



Technology, Management & Budget

CRO Set Aside Committee Meeting

Tuesday, February 7, 2017 2:00 p.m.

MARO

417 Seymour Suite 5

Lansing MI 48933

Meeting Minutes

Committee Chairman Todd Culver called the meeting to order at 2:00 p.m..

Committee Members Present: Todd Culver, Butch Ellis, Genevieve Hayes, and Justin Caine

Guests Present: Lynda Sweigart and Jennie Williams, Hope Network

Recording Secretary: Karen Stevens, MARO

Welcome

Todd Culver called the meeting to order, with a welcome to the February CRO Set Aside Committee Meeting.

Review of November 15, 2016 minutes

MOTION: To approve the November 15, 2016 minutes as presented.

Carried

Procurement Update: Genevieve Hayes

Drug test kits are out for bid. Todd will send notification to the CROs.

Set Aside Requests

None.

Lynda Sweigart inquired as to the process of having a current contract held by a commercial vendor changed to a Set Aside, as a state office building manager has approached Hope Network expressing interest in having Hope Network perform the work. Before such a request would be considered, the process to terminate the existing contract has to take place, which is a very involved process.

Recommended course: to stay in contact with the building manager, and if the contract does terminate, then request to have it Set Aside. It was also clarified that contracts put out for bid include notification of pre-bid requirements, and it is the current and/or prospective vendor's responsibility to monitor.

Public Comment

None



Old Business

Review of the updated CRO Set Aside Request Form. The only change is the addition of language describing time frame for timely submission of a Set Aside request.

**MOTION: To Approve the revised CRO Set Aside Request form
Carried**

Operations Manual Update: The introduction was revised to include language descriptive of the Committee and its purpose, excerpted from the Set Aside law; also added reference to the revised Set Aside request form.

**MOTION: To approve changes to the Operations Manual
Carried**

An adjustment to the process of preparing and approving the Annual Report will take place for FY 17. Consistent with the description in the Operations Manual, the report will be prepared by the Chairperson and approved by the Committee; participating organizations will have the opportunity to review the data submitted to ensure accuracy.

Fair Market Price: It was decided to continue to research ways to assist the CROs when placing bids to assure they are within fair market price. Butch offered the example of a company that he has worked with that has experience in consulting on Federal contracts similar to the Set Aside program. Butch will connect this company with Todd for further conversation; if a good fit for aiding the CROs when preparing bids, we will invite them to come to MARO's Spring Conference.

Genevieve will also be doing a breakout session at the conference on Set Aside contract bidding. Lots of bids are not considered because they are not completed properly. Genevieve has also recorded a webinar that is available online to aide CROs when bidding.

New Business

The Annual Report has been prepared and submitted. It will be posted on the DTMB website. Data showed over 100 full time jobs and over 200 part time jobs, paying more than \$3 Million in wages to individuals with disabilities throughout Michigan.

The next meeting is scheduled for May 16, 2017 at 10:00 a.m. It will be held at the MARO Office.

Adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Karen S. Stevens', written in a cursive style.

Karen Stevens
Recording Secretary