



CRO Set Aside Committee Meeting

Thursday, May 27, 2021 10:00 am

Remote Meeting via Zoom

Meeting Minutes

Committee Members Present:

- Todd Culver, attending remotely from Lansing, MI
- Genevieve Hayes, attending remotely from Royal Oak, MI
- Karsten Bekemeier, attending remotely from Lansing MI

Guests Present:

- Lisa Spitzley, DTMB, attending remotely from Westphalia, MI
- Noah Belanger, Peckham, attending remotely from Lansing, MI
- Nancy Dubois, Hope Network, attending remotely from Paw Paw, MI
- Steve Perdue, Grand Traverse Industries, attending remotely from Traverse City, MI
- Brian Taylor, SVRC Industries, attending remotely from Traverse City, MI

Recording Secretary:

Todd Culver

Introductions and Welcome

Todd Culver called the meeting to order, with notice that the meeting will be conducted remotely in its entirety.

Review of November 19, 2020 minutes

Meeting minutes were distributed with the agenda.

MOTION: To approve the November 19, 2020 minutes as presented. - CARRIED

Procurement Update: Genevieve

- New Procurement Officer for DTMB, Jared Ambrosier, who previously worked in commodities and is familiar with the CRO Set Aside Program
- Introduced buyer for janitorial services, Lisa Spitzley, who shared plans for bidding out contracts that will be expiring later this year

Set Aside Requests: Todd

- No new requests, but 3 requests for renewal / continuation

MOTION: To approve the request from Lakestate Industries for renewal / continuation of Set Aside status relative to Contract Number 071B770046. - CARRIED



MOTION: To approve the request from Peckham, Inc for renewal / continuation of Set Aside status relative to Contract Number 071B7700138. - CARRIED

MOTION: To approve the request from SVRC Industries for renewal / continuation of Set Aside status relative to Contract Number 071B770048. - CARRIED

- Todd will follow up with each organization with next steps, including the need to be aware of bid submission protocols, timing, and deadlines
- Genevieve confirmed that the approved contracts will remain on set aside, with priority given to CRO proposals when they go out for bid. The approvals do not assure a contract award. The CRO(s) who bid on the contract still need to demonstrate, in their proposal, that they can perform the work and meet all bid requirements and pass the technical phase, as well as meet fair market pricing.
- Todd noted that an additional potential expiring contract currently held by Goodwill Industries of Southwestern Michigan will have the option exercised of a 1-year extension – with thanks to Genevieve and Lisa for support and clarification
- Todd also noted that Genevieve had recorded a presentation on “How CROs Can Do Business with the State of Michigan,” which is available for review

Public Comments:

- Steve Perdue noted recent price increases of 40% associated with raw materials associated with production of poly bag liners, currently on Set Aside; expresses appreciation for the swift acknowledgement of these conditions from the buyer, and allowability of addressing this increased cost through the force majeure provision of the contract
- Noah Belanger expressed appreciation for effective communication and quality program management demonstrated by Genevieve and Lisa

Old Business:

- None

New Business:

- None

Adjourned.

Respectfully submitted,

A handwritten signature in black ink that reads 'Todd W. Culver'.

Todd Culver
Chair, and Recording Secretary

