

# CRO Set Aside Committee Meeting

Thursday November 17, 2011

10:00 a.m.

MARO Conference Room

Lansing, Michigan

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## Meeting Minutes

Committee Chairman David Price called the meeting to order.

**Committee Members Present:** Butch Ellis, Genevieve Hayes, Laura Hischke, Cheryl Liss, and David Price

**Guests Present:** Noah Belanger and Jo Sinha, Peckham; Kurtis Fraaza, MRC Industries; David Bouck, Hope Network Services Corp.; Bill Walsh DTMB-Procurement; Jim Stasak S.T.E.P.; and Rene McMann, Goodwill Mid Michigan

Recording Secretary – Karen Stevens, MARO

### Review of August 11, 2011 minutes

**MOTION:** To approve the August 11, 2011 minutes as presented.

**Carried**

### Purchasing Update

We have a new name, DTMB-Procurement. ITB for Cadillac Place janitorial services will be available soon. This will be a CRO Set Aside.

The list of current set aside locations has been compiled. This is the beginning of the annual report, which is due early next year. We will continue to gather information. You will be requested to supply your organizations' data.

### Set Aside Requests

Hope Network has received a request from the State Building in Grand Rapids to take over minimal services beginning December 1. Hope Network would then bid when the RFP comes out when the current contract expires. This is the building Hope lost because of a technicality.

**MOTION: Committee reaffirms the set aside of the State Office Building in Grand Rapids**

**Carried**

### Public Comment

There may be some upcoming opportunities for CROs if HR274 passes. This bill requires schools to bid out all services except professional services.

The Committee is going to compile a check list for future set aside requests, hopefully to make the process easier and faster.

State Hospitals awards are still pending, there may be an internal issue.

There was a question concerning the Michigan State Veterans Home. It will have to be looked into; there may be a federal issue.

**Old Business**

Operations Manual: A working draft was distributed; input from the committee as well as from the public was discussed. David will incorporate the input and we will discuss the updated draft at the next meeting. Other areas were discussed such as posting of minutes and voting by telephone and also public comment by phone.

David and Laura will work on the appeal process and conflict of interest policy. Butch will begin a checklist for submission of a set aside request.

We will continue to work on the Manual and accompanying documents and hopefully by early next year it will be completed.

Laura distributed Facilities Benchmarking for Janitorial Services for informational purposes.

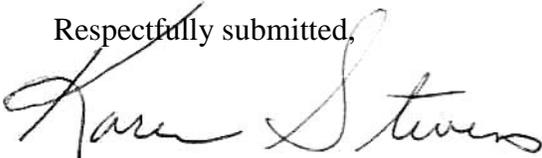
**New Business**

None

**Next meeting is scheduled for Tuesday, February 14, 2012 at 10:00 am, to be held at the MARO Office.**

Adjourned.

Respectfully submitted,



Karen Stevens  
Recording Secretary

DRAFT