

Official Draft

NEW MEXICO COUNCIL FOR PURCHASING  
FROM PERSONS WITH DISABILITIES

Regular Meeting

April 11, 2018, 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**

Vice-Chair Lisa Dignan called the meeting to order at 1:35 p.m. MDT.

**AGENDA ITEM 2: ROLL CALL**

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

**MEMBERS PRESENT**

Larry Maxwell	Council Chair, State Purchasing Director 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 Rodriguez (DFA) (participated remotely via telephone)
Mike Kivitz	Council member, Community Rehabilitation Program (CRP) Representative (late arrival at 1:51 p.m.)
Pam Lillibridge	Council member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)
Roger Newall	Council Member (participated remotely via telephone; late arrival at 1:52 p.m.)
Estevan Lujan	Designee, Council member Darry Ackley, Department of Information Technology (DoIT) Representative (participated remotely via telephone)

**MEMBERS NOT PRESENT**

Greg Trapp	Council member, New Mexico Commission for the Blind Representative
------------	---

With five council members present or participating via telephone at the time of the roll call, a full quorum was not established.

The Council moved to discuss non-action agenda items until a quorum was reached.

**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)
Taylor McBride	Horizons of New Mexico (participated remotely via telephone)
Scott DeVetter	Horizons of New Mexico (participated remotely via telephone)

**GUESTS**

Brian Ammerman	Adelante Development Center
Matthew Loehman	Member of the Public

**AGENDA ITEM 4: APPROVAL OF AGENDA**

The approval of the agenda was delayed until a quorum could be reached.

At the time when a quorum was established, Council member Larry Maxwell moved to approve the agenda for the April 11, 2018 council meeting. Council member Mike Kivitz seconded the motion and the agenda was approved in a unanimous vote by the Council.

**AGENDA ITEM 5: APPROVAL OF COUNCIL MINUTES OF MARCH 14, 2018**

The approval of the March 14, 2018 council meeting minutes was delayed until a quorum could be reached.

At the time when a quorum was established, Council member Pam Lillibridge noted that she did not participate in the March 14<sup>th</sup> council meeting, as stated in the minutes.

Council member Kivitz moved to approve the March 14, 2018 regular meeting minutes as amended. Council member Roger Newall seconded the motion, Council member Lillibridge and Maxwell abstained, and the minutes were approved as amended in a 4-0-2 (Approved-Denied-Abstained) vote by the Council.

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

Council member Maxwell postponed the chair update until later in the meeting.

At the time in the meeting when Council member Maxwell indicated, he reported that a change in statutory law would take effect in June 2017 regarding the length of time a contract for services or goods, not professional services, over \$25,000 would be able to run. He informed the Council that they length of time would increase from 8 years to 10 years as soon as that new law went into effect, and suggested that the Council take in to account how will affect its contract with Horizons as the State Use Program CNA.

Chair Dignan stated that the issue would be brought to Council member Greg Trapp's attention upon his return at the next council meeting, for further discussion at that point.

**AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, KYLE RADFORD**

Mr. Kyle Radford, Horizons of New Mexico (Horizons), reported to the Council that Horizons had completed its interview process to fill the position of executive director and that there would be an announcement concerning the results at or before the next council meeting.

Mr. Radford then summarized the right of refusal requests that Horizons received for the month of March 2018, as per Chair Dignan's request after the previous council meeting. During that month, Horizons received 193 service requests, excluding document destruction. These requests were submitted by 37 different agencies or municipalities; of those requests, 15 were accepted and their subsequent procuring agencies were sent proposals.

**AGENDA ITEM 8: CENTRAL NONPROFIT AGENCY QUARTERLY REPORT, KYLE RADFORD**

Mr. Radford reviewed the quarterly report for the January 2018 through March 2018 reporting period. He announced that six contracts were approved, employing 93 individuals with disabilities, for a total of approximately \$1,300,000. Mr. Radford added that 32 contracts had been directly distributed under central nonprofit agency (CNA) authority, for a total of approximately \$14,000.

At this time, the council moved back to agenda item 6 so that Council member Maxwell could give his chair update.

**AGENDA ITEM 9: APPROVAL OF SERVICE CONTRACTS**

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

(None)

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

(None)

**c) FY18 Renewal Contracts \$5,000 and over**

1. *New Mexico Human Services Department and member Adelante Development Center, Document Imaging Services; FY18 - \$675,000 (\$2,700,000 4-year total) FY19 – Same*

Council member Maxwell moved to approve contract C1. Council member Paul Kippert seconded the motion, Council member Kivitz abstained, and the contract was approved in a 5-0-1 vote by the Council.

2. *New Mexico Children, Youth, and Families Department and member ARCA, Janitorial Services; FY18 - \$18,011.66, FY19 - \$23,914.82*

Mr. Radford noted that the correct amount for FY18 should be \$23,914.82 and that the proposed cost of this contract did not change. He noted that all supporting documentation contained accurate amounts. Council member Kivitz moved to approve contract C2. Council member Newall seconded the motion and the contract was approved in a unanimous vote by the Council.

3. *New Mexico Children, Youth, and Families Department and member Tresco, Inc., Janitorial Services; FY18 - \$18,322.80, FY19 - Same*

Mr. Radford noted that the correct amount for FY18 should be \$18,011.66 with a proposed FY19 amount of \$18,322.80. He noted that all supporting documentation contained accurate amounts. Council member Maxwell moved to approve contract C3. Council member Newall seconded the motion and the contract was approved in a unanimous vote by the Council.

## **AGENDA ITEM 10: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY**

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

1. *13<sup>th</sup> Judicial Court and member Adelante Development Center; Document Destruction Services - \$136.50*
2. *New Mexico Environment Department and member Adelante Development Center; Document Destruction Services - \$34.10*
3. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$27.82*
4. *San Juan College and member Adelante Development Center; Document Destruction Services - \$140.96*
5. *Santa Fe County Treasurer and member Adelante Development Center; Document Destruction Services - \$682.50*
6. *Town of Taos and member Adelante Development Center; Document Destruction Services - \$1,007.59*
7. *Governor's Commission on Disability and member Global Opportunities Unlimited; Training Services - \$519.75*
8. *San Juan College and member Greetings, Etc.!.; Printing Services - \$428.73*
9. *San Juan College and member Greetings, Etc.!.; Printing Services - \$413.75*

Mr. Radford informed the Council that nine contracts, valuing approximately \$3,000, had been distributed under the authority of Horizons as the CNA.

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

1. *New Mexico Department of Tourism and member Adelante Development Services; Document Destruction - \$1,816.50*

Mr. Radford informed the council that the agency had indicated an urgent or immediate need for this service to begin before the April 11, 2018 council meeting and had completed the proposed form for direct distribution in cases of immediate and urgent need.

At this time, Council members Newall and Kivitz joined the meeting, establishing a quorum. The council moved to act on all agenda items that had been skipped due to the lack of quorum.

**AGENDA ITEM 11: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES**

There were no suitable services to approve or remove at this time.

**AGENDA ITEM 12: APPROVAL OF REVISED PROCEDURE FOR CENTRAL NONPROFIT AGENCY DIRECT DISTRIBUTION OF SMALL CONTRACTS, KYLE RADFORD**

The Council then reviewed the revised procedure for the direct distribution of small contracts by the CNA. The proposed language requires agencies to “certify” rather than “indicate” there is an immediate and urgent need for a contract to begin.

Council member Newall moved to approve the revised procedure for CNA direct distribution of small contracts. Council member Lillibridge seconded the motion, and the revised procedure was approved in a unanimous vote by the Council.

**AGENDA ITEM 13: REVIEW OF FORM FOR DIRECT DISTRIBUTIONS IN CASES OF IMMEDIATE AND URGENT NEED, KYLE RADFORD**

The Council reviewed the form for direct distribution in cases of immediate and urgent need when discussing agenda item 12, and therefore no further review was needed at this time.

**AGENDA ITEM 14: SUBCOMMITTEE UPDATES**

There were no subcommittee updates at this time.

**AGENDA ITEM 15: OPEN PUBLIC FORUM AND PUBLIC COMMENTS**

There were no public comments at this time.

**AGENDA ITEM 16: COUNCIL DISCUSSION**

There was no council discussion at this time.

**AGENDA ITEM 17: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS**

Chair Dignan added discussion about the possible amendment of the CNA contract, due to the upcoming change in statutory law, to the list of suggested agenda items for the next council meeting. Council member Lillibridge suggested that the council review the process for approving janitorial contracts for possible improvements.

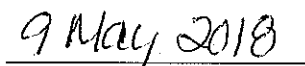
**AGENDA ITEM 18: DATE AND LOCATION OF NEXT MEETING**

The next Council meeting was scheduled for Wednesday, May 9, 2018 at 1:30 p.m. MDT, at the New Mexico Commission for Deaf and Hard of Hearing.

**AGENDA ITEM 19: ADJOURN**

With no further business, the meeting was adjourned at 2:14 p.m. MDT.

  
Larry Maxwell, Chairman

  
Date