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| Douglas A. Ducey **Governor** |  | **Craig C. Brown**  **Director** |
|  | ARIZONA DEPARTMENT OF ADMINISTRATION STATE PROCUREMENT OFFICE  100 NORTH FIFTEENTH AVENUE • SUITE 402  PHOENIX, ARIZONA 85007  (602) 542-5511 (main) (602) 542-5508 (fax)  <http://spo.az.gov> |  |

**PUBLIC MEETING NOTICE**

**Agenda**

ARIZONA SET-ASIDE COMMITTE 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 -

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**AGENDA**

[Join WebEx meeting](https://azgov.webex.com/azgov/j.php?MTID=m710e9ef9159792503625b6aff26bd3b9)     
Meeting number (access code): 800 880 137   
Meeting password: Mjq33FBP    
  
Join from a video system or application  
Dial [800880137@azgov.webex.com](sip:800880137@azgov.webex.com)    
You can also dial 173.243.2.68 and enter your meeting number.     
    
Join by phone    
**+1-240-454-0879** USA Toll    
**+1-240-454-0879** USA Toll 

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
   1. 11/27/17 Meeting Minutes
4. CONTRACT EXTENSION & CONTRACT PROPOSAL REVIEWS:
   1. Contract Extension with price increase request:
      1. ADSPO15-090497 Remanufactured & OEM Printer Supplies (Punchout Only): QC Office
      2. ADSPO14-060351 Remanufactured & OEM Printer Supplies – SA: QC Office
   2. Contract proposal for **mandatory** use OEM Printer Supplies for all non-Hewlett-Packard (Non-HP) printers.
5. COMMITTEE COMMENTS AND SUGGESTIONS
6. ACTION ITEM TRACKING & FUTURE AGENDA ITEMS
   1. Develop a Policy, Procedure and Plan for Leakage on Mandatory Contracts.
      1. Status: In progress but requires discussion at sub-committee meeting
   2. Mention the Set-Aside Document Scanning Contracts at the December meeting of Chief Procurement Officers.
      1. Status: Done
   3. Special Needs Employees Direct Labor Hours needs to be requested moving forward; this will assist in cost analysis.
      1. Status: Not Started
   4. Clarify the Fiscal year for the estimated spending report that indicates the total spends for remanufactured toner.
      1. Status: In Progress
   5. Action Item: Remove remanufactured toner part numbers from price list and punch-out catalogue on the NASPO Contract
      1. Status: Done
   6. 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.
      1. Status: No action required. Remove from tracking list
   7. Discuss plan for January and February Sub-Committee Meetings
7. 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.
8. 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.

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Jason Rutka

Chief Compliance Officer

State Procurement Office (SPO)