

OFFICIAL DRAFT

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES Regular Meeting

April 20, 2016, 1:30 P.M.

Sheraton Albuquerque Uptown Hotel
2600 Louisiana Blvd., NE
Albuquerque, New Mexico 87110

MEMBERS PRESENT

Larry Maxwell	Council Chair, State Purchasing Director Representative
Greg Trapp	Council Member, New Mexico Commission for the Blind Representative (participated remotely via telephone)
Lisa Dignan	Council Member, New Mexico Commission for the Deaf and Hard of Hearing Representative
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative
Paul Kippert	Designee, Council Member for Secretary Tom Clifford (DFA)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Roger Newall	Council Member, City of Albuquerque Representative
Secretary Darryl Ackley	Council Member, Department of Information Technology Representative (participated remotely via telephone)

OTHER PARTICIPANTS

Pamela June	Horizons of New Mexico
Wendell Williams	Horizons of New Mexico (participated remotely via telephone)
Arturo Soliz	Horizons of New Mexico
Fred Weber, Jr.	Horizons of New Mexico
Marie Richter	Horizons of New Mexico
Kyle Radford	Horizons of New Mexico (participated remotely via telephone)
Taylor McBride	Horizons of New Mexico (participated remotely via telephone)

GUESTS

Joseph Hietpas	Horizons Member
Laura Banks	Public Observer
Brian Ammerman	Adelante
Brian O'Connor	ARCA
Gary Chavez	Human Services Department (HSD)
Carlos Gonzales	Human Services Department (HSD)
John Fairchild	Human Services Department (HSD)

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

AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF

Chair Maxwell asked all guest 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 Roger Newall moved to approve the April 20, 2016 regular meeting agenda. Council member Pam Lillibridge seconded the motion and the agenda was approved in a unanimous vote by the Council.

AGENDA ITEM 5: APPROVAL OF MINUTES OF FEBRUARY 10, 2016

Council member Mike Kivitz moved to approve the February 10, 2016 regular meeting minutes. Council member Newall seconded the motion and the minutes were approved in a unanimous 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

Ms. Pamela June reported that Horizons of New Mexico had already begun the process of Membership Recertification for current and new Horizons member organizations. She stated recertification meetings would begin on the 28th and 29th of April and continue throughout the month of May, and possibly into June if necessary.

AGENDA ITEM 8: APPROVAL OF SERVICES CONTRACTS

A. NEW SERVICE CONTRACTS THAT RECEIVED TEMPORARY CHAIR APPROVAL

- 1. New Mexico Department of Health – Los Lunas Community Program and My Bug Guy, Pest Control Services, \$1,458.44. (Temporary Chair Approval granted on 4/4/2016).*
- 2. San Juan College & Greetings, Etc., Inc., Printing Services, Child & Family Development Brochures, \$267.75. (Temporary Chair Approval granted on 3/18/2016).*
- 3. San Juan College & Greetings, Etc., Inc., Printing Services, Drafting Program Brochures, \$267.75. (Temporary Chair Approval granted on 3/18/2016).*

4. *San Juan College & Greetings, Etc., Inc., Printing Services/Dual Credit Brochures (Spanish), \$267.75. (Temporary Chair Approval granted on 3/18/2016)*
5. *San Juan College & Greetings, Etc., Inc., Printing Services, Emergency Medical Services Brochures, \$267.75. (Temporary Chair Approval granted on 3/18/2016)*
6. *San Juan College & Greetings, Etc., Inc., Printing Services, Geographic Information Science Brochures, \$267.75. (Temporary Chair Approval granted on 3/18/2016)*

Council member Kivitz moved to approve all contracts under agenda item 8A as a group. Council member Trapp seconded the motion and the contracts were approved in a unanimous vote by the Council.

B. NEW SERVICE CONTRACTS – \$5000 or Less

1. *State of New Mexico Workers Compensation Administration and Crystal Clear Maintenance, Removal and Replacement of Irrigation Controller for Grounds Maintenance, \$1,273.33.*
2. *New Mexico Department of Information Technology and Tobosa Development Services, Grounds Maintenance, \$2,898.00.*

Council member Lillibridge moved to approve all contracts under agenda item 8B as a group. Council member Kivitz seconded the motion and the contracts were approved in a unanimous vote by the Council.

C. NEW SERVICE CONTRACTS – More than \$5000

At this time, Council member Darryl Ackley joined the meeting via telephone.

1. *New Mexico Human Services Department and Adelante Enterprises, Batch Printing & Mailing Services, \$2,425,006.50 (1st year), \$10,942,102.50 (4-year).*

Chair Maxwell inquired if there had been further developments regarding the contract value. Mr. Chavez and Mr. Gonzales of the NM Human Services Department informed the revised value as \$3,169,117.00 annually.

Chair Maxwell asked if there were any other Horizons members that had interest in performing this contract. Ms. June responded that no other Horizons member had the capacity in performing a contract of this size.

Council member Kippert moved that Chair Maxwell give temporary chair approval to contract C1 as written, changing the word “including” to “excluding” when referencing Gross Receipt Tax, to be ratified at the May 2016 council meeting. Council member Dignan seconded the motion, Council member Kivitz abstained and the contract was approved in a 6-0-1 (Approve – Deny – Abstain) vote by the Council.

AGENDA ITEM 9: Review of Suitable Services

There was no review of suitable services at this time.

AGENDA ITEM 10: APPROVAL OF ADDED AND/OR REMOVED SUITABLE SERVICES

No action was taken on agenda item 10 at this time.

AGENDA ITEM 11: APPROVAL OF ADDED AND/OR REMOVED SUITABLE SERVICES – SERVICES PROVIDED BY OUT-OF-STATE VENDORS

Council member Dignan raised the question of whether or not currently approved contracts, already deemed to be suitable for sale under State Use, that are being provided by members that are outside of the state of New Mexico should be considered as appropriate under State Use.

After extensive council discussion, Chair Maxwell requested that the question be sent to a subcommittee, comprised of Council members Trapp, Kivitz, Lillibridge and Dignan. He suggested the subcommittee develop a draft of a rule relative to the inclusion of community nonprofit organizations in the State Use Program, develop a draft of a rule relative to the inclusion of for profit businesses in the State Use Program, and develop potential terms and conditions for the acceptance of the use of both of those entities. Chair Maxwell also asked that the subcommittee provide a list of reasons and methodologies for utilizing out-of-state vendors as opposed to in-state vendors and to bring forward a recommendation concerning those reasons and methodologies at the next council meeting.

AGENDA ITEM 12: APPROVAL OF PROCEDURE FOR DETERMINING AND RESPONDING TO SIGNICANT ADVERSE IMPACT AND VERIFICATION OF FAIR MARKET PRICE

It was decided that agenda item 12 would be moved for discussion during the next council meeting, and therefore no action was taken at this time.

AGENDA ITEM 13: HORIZONS QUARTERLY REPORT, PAMELA JUNE

Ms. June presented the Council with the quarterly reports for the second and third quarter of fiscal year 2016. She confirmed for the Council that Horizons receives approximately 20 procurement opportunities per day, primarily for professional services, which is significantly less than the approximately 100 that Horizons was receiving at this time in fiscal year 2015.

Council member Lillibridge noted her concern about the decrease in procurement requests and asked how Horizons was marketing the program. Ms. June responded that Horizons was expanding their marketing reach to other municipalities and counties around the state and they were increasing their outreach with the City of Albuquerque, by way of increased meeting opportunities with procurement departments.

Council member Dignan asked Ms. June what process Horizons used when deciding whether or not to bring a possible procurement before the Council for approval. Ms. June responded that if Horizons has a member organization that can fulfill the service being requested, and said service has been approved as suitable for sale under State Use, then that contract is introduced to the Council. She stated that it is only when there is no Horizons member that can perform a requested service that a procurement is declined.

Chair Maxwell asked if Horizons would develop a list of services, to be brought forward to the Council for approval. Ms. June stated that Horizons would be happy to put that list together for the Council.

Ms. June then asked that the Council look into the diminishing number of general services requests being submitted to the State Use Program and where the majority of those requests from state agencies were being issued, as those have historically been the bulk of the State Use Program's contract requests.

AGENDA ITEM 14: UPDATE ON REQUEST FOR PROPOSALS

Council member Dignan reported to the Council that the Central Nonprofit Agency Request for Proposal had been distributed and that a pre-proposal conference had taken place. Ms. June confirmed that any RFP submissions were due by 3:00 p.m. on Tuesday, May 10, 2016.

AGENDA ITEM 15: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 16: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There were no public comments made at this time.

AGENDA ITEM 17: COUNCIL DISCUSSION

There was no further council discussion at this time.

AGENDA ITEM 18: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

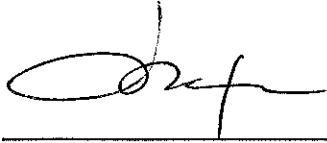
There were no suggested agenda items for future meetings at this time.

AGENDA ITEM 19: DATE AND LOCATION OF NEXT MEETING:

The next council meeting was scheduled for Wednesday, May 11, 2016 at 1:00 p.m. at the Sheraton Albuquerque Uptown Hotel.

AGENDA ITEM 20: ADJOURN

With no further business, the meeting was adjourned.



Larry Maxwell, Chairman

May 11, 2016

Date