

**Quick response!**

**A win/win program!**

**Your source for quality!**

## FREQUENTLY ASKED QUESTIONS

### **What is the Set Aside Program?**

The program is designed to support certified non-profit agencies that support disabled or disadvantaged individuals in Arizona who provide quality products and services to fulfill your procurement needs.

### **Why should I use this program?**

Set Aside agencies provide products and services that do not require your organization to conduct a competitive procurement; saving both time and money.

### **What products & services are available?**

Many, but not all, are listed at this site:  
<http://www.azdoa.gov/SetAside/Browse.aspx>

### **How do I initiate a purchase?**

As a competitive procurement is not required, simply contact the respective Set Aside agency directly, arrange for the products and services, and issue a purchase order.

### **What is the legal authority for this program?**

The Arizona Revised Statute 41-2636 (A.R.S. §41-2636) of the Arizona Procurement Code provides the legal basis. Additionally, it requires all state governmental units to endeavor to set aside one percent (1%) of new purchases or contracts for products, materials, and services from Arizona Industries for the Blind (AIB), certified nonprofit agency for disabled individuals (C-NADI), or Arizona Correctional Industries (ACI).



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*“Arizona’s State Set Aside Program is a cost-effective way to procure needed products and services, while being socially responsible.”*

*Additionally, your purchases support non-profits and their employees, many of whom are blind or have other severe disabilities.”*

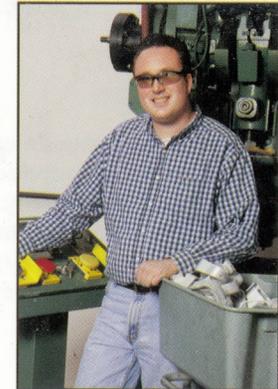
### **Jean Clark**

Arizona State Procurement Administrator

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**Quality Products and Services**  
Easier, Faster, Better



*“We enjoy being able to get the services we need while supporting Arizona’s citizens at the same time!”*



## Quality Products and Services from Arizona's Non-Profit Agencies

The Set Aside Program offers a wide range of products from office furniture and supplies to signage, all at prices that are attractive. Services range from custodial services to document imaging.

## Save Time and Money

The Set Aside Program allows you to procure any product or service offered by participating non-profits without going through a competitive procurement process. This can save you time. There is no need to solicit bids or review responses. It can save you money. You can reduce staff hours needed to manage a procurement.

## Supporting Arizonans

The Set Aside Program reduces costs to our taxpayers by allowing individuals to contribute to the state's economy. The Set Aside Program provides employment for Arizonans with disabilities and provides training and job skills enabling economic independence.

## Outstanding Response

"I appreciated the convenience and the customer support was excellent!"

"We received a quality solution, tailored to meet all our needs."

"Supporting Arizonans is important and the range of services offered is impressive!"



## ARIZONA CORRECTIONAL INDUSTRIES

Building Products Rebuilding Lives

### Furnishings

Office and Institutional Furniture, Bedding Products, Chairs, Customer Products, Parks and Recreational Equipment.



### Graphics

Business Cards, Stationary Forms, Newsletters, Brochures, Road and Regulatory Signs, Acrylic Plaques, Vinyl Lettering, Plastic Signs



### Small Business Center

Data Entry, Mail Services, Telemarketing, Small Assembly, Special Projects



ARIZONA INDUSTRIES FOR THE BLIND



## ARIZONA INDUSTRIES FOR THE BLIND

Services Provided by AIB:

- Document Imaging
- Media Sanitization
- Distribution/Warehousing



## Help Arizonans with Disabilities

Individuals with disabilities provide high-quality products and services at very competitive prices.

Over 80 categories of pre-approved products and services are offered. These are provided by agencies that serve individuals with disabilities in Arizona.

Here is a sampling of a few of the high-quality products and services that are available through this program:

### PRODUCTS

- Adult Incontinence Products
- Custom Cables
- Drug Abuse Test Kits
- Scrubbing Pads
- Toner Cartridges (remanufactured)



### SERVICES

- Assembling and Collating
- Custodial Services
- Document Destruction
- Document Imaging & Scanning
- Grounds Maintenance
- Landscaping
- Mailing/Mailroom Services
- Packaging and Fulfillment