

Katie Hobbs
Governor



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ARIZONA DEPARTMENT OF ADMINISTRATION

STATE PROCUREMENT OFFICE

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PUBLIC MEETING NOTICE

ARIZONA SET-ASIDE COMMITTEE WILL HOLD A MEETING ON:

Wednesday, January 22, 2025 1:30pm – 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
Pamela Veal – Department of Transportation
Michael Mccarville – Arizona Correctional Industries

III. **CONFLICT OF INTEREST**

IV. **APPROVAL OF MINUTES**

A. 12/3/2024

1) Entertain motion for approval, disapproval or tabling approval of minutes.

V. **CONTRACT EXTENSION, PROPOSAL, AND AMENDMENT REVIEWS:** *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.*

Report on upcoming contract extensions and re-solicitations– Yanneth Montes

- A. CTR049459
Linens – Arizona Correctional Industries (ACI)
Expiration Date: 4/30/2025
Max End Date 4/30/2025
- Disposition: Re-Solicit– No Price Adjustment
1. Committee Review and Discussion
 2. Entertain motion for approval, disapproval or tabling the award of a new contract commencing on 4/31/2025 and max end date of 4/30/2030
- B. CTR059878
Engraved Products – Arizona Correctional Industries (ACI)
Expiration Date: 4/28/2025
Max End Date 4/28/2027
- Disposition: Term Extension – No Price Adjustment
1. Committee Review and Discussion
 2. Entertain motion for approval, disapproval or tabling extension for 4/28/2026
- C. CTR059881
Signage Decals Plaques – Arizona Correctional Industries (ACI)
Expiration Date: 4/17/2025
Max End Date 4/17/2027
- Disposition: Term Extension – No Price Adjustment
1. Committee Review and Discussion
 2. Entertain motion for approval, disapproval or tabling extension for 4/17/2026
- D. CTR070554
Bedding Products – Arizona Correctional Industries (ACI)
Expiration Date: 4/30/2025
Max End Date 4/30/2029
- Disposition: Term Extension – Price Adjustment
1. Committee Review and Discussion
 2. Entertain motion for approval, disapproval or tabling the extension for 4/30/2026
- E. CTR070553
Outdoor Furniture – Arizona Correctional Industries (ACI)
Expiration Date: 4/30/2025
Max End Date 4/30/2029
- Disposition: Term Extension – No Price Adjustment
1. Committee Review and Discussion
 2. Entertain motion for approval, disapproval or tabling the extension for 4/30/2026

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. Set Aside Meeting dates stay the same as ADOA will move CPO meetings. (April 2025 being an exception). Proposed dates for April meeting 4/22 or 4/24 at 1:30 -3:00 pm.

VII. FUTURE AGENDA ITEMS

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

VIII. CALL TO THE PUBLIC

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:

Set-Aside Committee Meeting

TBD

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