

OFFICIAL DRAFT

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES Regular Meeting

December 9, 2015
1:00 p.m.

Sheraton Albuquerque Uptown Hotel
2600 Louisiana Blvd., NE
Albuquerque, New Mexico 87110

MEMBERS PRESENT

Larry Maxwell	Council Chair, State Purchasing Director Representative
Greg Trapp	Council Member, New Mexico Commission for the Blind Representative
Lisa Dignan	Council Member, New Mexico Commission for the Deaf and Hard of Hearing Representative
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)
Paul Kippert	Designee, Council Member for Secretary Tom Clifford (DFA)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Roger Newall	Council Member, City of Albuquerque Representative

MEMBERS NOT PRESENT

Secretary Tom Clifford	Council Member, Department of Finance and Administration Representative
Secretary Darryl Ackley	Council Member, Department of Information Technology Representative

OTHER PARTICIPANTS

Pamela June	Horizons of New Mexico
Wendell Williams	Horizons of New Mexico (participated remotely via telephone)
Arturo Soliz	Horizons of New Mexico
Kyle Radford	Horizons of New Mexico
Marie Richter	Horizons of New Mexico (participated remotely via telephone)
Taylor McBride	Horizons of New Mexico (participated remotely via telephone)

GUESTS

Patricia Adams	New Mexico Commission for the Blind
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AGENDA ITEM 1: CALL TO ORDER

Chairman Larry Maxwell called the meeting to order.

AGENDA ITEM 2: ROLL CALL

Chair Maxwell asked Council member Greg Trapp to perform a roll call. With Council member Roger Newall running late, thus making the meeting one Council member short of a quorum, Chair Maxwell moved to begin discussion on non-action items until Council member Newall arrived.

AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF

Chair Maxwell asked all guests and staff members present at the meeting and participating via telephone to introduce themselves at this time.

AGENDA ITEM 4: APPROVAL OF AGENDA

Council member Newall joined the meeting during discussion of agenda item 4 which brought the Council to a quorum. Council member Trapp moved to approve the December 9, 2015 meeting agenda. Council member Lisa Dignan seconded the motion and the agenda was approved in a unanimous vote by the Council.

AGENDA ITEM 5: APPROVAL OF MINUTES OF NOVEMBER 14, 2015

Council member Dignan moved to approve the November 14, 2015 council meeting minutes. Council member Pam Lillibridge seconded the motion and the minutes were approved in a unanimous vote by the Council.

AGENDA ITEM 6: CHAIR UPDATE, LARRY MAXWELL

There was no chair report at this time.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE

Mr. Kyle Radford reviewed an example of the approved services list to be displayed on the Horizons of New Mexico website that the Council had requested be updated at the previous council meeting.

The Council then proceeded to cross reference the list of approved services on the Horizons website with the list of current state use service contracts for 2015 in order to determine which current contracts included services that still needed approval from the Council.

After discussion, Chair Maxwell requested that Horizons submit a list, complete with definitions, of services included in active state use service contracts for 2015 that had not yet been approved by the Council to the Council and the Executive Committee. At that point in time, the committee would review those services and decide which would be suitable for sale through the State Use Program to bring forward for approval by the full Council at the next meeting.

AGENDA ITEM 8: REVIEW OF SUITABLE SERVICES

- a. *Services (Non-Construction, Non-Professional, Non-Licensed Professional, Non-Statewide)*
- b. *Construction Services*
- c. *Professional Services*
- d. *Licensed Services*

- e. *Statewide Services*
- f. *Services Involving Tangible Personal Property*

The Council agreed that the review of suitable services had been completed during the significant amount of discussion that took place during agenda item 7.

AGENDA ITEM 9: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

Council member Dignan moved to approve Snow Removal and Clerical Data Entry as services suitable for sale under the State Use Program. Council member Paul Kippert seconded the motion and the services were approved in a unanimous vote by the Council.

AGENDA ITEM 10: APPROVAL OF SERVICE CONTRACTS

a. Service Contracts Pending from November 14, 2015

1. *New Mexico Historic Sites & Crystal Clear Maintenance, Landscaping Services, \$22,523.80.*

After resolving that the cost of the service contract was affected by a high rate for rental equipment, Council member Lillibridge moved to approve contract A1. Council member Newall seconded the motion and the contract was approved in a unanimous vote by the Council.

b. New Service Contracts – \$5,000 or Less

1. *New Mexico Public School Facilities Authority & Greetings Etc.!, Inc., Printing & Mailing Services, \$643.96.*
2. *State of New Mexico, General Services Division & My Bug Guy, Pest Control Services, \$190.72.*
3. *State of New Mexico Workers Compensation Administration & Crystal Clear Maintenance, Irrigation System Repair, \$611.42.*
4. *State of New Mexico, Facilities Management Division & Crystal Clear Maintenance, Janitorial Services, \$4,319.21.*
5. *New Mexico Department of Game & Fish & R.A. House & Co., Website Maintenance, \$255.36.*

Council member Dignan asked whether R.A. House & Co. was a new Horizons member to which Ms. June responded that they are an existing member, since before Ms. June herself came to hold the position of Horizons of New Mexico Executive Director. She stated that the company can be located under individual Horizons member Anne House on the Horizons of New Mexico website.

Council member Dignan inquired as to whether contracts B3 and B5 should be included in the list for approval, considering both contracts were conducting services, Irrigation System Repair and Website Maintenance, respectively, which were not currently approved by the Council.

Ms. June specified that contract B3 is additional landscape and grounds maintenance that is being added to an existing contract, and that the Council would not actually be approving any type of major irrigation system repair. She also stated that contract B5 is a

one-time approval of a very minor services that has been performed in the past as website maintenance.

With those specifications defined, Council member Dignan moved to accept contracts B1 through B5 as a group. Council member Newall seconded the motion, Council member Kippert abstained, and the contracts were approved in a 6-0-1 (Approved, Denied, Abstained) vote by the Council.

c. New Service Contracts – More than \$5,000

1. *New Mexico Department of Military Affairs & Crystal Clear Maintenance, Janitorial Services FY 16 (without extra day service) \$65,105.30; pricing comprised of an extra day service, \$71,615.96.*

Ms. June noted that two separate pricing options are included in the contract listing due to the fact that the purchasing entity, New Mexico Department of Military Affairs, had not yet decided if they would be utilizing an additional day of service.

Council member Lillibridge moved to approve both contract pricing options for contract C1, to be enacted at the point in time in which the New Mexico Department of Military Affairs decides which option they would like to pursue. Council member Dignan seconded the motion and the contract was approved in a unanimous vote by the Council.

2. *New Mexico Environment Department, Solid Waste Bureau & Adelante, Document Imaging, Document Imaging Project, \$17,831.10. (Withdrawn).*

No action was taken on contract C2 due to the fact that it was withdrawn prior to the council meeting.

AGENDA ITEM 11: APPROVAL OF ANNUAL REPORT PURSUANT TO 13-1C-5(B) NMSA 1978

Mr. Radford presented the revised Annual Report to the Council, complete with Council activity, such as the number of approved service contracts and their combined dollar amount, as well as policies and procedures that had been approved, throughout the fiscal year, which the Council had requested be included in the report at the previous Council meeting.

Council member Kippert requested the report outline the number of jobs created for individuals without disabilities in comparison to individuals with disabilities. Council member Mike Kivitz requested the report reflect how many jobs the State Use Program had created in the fiscal year.

Council member Dignan noted an error in her telephone number listed in the report and requested it be corrected.

Council member Trapp renewed the motion from the previous council meeting to approve the annual report as presented, while authorizing the Executive Committee to make any final revisions so that the report may be submitted on time. Council member Kivitz seconded the motion and the Annual Report was approved as presented in a unanimous vote by the Council.

AGENDA ITEM 12: DISCUSSION OF GOVERNMENTAL CONDUCT ACT PROVISIONS FOR STATE CONTRACTS WHEN A FAMILY MEMBER IS A STATE EMPLOYEE

At Council member Trapp's suggestion, Chair Maxwell stated that the Council should maintain compliance with the Governmental Conduct Act provisions for state contracts in instances where a family member of a Horizons member is a state employee.

AGENDA ITEM 13: SUBCOMMITEE UPDATES

Council member Trapp noted that Council member Lillibridge had to leave the meeting at this time resulting in the loss of a quorum.

Council member Trapp informed the Council that the third party Central Nonprofit Agency (CNA) Request for Proposal (RFP) would be due on July 1, 2016. Chair Maxwell asked that the executive committee review the existing CNA contract in preparation for that upcoming RFP.

AGENDA ITEM 14: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There was no public comment at this time.

AGENDA ITEM 15: COUNCIL DISCUSSION

There was no Council discussion at this time.

AGENDA ITEM 16: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

Council member Dignan raised the issue of Horizons member businesses located outside of New Mexico performing work on New Mexico State Use Program contracts, and asked that this topic be brought for discussion for resolution on whether or not to allow said businesses to continue work within the State Use Program be added to the agenda for future meetings.


Council member Trapp informed the Council that, under the Council's bylaws, the January 2016 Council meeting would need to facilitate officer elections.

AGENDA ITEM 17: DATE AND LOCATION OF NEXT MEETING

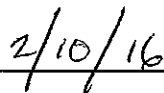
The next council meeting was determined to be held Wednesday, January 13, 2016. The time and location were to be determined at a later date and communicated to the Council by Ms. June.

AGENDA ITEM 18: ADJOURN

With no further business, the meeting was adjourned.



Larry Maxwell, Chairman



Date