

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

April 12, 2017, 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 Chairman, 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
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
Paul Kippert	Designee, Council Member for Secretary Rodrigues (DFA) (participated remotely via telephone)

MEMBERS NOT PRESENT

Darryl Ackley	Council Member, Department of Information Technology Representative (DoIT)
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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)

GUESTS

Patricia Adams	New Mexico Commission for the Blind
Kelly Burma	Skill Center Coordinator for Albuquerque
Brian Ammerman	Adelante Development Center
Ernie Byers	Discount Printing and Mailing
Therese Baca	Unlimited Office Management Systems

AGENDA ITEM 1: CALL TO ORDER

Chairman Maxwell called the meeting to order.

AGENDA ITEM 2: ROLL CALL

At this time, Chair Maxwell recommended the Council defer a roll call until all the council members were in attendance and move forward with non-action agenda items.

Upon the arrival of Council member Roger Newall, Chair Maxwell asked Council member Greg Trapp to perform a roll call. With seven council members present, a quorum was established.

AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF

Chair Maxwell then 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

The approval of the agenda was delayed until a quorum could be reached at a later time during the meeting.

At the point in time when a quorum was reached, Council member Newall moved to approve the April 12, 2017 regular 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 March 8, 2017

The approval of the March 8, 2017 minutes was delayed until a quorum could be reached at a later time during the meeting.

At the point in time when a quorum was reached, Chair Maxwell turned over chairmanship of the meeting to Council member Dignan due to his absence during the March 8 meeting. Council member Pam Lillibridge moved to approve the March 8, 2017 regular meeting minutes, Council member Newall seconded the motion, Chair Maxwell abstained, and the minutes were approved in a 5-0-1 (Approve – Deny – Abstain) vote by the Council.

AGENDA ITEM 6: CHAIR UPDATE, LARRY MAXWELL

There was no chair update at this time.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, KYLE RADFORD

Mr. Kyle Radford, Horizons of New Mexico, gave the Council an update on an ongoing billing discrepancy with City of Albuquerque. He informed the Council that Horizons had been successfully submitting invoices to and receiving payment from the City of Albuquerque since the last council meeting. He added that the billing issues that had originated from the janitorial contract between Horizons and the city had been resolved.

Mr. Radford then explained that Horizons was planning to attend a state purchasing division conference in order to familiarize themselves with the public and other vendors that would be present.

AGENDA ITEM 8: APPROVAL OF SERVICE CONTRACTS

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

1. *University of New Mexico and member Adelante Development Center; Document Imaging - \$3,076.05
Temporary Chair Approval Granted April 4, 2017*

Contract A1 was removed from consideration due to a loss of funding.

2. *New Mexico Energy, Minerals, and Natural Resources Department and member Adelante Development Center; Hard Drive Destruction - \$630.00*

Chair Maxwell called for vote and contract A2 was approved in a 5-0-1 vote by the Council, with Council member Mike Kivitz abstaining.

3. *New Mexico Department of Game and Fish and member Discount Printing and Mailing, LLC; Printing Services - \$4,309.21*
4. *San Juan College and member Greetings, Etc.!.; Printing Services - \$267.75
Temporary Chair Approval Granted March 14, 2017*
5. *San Juan College and member Greetings, Etc.!.; Printing Services - \$1,493.94
Temporary Chair Approval Granted March 14, 2017*
6. *New Mexico Department of Game and Fish and member Greetings, Etc.!.; Mailing Services - \$4,720.27*

Council member Dignan moved to approve contracts A3 through A6. Council member Newall seconded the motion, and a unanimous vote by the Council approved contracts A3 and A6 and ratified contracts A4 and A5.

7. *New Mexico Spaceport Authority and member Tresco; Janitorial Services - \$1,389.92*

Council member Dignan moved to approve contract A7. Council member Newall seconded the motion, Council member Lillibridge abstained, and the contract was approved in a 5-0-1 vote by the Council.

B. New FY17 Contracts Over \$5,000

1. *New Mexico Department of Workforce Solutions and member ActionOne Janitorial; Janitorial Services - \$8,423.20*

Council member Newall moved to approve contract B1. Council member Dignan seconded the motion and the contract was approved in a unanimous vote by the Council.

2. *New Mexico Children, Youth, and Families Department and member Tresco; Janitorial Services - \$20,872.54*

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

AGENDA ITEM 9: CENTRAL NONPROFIT AGENCY QUARTERLY REPORT

Mr. Radford informed the Council that for the months of January, February and March of 2017, the Council had approved 13 contracts performed by six different state use program members. He added that those contracts had a value of more than \$400,000 and employed 55 individuals with disabilities.

AGENDA ITEM 10: SUBCOMMITTEE UPDATES

Council member Trapp informed the Council that the executive subcommittee had discussed the following aspects surrounding the approval process for small contracts, specifically those less than \$1,500.00, and thought them necessary for inclusion in order for the Council to approve that procedure: (1) the proposed contract must comply with the Governmental Conduct Act; (2) the proposed contract must otherwise comply with the State Use Act; (3) the proposed contract must not impose an adverse impact; and (4) the proposed contract must include services that have been determined suitable for sale under the State Use Act, as determined by the Council.

Council member Trapp noted that the regulations and codes adhered to by the State Use Program don't require the Council to vote on contracts, but that the Council can adopt rules or a procedure to provide for the Central Nonprofit Agency to equitably and directly distribute contracts, which the above proposed procedure would do.

At this time council member Newall arrived and a quorum was established. The Council proceeded to return to deferred agenda items so that they could act on them.

AGENDA ITEM 11: APPROVAL OF PROCESS FOR CENTRAL NONPROFIT AGENCY AUTHORIZATION OF SMALL CONTRACT

Before approving the process for central nonprofit agency authorization of small contracts, which Council member Trapp reviewed and outlined above, the Council asked Mr. Radford if he thought the proposed procedure would be beneficial. Mr. Radford acknowledged that the procedure would allow for faster approval of small contracts, utilizing less of the Council members' time. He also noted that the council packets submitted for each council meeting would include all of the same documentation for those approved smaller contracts alongside the larger contracts being voted on during the meeting, in an effort to maintain total transparency for the Council and the public.

As a separate point, the Council discussed the Contract Proposal Acceptance Form that would be included in the approval of small contracts, which was discussed during the April

council meeting. Council member Dignan informed the Council that form that was presented included the amendments recommended during the last meeting.

The Council discussed whether or not they needed to approve the form, or if they could authorize Horizons of New Mexico to begin using the form without an approval. Mr. Radford noted that a Council approval would be beneficial as a point of reference for Horizons to show state agencies and purchasers that a governmental body had requested this form be filled out, and that it was not just requested by the vendor.

Chair Maxwell suggested that Council members Dignan and Trapp work together to include more specific information on the form about contract terms, and then include it on the next meeting's agenda for final action and approval.

Council member Dignan moved to approve the procedure for central nonprofit agency direct distribution of small contracts. Council member Kivitz seconded the motion and the procedure was approved in a unanimous vote by the Council.

AGENDA ITEM 12: APPROVAL OF GOVERNMENTAL CONDUCT ACT CERTIFICATION FORM

Council member Trapp moved to approve the amended Governmental Conduct Act Certification Form, as it was presented to the Council. Council member Dignan seconded the motion and the form was approved in a unanimous vote by the Council.

AGENDA ITEM 13: DISCUSSION OF SUBMINIMUM WAGE AND THE STATE USE PROGRAM

The Council then discussed 14(c) commensurate wages and how they are utilized within the State Use Program and whether or not it is appropriate to include them on state use contracts.

It was decided that further discussion should take place over the issue, and the item was moved into the subcommittee chaired by Council member Trapp.

AGENDA ITEM 14: REVIEW OF SUITABLE SERVICES

There was no review of suitable services at this time.

AGENDA ITEM 15: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

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

AGENDA ITEM 16: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

Council member Trapp invited Kelly Burma, Skill Center Coordinator for Albuquerque, to speak to the Council about the Students in Transition to Employment Program as a possible partner program for the State Use Program.

Ms. Burma explained that through the program, students are trained in varying degrees to establish the skills necessary to operate and thrive within the workplace. She added that Horizons member organizations could benefit from providing work-based learning opportunities for these students, to which Mr. Trapp expressed his agreement.

Brian Ammerman, Adelante Development Center, asked Ms. Burma if the students her program trains are better or worse suited to any specific types of environments. Ms. Burma replied that the students that utilize the program have a variety of skills and interests and that once a work request is submitted, she and the vocational rehabilitation counselors work together to figure out which student would best fit in the requested position.

AGENDA ITEM 17: COUNCIL DISCUSSION

There was no council discussion at this time.

AGENDA ITEM 18: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

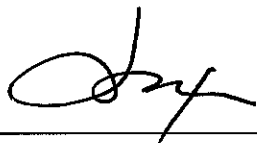
Items to be included on the agenda for the next council meeting included the Contract Proposal Acceptance Form, discussion about the inclusion of contracts and purchase orders on the Sunshine Portal, and further discussion concerning 14(c) commensurate wages.

AGENDA ITEM 19: DATE AND LOCATION OF NEXT MEETING

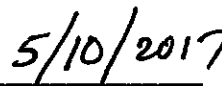
The next council meeting was scheduled for Wednesday, May 10, 2017 at the New Mexico Commission for Deaf and Hard of Hearing at 1:30 p.m.

AGENDA ITEM 20: ADJOURN

With no further business, the meeting was adjourned.



Larry Maxwell, Chairman



Date