

# Official Draft

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

November 15, 2017, 1:30 p.m.

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

### AGENDA ITEM 1: CALL TO ORDER

Due to a technical delay, Vice-Chair Lisa Dignan called the meeting to order at 1:48 p.m. MST.

### AGENDA ITEM 2: ROLL CALL

Vice-Chair Dignan, acting as Chair for the duration of the meeting, performed a roll call.

### MEMBERS PRESENT

Anna Silva	Designee for Council Chair, Larry Maxwell, State Purchasing Director Representative (participated remotely via telephone)
Greg Trapp	Council member, New Mexico Commission for the Blind Representative (participated remotely via telephone)
Lisa Dignan	Council member, New Mexico Commission for Deaf and Hard of Hearing Representative
Paul Kippert	Designee, Council member Secretary Rodrigues (DFA) (participated remotely via telephone)
Mike Kivitz	Council member, Community Rehabilitation Program (CRP) Representative (Left meeting at 2:26 p.m. MDT)
Pam Lillibridge	Council member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)
Roger Newall	Council Member, City of Albuquerque Representative
Estevan Lujan	Designee, Council member Darry Ackley, Department of Information Technology (DIT) Representative (participated remotely via telephone)

With eight council members present or participating via telephone, a full quorum was established.

### AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF

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

#### OTHER PARTICIPANTS

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

#### GUESTS

Colonel Clarence Culbert, Jr.	Global Technologies, LLC
Holly Bradshaw Eakes	The Holly Company

#### **AGENDA ITEM 4: APPROVAL OF AGENDA**

Council member Mike Kivitz moved to approve the November 15, 2017 agenda, acknowledging that the Council would first act on all action agenda items before completing any non-action agenda items. Council member Roger Newall seconded the motion and the agenda was approved in a unanimous vote by the Council.

#### **AGENDA ITEM 5: APPROVAL OF COUNCIL MINUTES OF OCTOBER 11, 2017**

Council member Newall moved to approve the October 11, 2017 regular meeting minutes. Council member Anna Silva seconded the motion and the minutes were approved in a unanimous vote by the Council.

At this time, the Council moved to act on agenda item 12.

#### **AGENDA ITEM 6: CHAIR UPDATE, LARRY MAXWELL**

There was no chair update at this time.

#### **AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE AND QUARTERLY REPORT, KYLE RADFORD**

Mr. Kyle Radford, Horizons of New Mexico, presented the fourth quarter report for FY17 and the first quarter report for FY18 to the Council.

#### **AGENDA ITEM 8: APPROVAL OF THE 2017 ANNUAL REPORT PURSUANT TO 13-C-5(B) NMSA 1978**

Mr. Radford presented the 2017 Annual Report, pursuant to 13-C-5(B) NMSA 1978, to the Council.

Council member Greg Trapp requested that Horizons of New Mexico include the newly revised and approved Central Nonprofit Agency (CAN) Direct Distribution procedure within the report.

Council member Trapp made a motion to approve the 2017 Annual Report as presented to the Council during the November 15, 2017 meeting, with the amendment that the Executive Committee was authorized to make any minor technical changes or adjustments that were necessary (i.e., the inclusion of the CNA Direct Distribution procedure). Council member Newall seconded the motion and the 2017 Annual Report was approved in a unanimous vote by the Council.

**AGENDA ITEM 9: ACCEPTANCE OF ANNUAL AUDIT OF CENTRAL NONPROFIT AGENCY, KYLE RADFORD**

Mr. Radford then asked Mr. Scott DeVetter, Horizons of New Mexico, to present the audited financial statements for FY16 to the Council.

Council member Trapp moved to approve the FY16 audit of the CNA as presented to the Council. The motion was approved and the audit accepted in a unanimous vote by the Council.

**AGENDA ITEM 10: EXECUTIVE SESSION PURSUANT TO NMSA 10-15-1(H)(6)**

- a) *Discussion of Competitive Sealed Proposals Solicited Pursuant to the Procurement Code for a Central Non-Profit Agency*

Council member Kivitz moved to enter into Executive Session, pursuant to NMSA 10-15-1(H)(6). Council member Trapp seconded the motion and the motion was approved in a unanimous roll call vote by the Council at 2:04 p.m. MST.

At 2:22 p.m. MST, Council member Trapp moved to re-enter into Open Session, acknowledging that during the Executive Session the Council discussed only items that were germane to the motion made to move into Executive Session, pursuant to NMSA 10-15-1(H)(6). Council member Paul Kippert seconded the motion, the motion was approved in a unanimous roll call vote by the Council, and the Council meeting resumed in Open Session.

The Council then moved to agenda item 11.

**AGENDA ITEM 11: APPROVAL OF CENTRAL NONPROFIT AGENCY, LISA DIGNAN**

Council member Newall then made a motion to allow the Procurement Manager, Chair Dignan, to move forward with recommendations discussed in Executive Session regarding contracting with a Central Nonprofit Agency. Council member Silva seconded the motion and the motion was approved in a unanimous vote by the Council.

Chair Dignan clarified that, due to the fact that the Council was conducting an open Request for Proposal (RFP) process, it was not allowed to disclose any further information

concerning the RFP at that time. She added that she would begin the process of contacting the entity chosen as the new Central Nonprofit Agency after the Council meeting.

The Council then moved to agenda item 14.

## **AGENDA ITEM 12: APPROVAL OF SERVICE CONTRACTS**

### **a) New FY18 Contracts \$5,000 and Under**

*(None)*

### **b) New FY18 Contracts Over \$5,000**

1. *New Mexico Department of Health and member Crystal Clear Maintenance; Janitorial Services - \$11,643.75*

Council member Kivitz moved to approve contract B1. Council member Pam Lillibridge seconded the motion and the contract was approved in a unanimous vote by the Council.

### **c) New FY18 Contracts Granted Tentative Chair Approval**

*Tentative Chair Approval Granted October 18, 2017*

1. *Southern Sandoval County Arroyo Flood Control Authority and member LifeRoots; Janitorial Services - \$14,195.40*

*Tentative Chair Approval Granted October 24, 2017*

2. *New Mexico Human Services Department and member Premiere Visual Voice; Transcription Services - \$3,000.00*

Council member Newall moved to ratify the tentative chair approval of contracts C1 and C2. Council member Kivitz seconded the motion and the contracts were ratified in a unanimous vote by the Council.

At this time, the Council moved to agenda item 13.

## **AGENDA ITEM 13: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CNA AUTHORITY**

### **a) New Service Contracts Directly Distributed Under CNA Authority**

1. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$27.83*
2. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$83.46*
3. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$97.37*
4. *New Mexico Division of Vocational Rehabilitation and member Adelante*

- Development Center; Document Destruction Services - \$41.74*
5. *First Judicial District Attorney and member Adelante Development Center; Document Destruction Services - \$204.75*
  6. *San Juan College and member Adelante Development Center; Document Destruction Services - \$111.28*
  7. *Office of Superintendent of Insurance and member Adelante Development Center; Document Destruction - \$125.19*
  8. *Tenth Judicial District Court and member Adelante Development Center; Document Destruction Services - \$250.00*
  9. *New Mexico Department of Game and Fish and member Greetings, Etc.!.; Publication Distribution - \$209.82*
  10. *New Mexico Department of Game and Fish and member Greetings, Etc.!.; Printing Services - \$362.69*
  11. *New Mexico Workers Compensation Administration and member Tresco; Upholstery Services - \$59.90*

Chair Dignan informed the Council that 11 contracts had been distributed under the authority of Horizons of New Mexico as the Central Nonprofit Agency. She added that, by listing the contracts on the agenda, the requirements of the Opening Meetings Act were effectively met.

At this time, the Council moved to agenda item 10.

**AGENDA ITEM 14: APPROVAL OF REVISION TO PROCEDURE FOR CENTRAL NONPROFIT AGENCY TO ALLOW FOR DIRECT DISTRIBUTION OF CONTRACTS UP TO \$5,000 IN CASES OF URGENT AND IMMEDIATE NEED**

Chair Dignan informed the Council that the intent of the revised procedure for the direct distribution of services contracts by the CNA was to decrease the number of tentative chair approvals that were awarded between council meetings.

Council member Kippert moved to approve the revised procedure for the CNA Direct Distribution of Service Contracts. Council member Lillibridge seconded the motion and the revised procedure was approved in a unanimous vote by the Council.

At this time, Council member Kivitz left the meeting, and with seven council members still present, a quorum was maintained.

The council moved to agenda item seven, after which they would follow the remainder of the agenda in numerical order

**AGENDA ITEM 15: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES**

Council member Silva asked about the capability of Horizons member Adelante Development Center to perform certain postage meter and mailing services. Mr. Radford explained that Adelante does provide the services that Council member Silva was inquiring

about, but also added that Horizons had not received any agency requests for those particular services.

Mr. Radford informed that he would get in touch with Brian Ammerman, Adelante Development Center, to acquire the details about their capabilities in regards to those specific postage meter and mailing services and then present those to the Council at the next meeting.

**AGENDA ITEM 16: SUBCOMMITTEE UPDATES**

There were no subcommittee updates at this time.

**AGENDA ITEM 17: OPEN PUBLIC FORUM AND PUBLIC COMMENTS**

There were no public comments at this time.

**AGENDA ITEM 18: COUNCIL DISCUSSION**

There was no council discussion at this time.

**AGENDA ITEM 19: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS**

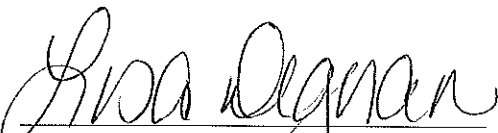
Chair Dignan noted that the postage meter and mailing services discussion would be placed on the agenda for the December 2017 meeting.

**AGENDA ITEM 20: DATE AND LOCATION OF NEXT MEETING**

The next Council meeting was scheduled for Wednesday, December 13, 2017 at 1:30 p.m. MST, at the New Mexico Commission for Deaf and Hard of Hearing.

**AGENDA ITEM 21: ADJOURN**

With no further business, the meeting was adjourned at 2:52 p.m. MST.

  
Larry Maxwell, Chair

  
Date