

OFFICIAL DRAFT

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

REGULAR MEETING

August 14, 2019, 1:30 PM

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

AGENDA ITEM 1: CALL TO ORDER

Chair Lisa Dignan called the meeting to order at 1:43 p.m. MDT.

AGENDA ITEM 2: ROLL CALL

Chair Dignan asked Council member Greg Trapp to perform a roll call.

MEMBERS PRESENT

Lisa Dignan	Council Chair, New Mexico Commission for Deaf and Hard of Hearing Representative
Antoinette Holmes	Council member, Division of Vocational Rehabilitation Representative (participated remotely via telephone)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Mark Hayden	Council Member, State Purchasing Director
Roger Newall	Council Member, Disabled Veteran Representative
Greg Trapp	Council Member, New Mexico Commission for the Blind Representative
Miranda Mascareñas	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Olivia Padilla-Jackson (participated remotely via telephone)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)
Phillip Bachicha	Council Member, Designee for Department of Information Technology (DoIT) Secretary Vincent Martinez (participated remotely via telephone)

With nine council members present or participating remotely 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

Matthew Loehman Horizons of New Mexico

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

GUESTS

Brian Ammerman	Adelante Development Center
Michael Davenport	Adelante Development Center
Kelly Burma	New Mexico Commission for the Blind
Archie Garcia	Service Procurement Center and New Mexico Business Exchange
Matthew Molina	LifeROOTS

AGENDA ITEM 4 APPROVAL OF AGENDA:

Council member Phillip Bachicha moved to approve the agenda for the August 14, 2019 council meeting. Council member Mark Hayden seconded the motion, and the agenda was approved in a unanimous vote by the Council.

AGENDA ITEM 5: APPROVAL OF COUNCIL MINUTES OF JULY 24, 2019

Chair Dignan requested amendments be made to agenda items 8 and 16 of the July 24, 2019 regular meeting minutes.

The amendments to agenda item 8 clarified that an adverse impact statement had been submitted, rather than an adverse impact procedure, and clarified that “moving forward, the Council’s intention would be for Adverse Impact Procedure resolutions to take place between Horizons and the procuring agency whenever possible, and only instruct the procuring agency to submit a written Statement of Adverse Impact to the state purchasing agent per the procedure if a resolution could not be reached between the purchasing agency and Horizons.” The amendment to agenda item 16 clarified that the Council had voted to approve the definition of administrative costs, rather than approved them.

Council member Roger Newall moved to approve the July 24, 2019 regular meeting minutes, as amended. Council member Bachicha seconded the motion and the minutes were approved in a unanimous vote by the Council.

AGENDA ITEM 6: CHAIR UPDATE, LISA DIGNAN

There was no chair update at this time.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), informed the Council that the City of Albuquerque had accepted a multi-year contract with Horizons. He added that the City of Albuquerque would contact Horizons for all their printing service needs, before soliciting outside of the State Use Program for bids.

Mr. Loehman then added that, as of August 1, 2019, Horizons was no longer providing janitorial services to the Pinetree Complex.

AGENDA ITEM 8: APPROVAL OF SERVICE CONTRACTS

* Note: Contracts may have minor adjustments up or down from the dollar amounts listed.

* Note: Please Contact Horizons of New Mexico for additional information about any contract listed on the agenda.

a) New Contracts \$5,000 and Under

1. *New Mexico Compilation Commission and member Adelante Development Center; Document Destruction Services - \$2,545.77*

Council member Newall moved to approve contract A1. Council member Hayden seconded the motion, Council member Mike Kivitz abstained, and the contract was approved in a 7-0-1 (Approve – Deny – Abstain) vote by the Council.

2. *New Mexico Department of Public Safety and member Tresco; Grounds Maintenance - \$1,503.00*

Council member Bachicha moved to approve contract A2. Council member Hayden seconded the motion, and the contract was approved in a unanimous vote by the Council.

b) New Contracts Over \$5,000

1. *City of Albuquerque and Crystal Clear Maintenance; Janitorial Services - \$6,764.88*

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

2. *Albuquerque Bernalillo County Water Utility Authority and LifeROOTS; Grounds Maintenance - \$98,032.07*

Council member Trapp moved to approve contract B2. Council member Kivitz seconded the motion, and the contract was approved in a unanimous vote by the Council.

3. *New Mexico General Services and member My Bug Guyz; Pest Control Services - \$12,156.66*

Contract B3 was withdrawn from consideration by the procuring agency.

4. *New Mexico Department of Transportation and member Tobosa; Janitorial Services - \$9,618.96*

Council member Newall moved to approve contract B4. Council member Hayden seconded the motion, and the contract was approved in a unanimous vote by the Council.

5. *New Mexico Department of Game & Fish and member Tresco; Janitorial Services - \$13,820.16*

Council member Kivitz moved to approve contract B5. Council member Newall seconded the motion, and the contract was approved in a unanimous vote by the Council.

6. *New Mexico State Police and member Tresco; Janitorial Services - \$7,305.48*

Council member Bachicha moved to approve contract B6. Council member Kivitz seconded the motion, and the contract was approved in a unanimous vote by the Council.

7. *New Mexico Department of Health and member Unlimited Office Management Systems; Janitorial Services - \$25,568.62*

Council member Kivitz moved to approve contract B7. Council member Hayden seconded the motion, and the contract was approved in a unanimous vote by the Council.

c) FY20 Renewal Contracts \$5,000 and Under

1. *New Mexico Department of Public Safety and Adelante Development Center; Document Destruction – FY19 - \$1,023.13, FY 20 - \$2,284.00*

Council member Lillibridge moved to approve contract C1. Council member Hayden seconded the motion, Council member Kivitz abstained, and the contract was approved in a 7-0-1 vote by the Council.

d) FY20 Renewal Contracts Over \$5,000

1. *New Mexico Energy, Minerals, and Natural Resources Department and member CARC; Janitorial Services – FY 19 - \$39,730.56, FY 20 - \$26,401.44*

Council member Newall moved to approve contract D1. Council member Kivitz seconded the motion, and the contract was approved in a unanimous vote by the Council.

2. *Albuquerque Housing Authority and member Clearly Clean Janitorial; Janitorial Services – FY 19 - \$45,668.33, FY 20 - \$80,418.03*

After discussion, Council member Trapp asked that administrative costs are itemized on contract authorization forms moving forward and Council member

Kivitz suggested that the Council establish an acceptable administrative cost ratio that can be referred to in the future.

Council member Lillibridge moved to approve contract D2. Council member Kivitz seconded the motion, Council member Hayden voted against the motion due to lack of detail, and the contract was approved in a 7-1-0 vote by the Council.

3. *New Mexico Department of Health and member My Bug Guyz; Pest Control Services – FY 19 - \$11,174.64, FY 20 - \$11,62.48*

Council member Hayden moved to approve contract D3. Council member Newall seconded the motion, and the contract was approved in a unanimous vote by the Council.

4. *New Mexico Department of Military Affairs and member Unlimited Office Management Systems; Janitorial Services – FY 19 - \$11,340.36; FY 20 - \$15,120.48*

Council member Hayden moved to approve contract D3. Council member Newall seconded the motion, and the contract was approved in a unanimous vote by the Council.

5. *New Mexico Department of Military Affairs and member Unlimited Office Management Systems; Janitorial Services – FY 19 - \$103,436.46, FY 20 - \$157,739.28*

Council member Newall moved to approve contract D5. Council member Trapp seconded the motion, and the contract was approved in a unanimous vote by the Council.

AGENDA ITEM 9: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY

a) New Service Contracts Directly Distributed Under CNA Authority

1. Los Alamos High School and member Adelante Development Center; Document Destruction Services - \$216.74
2. New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$14.56
3. New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$164.40
4. New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction Services - \$360.03
5. New Mexico Department of Transportation and member Adelante Development Center; Document Destruction Services - \$650.80
6. New Mexico Public Education Department and member Adelante Development

- Center; Document Destruction Services - \$43.71
- 7. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$355.98
- 8. San Juan College and member Adelante Development Center; Document Destruction Services - \$1,419.60
- 9. San Juan College and member Adelante Development Center; Document Destruction Services - \$1,419.60
- 10. San Juan College and member Adelante Development Center; Document Destruction Services - \$1,419.60
- 11. New Mexico Workers' Compensation Administration and member LifeROOTS; Landscape Irrigation – \$329.36
- 12. New Mexico State Police and member My Bug Guyz; Pest Control Services - \$1,083.60

b) FY20 Renewal Service Contracts Directly Distributed Under CNA Authority

- 1. New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$341.52, FY 20 - \$174.84
- 2. New Mexico Crime Victims Reparation Commission and member Adelante Development Center; Document Destruction Services – FY 19 - \$120.25, FY 20 - \$399.06
- 3. The ASK Academy Charter School and member Adelante Development Center; Document Destruction Services – FY 19 - \$256.14, FY 20 - \$291.40

c) Contracts Directly Distributed Under CNA Authority in Cases of Urgent and Immediate Need

- 1. City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services - \$3,709.07
- 2. Albuquerque Housing Authority and member LifeROOTS; Janitorial Services - \$4,151.70
- 3. New Mexico Department of Public Safety and member Tresco; Grounds Maintenance - \$1,815.88

AGENDA ITEM 10: DISCUSSION OF PILOTING MEMBER BUSINESS ACCESS TO STATEWIDE PRICING

Chair Dignan noted that at the last council meeting there was discussion about how the Council might be able to run a pilot program which would allow member businesses to have access to the statewide price agreement so that they could get a better price, particularly on janitorial supplies that they need to purchase in order to complete the services of the contracts.

Mr. Loehman announced that he had reached out to two entities listed on the statewide pricing agreement, and had heard back from one that informed him that there are a number of actual price agreements that that particular entity participates in that have pre-negotiated prices that Horizons members might potentially participate in. He added that the next step would be to reach out to member businesses to see how the pricing compares.

AGENDA ITEM 11: DISCUSSION OF ADVERSE IMPACT PROCEDURE – ROLES AND RESPONSIBILITIES

Chair Dignan reiterated that the Council's intention would be for Adverse Impact Procedure resolutions to take place between Horizons and the procuring agency whenever possible, and only instruct the procuring agency to submit a written Statement of Adverse Impact to the state purchasing agent per the procedure if a resolution could not be reached between the purchasing agency and Horizons.

AGENDA ITEM 12: APPROVAL OF REVISED PROCEDURE FOR CENTRAL NONPROFIT AGENCY DIRECT DISTRIBUTION OF SMALL CONTRACTS, AUTHORIZING CNA DIRECT DISTRIBUTION OF REGULAR CONTRACTS THAT ARE \$2,500 AND UNDER, AND DIRECT DISTRIBUTION FOR URGENT OR IMMEDIATE NEED CONTRACTS THAT ARE \$7,500 AND UNDER

Chair Dignan explained that the Executive Committee was proposing that the threshold for the direct distribution of regular contracts be raised from \$1,500 to \$2,500, and that the threshold for the direct distribution of contracts in the case of urgent or immediate need be raised from \$5,000 to \$7,500.

Council member Hayden moved to accept the new thresholds as outlined by Chair Dignan. Council member Trapp seconded the motion, Council member Kivitz abstained, and the thresholds were approved in a 7-0-1 vote by the Council.

AGENDA ITEM 13: DISCUSSION OF ESTABLISHING A PROCEDURE TO REQUIRE HORIZONS MEMBERS TO PROVIDE THE COUNCIL A COPY OF THEIR ANNUAL AUDITS, OR TO AGREE TO BE AUDITED SHOULD THE MEMBER CURRENTLY NOT BE SUBJECT TO AN AUDIT REQUIREMENT

After discussion, the Executive Subcommittee was elected to review how Horizons could implement the solicitation of audits from member organizations and report back to the Council with their suggestions on how to move forward.

AGENDA ITEM 14: DISCUSSION OF CONSISTENT HANDLING OF CONTRACT ACCEPTANCE FORMS

After discussion, the Council requested that Mr. Loehman draft a letter outlining the intent and importance of procuring agencies completing and submitting contract acceptance forms, which would then be sent to Council member Hayden for distribution to the certified procurement officers for each state agency utilizing State Use services.

AGENDA ITEM 15: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

There were no added or removed suitable services to be discussed at this time.

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

Council member Kivitz informed the Council that he had received an email about the New Mexico Department of Transportation pulling their janitorial contracts for Department of Transportation offices and rest areas out from under the State Use umbrella, and asked if Mr. Loehman had heard anything about this issue. Mr. Loehman responded that the Department of Transportation had requested a meeting for the following morning at 9:00 a.m., and that he would report back to the Council about what was discussed.

AGENDA ITEM 19: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

No suggested agenda items for future meetings were outlined at this time.

AGENDA ITEM 20: DATE AND LOCATION OF NEXT MEETING

The next council meeting was scheduled for Thursday, September 26, 2019 at 1:30 p.m. MDT, at the New Mexico Commission for Deaf and Hard of Hearing.

AGENDA ITEM 21: ADJOURN

With no further business, the meeting was adjourned at 3:47 p.m.


Lisa Dignan, Chair

26 Sept 2019
Date