) *Applicant floor time – Organization background (5-10 minutes only).*

- 3) *Committee Review and Discussion.*

- 4) *Entertain motion for approval, disapproval or tabling the approval of application for CNAID status under Set Aside Committee.*

VI. REPORT ON 1% GOAL and Open Items

- a. FY24 Report – Yanneth Montes

- b. Open Items:

The Governor's office is in receipt of one application to appoint a private sector business individual to the committee. No timeline given for approval date.

- c. Proposal of new day for Set Aside Meeting to remediate conflicting schedule with CPO meeting.

VII. FUTURE AGENDA ITEMS

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

VIII. CALL TO THE PUBLIC

- a. 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.

IX. ADJOURNMENT

X. 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:

NEXT MEETING:

Set-Aside Committee Meeting

Wednesday, January 22, 2024 at 1:30 – 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#