

**NEW MEXICO COUNCIL FOR PURCHASING
FROM PERSONS WITH DISABILITIES
Regular Meeting**

October 12, 2016, 1:30 P.M.

**New Mexico Commission for Deaf and Hard of Hearing
505 Marquette Avenue NW, Suite 1550
Albuquerque, New Mexico 87102**

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 Deaf and Hard of Hearing Representative
Paul Kippert	Designee, Council Member for Secretary Rodrigues (DFA)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)
Roger Newall	Council Member, City of Albuquerque Representative

MEMBERS NOT PRESENT

Darryl Ackley	Council Member, Department of Information Technology (DIT) Representative
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OTHER PARTICIPANTS

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

GUESTS

Dustin Berg	Wester Wildlife Formula
Brian O'Connor	ARCA
Therese Baca	Unlimited Office Management Systems
Brian Ammerman	Adelante Development Center
Archie Archuleta	Action One Janitorial

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 the roll call. With seven council members present, a quorum was established.

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 Pam Lillibridge moved to approve the October 12, 2016 regular meeting agenda. Council member Mike Kivitz seconded the motion and the agenda was approved in a unanimous vote by the Council.

AGENDA ITEM 5: APPROVAL OF MINUTES OF September 14, 2016

Council member Paul Kippert moved to amend agenda item 5 of the September 14, 2016 minutes so that the minutes would reflect the correct name spelling for Mr. Ron Spilman. He also requested that agenda item 6 be changed to reflect that Mr. Arturo Soliz was not the sole remaining employee of Horizons of New Mexico, as that was an inaccurate statement.

With no further suggested amendments, Council member Kippert moved to approve the September 14, 2016 regular meeting minutes as amended. Council member Roger Newall seconded the motion and the minutes were approved in a unanimous vote by the Council.

AGENDA ITEM 6: CHAIR UPDATE, LARRY MAXWELL

Chair Maxwell announced that Horizons of New Mexico had agreed to a one-month extension performing duties as the Central Nonprofit Agency (CNA), lasting through November. He added that during that time, the Council will be working to distribute a new Request for Proposal (RFP) to possible new contractors for the role of CNA.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, KYLE RADFORD

Mr. Kyle Radford reiterated Chair Maxwell's statement that Horizons had contracted for a one-month extension to continue fulfilling its duties as the program's CNA. He added that there was nothing further to report from Horizons.

AGENDA ITEM 8: REQUEST FOR PROPOSALS UPDATE, LISA DIGNAN

Council member Lisa Dignan informed the Council that she had no further information about the status of the RFP than what had already been discussed by Chair Maxwell.

AGENDA ITEM 9: APPROVAL OF CENTRAL NONPROFIT AGENCY

No action was taken at this time.

AGENDA ITEM 10: APPROVAL OF SERVICE CONTRACTS

A. New FY17 Contracts \$5,000 and Under

- 1. New Mexico Rehabilitation Center; Greetings, Etc.! – Printing Services, \$237.47.*
- 2. San Juan College; Greetings, Etc.! – Printing Services, \$267.75.*
- 3. San Juan College; Greetings, Etc.! – Printing Services, \$267.75.*
- 4. San Juan College; Greetings, Etc.! – Printing Services, \$267.75.*
- 5. San Juan College; Greetings, Etc.! – Printing Services, \$267.75.*
- 6. New Mexico Higher Education Department; Adelante – Document Storage, \$2,747.12.*
- 7. New Mexico Workforce Solutions; Unlimited Office Mgmt. Systems LLC – Carpet Cleaning and Stain Removal Services, \$2,989.02.*
- 8. New Mexico Workforce Solutions; Unlimited Office Mgmt. Systems LLC – Carpet Cleaning and Stain Removal Services, \$222.37.*

Mr. Radford informed the Council that Contract A6 was removed from consideration, by the request of Horizons member Adelante, before the meeting. Council member Trapp noted that the identical prices of contracts A2 – A5 were not an error, and that the procuring agency had requested multiple projects with the same specifications, which lead to the identical prices.

Mr. Radford also confirmed that the number of hours worked by persons with disabilities, on all the contracts, met the 75/25 ratio required by the statute.

Council member Newall moved to approve contracts A1 – A8, omitting contract A6 because of its withdrawal. Council member Trapp seconded the motion, Chair Maxwell abstained, and the contracts were approved in a 6-0-1 (Approved – Denied – Abstained) vote by the Council.

B. New FY17 Contracts Over \$5,000

- 1. New Mexico Higher Education Department; Adelante – Document Imaging, \$5,117.81.*

Council member Pam Lillibridge moved to approve contract B1. Council member Dignan seconded the motion, Council member Kippert voted in opposition of approving the contract, Council member Kivitz abstained, and the contract was approved in a 4-1-1 vote by the Council.

- 2. New Mexico Higher Education Department; Adelante – Document Imaging, \$5,117.81*

Council member Kippert moved to approve contract B2. Council member Newall seconded the motion, Council member Kivitz abstained and the contract was approved in a 5-0-1 vote by the Council.

Council member Kippert raised the questions of whether or not contracts should be approved when their actual amounts differ from the amounts listed on the agenda. Council member Trapp noted that, as outlined on the agenda, actual contract amounts may include minor adjustments from the amounts listed on the agenda. He suggested that this language on the agenda could be modified to include a percentage that the adjustment must fall under for the contract to still be eligible for action by the Council. Chair Maxwell thanked council members Kippert and Trapp for their concerns and suggestions and proposed the Council solicit the advice of the Attorney General's Office.

AGENDA ITEM 11: SUBCOMMITTEE UPDATES

Council member Trapp stated that his subcommittee held a meeting via telephone prior to the current council meeting where they discussed out-of-state contracts as they pertain to the State Use Act. He noted that they were in the process of crafting language that would reflect the idea that contracts approved under the State Use Act were done so with the intent that they would benefit the lives of those individuals with disabilities living in New Mexico, but that would also account for those special circumstances where out-of-state contracts would be beneficial as well.

AGENDA ITEM 12: REVIEW OF SUITABLE SERVICES

There was no review of suitable services at this time.

AGENDA ITEM 13: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

There was no approval of added and removed suitable services at this time.

AGENDA ITEM 14: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

Mr. Dustin Berg, Western Wildlife Formula, addressed the Council about the status of his contract with the New Mexico Game and Fish Department, the service for which was approved at the July 2016 council meeting.

Chair Maxwell asked Mr. Radford to send a referral for Western Wildlife Formula's service over to the Game and Fish Department, on behalf of the Council. He added that, should the Game and Fish Department respond that the specific contract in question is currently under a price agreement, the Council would move forward by giving the contract temporary chair approval as a service approved by the Council.

AGENDA ITEM 15: COUNCIL DISCUSSION

There was no council discussion at this time.

AGENDA ITEM 16: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

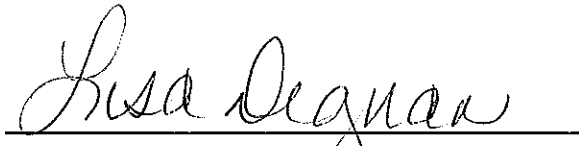
Council member Trapp noted that the Council was required to compile an annual report for the program. He also added that the Council is required by statute to make recommendations for legislative changes in regards to how the Council operates and its rules before the upcoming legislative session and that the Council was due for a quarterly update, all of which should be placed on the agenda for the next council meeting.

AGENDA ITEM 17: DATE AND LOCATION OF NEXT MEETING

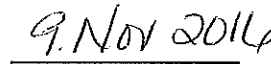
The next council meeting was scheduled for Wednesday, November 9, 2016 at 1:30 p.m. at the Commission for Deaf and Hard of Hearing.

AGENDA ITEM 18: ADJOURN

With no further business, the meeting was adjourned.



Larry Maxwell, Chairman



Date