

Purchasing from People with Disabilities Advisory Board

Notice Date & Time: 4/16/2024 3:00 PM

Meeting Minutes

1. Welcome & Roll Call of all Attendees:

Windy opened the meeting by inviting all attendees to give a brief introduction. The attendees of the meetings were as follows:

- **Board Attendees:** Windy Aphayrath – Utah Division of Purchasing, Sarah Breanna - Office of Rehabilitation, Alana Parslow – TaffyTown
- **Other Attendees:** Glenna Nelson – Utah Division of Purchasing; Jillian Rafferty and Colette Bowen – Utah Division of Facilities Construction and Management; Brian Swan – Attorney General’s Office, Jason Bennington – Department of Workforce Services; Cody Nelson – Utah Department of Transportation; Phil Shumway, Kate McConaughy – UtahWorks; Jason Goudy – Columbus Community Center; Rob Ferris – Advantage Services Inc.

2. Review and approval of Meeting Minutes for April 8, 2024

Windy noted that the second agenda item from the April 8th meeting showed Alana making and seconding a motion. Board members did not see any other errors or concerns.

Seconded moved to approve the meeting minutes from April 8, 2024 with the changes to the motion on the second agenda item. Alana seconded the motion, and the motion passed with all board members in attendance in favor.

3. Review and Approval of New Contract for Right of Way Litter Pick Up - Region 2 between Department of Transportation and Advantage Services, Inc.

The PPDAB Board noted that the contract for these services was still under review, and no action was taken.

4. Review and Recommendation to Move Forward with GN24-29 – Invitation for Bid for Utah State Office of Rehabilitation Judy Ann Buffmire Building

Glenna presented the updated solicitation documents to the Board. Jill at DFCM assisting in drafting and reviewing these documents. Sarah had a question about the verbiage pertaining to the Board will approve the percentage fee that Utah Works receives from other CRPs. This language was updated.

Sarah moved to move forward with posting the solicitation for GN24-29, the invitation for bid for janitorial services at the Utah State Office of Rehabilitation Judy Ann Buffmire Building. Windy seconded the motion, and the motion carried with all board members in favor.

5. Other Discussions

Kate asked a question regarding outside entities needing to use the set-aside program. Windy explained that this program is to provide contract opportunities for CRPs for services and goods needed by state agencies.

6. Adjourn

Windy called for a motion to adjourn.

Alana moved to adjourn the meeting at 3:19PM. Sarah seconded the motion, and the motion passed with all board members in attendance in favor.

Next meeting schedule TBD.