

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

**August 10, 2016, 1:30 P.M.**

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

**MEMBERS PRESENT**

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

**MEMBERS NOT PRESENT**

Roger Newall	Council Member, City of Albuquerque Representative
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**OTHER PARTICIPANTS**

Pamela June	Horizons of New Mexico
Arturo Soliz	Horizons of New Mexico
Marie Richter	Horizons of New Mexico
Taylor McBride	Horizons of New Mexico (participated remotely via telephone)

**GUESTS**

Laura Banks	Public Observer
Brian Ammerman	Adelante Development Center
Dustin Berg	Western Wildlife Formula
Brian O'Connor	ARCA
Kathleen Holmes-Cates	LifeROOTS
Matthew Melina	LifeROOTS

### **AGENDA ITEM 1: CALL TO ORDER**

Chairman Larry Maxwell called the meeting to order.

### **AGENDA ITEM 2: ROLL CALL**

The roll call 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 performed a roll call and, 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**

The approval of 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 Darryl Ackley moved to approve the August 10, 2016 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 JULY 13, 2016 MEETING**

The approval of the July 13, 2016 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, Council member Pam Lillibridge moved to approve the July 13, 2016 regular meeting minutes. Council member Kivitz seconded the motion, council members Lisa Dignan and Paul Kippert abstained, and the minutes were approved in a 4-0-2 (Approve – Deny – Abstain) vote by the Council.

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

The chair update 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 reminded the council that they had granted him chair approval to negotiate monthly extensions of the contract with the current Central Nonprofit Agency (CNA), Horizons of New Mexico, until the Council accepted a bid from another third-party nonprofit organization as its new CNA. He went on to inform the Council that Horizons had agreed to a one-month extension through September 2016.

**AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, PAMELA JUNE**

Ms. Pamela June reported to the Council that Horizons of New Mexico was busy with contract renewals, especially from those certain counties and municipalities that followed different fiscal calendars than the state and therefore had just begun a new fiscal year.

At this time, a quorum was established and Chair Maxwell moved to take action on the agenda items that had been delayed earlier in the meeting before continuing on with the rest of the agenda.

**AGENDA ITEM 8: REQUEST FOR PROPOSALS UPDATE, LISA DIGNAN**

Council member Dignan reported that, as discussed during the July 13, 2016 meeting, the Council was in the process of resoliciting bids from potential new CNAs. She announced that the request for proposal (RFP) document had been revised and would be redistributed to the public the next day, July 14, 2016.

**AGENDA ITEM 9: APPROVAL OF CENTRAL NONPROFIT AGENCY**

No action was taken at this time.

**AGENDA ITEM 10: APPROVAL OF PROCEDURE FOR DIRECT BILLING AND PAYMENT**

The Council then moved on to discussion about the procedure of direct billing and payment between community rehabilitation program (CRP) member businesses, procuring agencies, and the CNA.

Chair Maxwell noted that two separate issues would need to be addressed in regards to the matter of direct billing, in relation to the CNA and/or other billing entity: 1.) the length of time the CNA or billing entity would be required to hold the payment in order for the procuring agency to pay it off, and 2.) the CNA's or billing entity's financial ability to do that.

Council member Lillibridge asked if there was any historical reference point the Council could look to in order to figure out how long it typically takes to receive a payment after an invoice has been submitted. Chair Maxwell responded that, in a meeting with Mr. Ron Spilman from the Department of Finance Administration, he was informed that a majority of payments coming from the state were being paid within a 30 day time limit, but that several contracts saw return rates of up to 90 days, and in one case, 120 days.

Council member Kippert suggested that the Council would need to make a rule that would allow these situations to be addressed on an individual basis, so that when a new CNA is contracted with they can work with the procuring agencies and the member businesses to come to a conclusion on what is best for each individual entity. Council member Dignan agreed, stating that the Council would need to be sensitive to smaller member businesses that might not have the cash flow that larger member businesses have.

Chair Maxwell made the following motion: 1.) to defer discussion on the matter of direct billing to the evaluation subcommittee, chaired by council member Greg Trapp, relative to the RFP, while allowing the possibility of an amendment to be made to the RFP once a new CNA had been selected and consulted; and 2.) to allow discussion to take place between Adelante, Human Services and Horizons so they might determine how best to handle the billing on their service contract that is currently taking place. Council member Trapp seconded the motion, council member Kivitz abstained, and the motion was passed in a 5-0-1 vote by the Council.

## **AGENDA ITEM 11: APPROVAL OF SERVICES CONTRACTS**

Council member Dignan took over as council chair for the duration of the meeting.

### **A. FY17 CONTRACT RENEWALS**

1. *Department of Transportation District 5 Office Complex & Adelante, FY17 - \$33,676.44, FY16 - \$33,676.44*
2. *Albuquerque Bernalillo County Water Utility Authority (ABQWUA) & LifeROOTS, Janitorial Services, FY17- \$67,654.60, FY16 - \$66,328.04*
3. *Albuquerque Bernalillo County Water Utility Authority (ABQWUA), Facilities 83A & 83B & Crystal Clear, Janitorial Services, FY17- \$26,702.30, FY16- \$26,672.28*
4. *Department of Homeland Security & Emergency Management, 5880 Office Blvd., Albuquerque & Crystal Clear, Janitorial Services, FY17- \$13,956.00, FY16- \$13,940.52*
5. *Department of Homeland Security & Emergency Management, 13 Bataan Blvd. Santa Fe, New Mexico & Crystal Clear, Grounds Maintenance Services, FY17- \$12,736.24 , FY16-\$12,722.04*
6. *Department of Homeland Security & Emergency Management, 13 Bataan Blvd., Santa Fe & Crystal Clear, Janitorial Services, FY17- \$30,613.68, FY16- \$30,579.60*
7. *Department of Homeland Security and Emergency Management, Santa Fe & Crystal Clear, Grounds Maintenance Snow Removal, FY17- Per Hour (Labor) \$112.31 (Plow) \$228.62 (Skid Steer) \$280.78 (Ice Melt-Bag) \$64.39 , FY16- (Labor) \$112.19, (Plow) \$224.38, (Skid Steer) \$280.46 (Ice Melt-Bag) \$67.31*
8. *Department of Veterans Services (NMVB OC) & Anne House, Website Maintenance, FY17- \$7,533.96, FY16-\$7,525.56*

Council member Pam Lillibridge moved to approve contracts A1 through A8 as a group. Council member Kippert seconded the motion, council member Kivitz abstained on contract A1, and council member Maxwell abstained on all contracts. Contract A1 was approved in a 4-0-2 vote by the council and contracts A2 through A8 were approved in a 5-0-1 vote by the council.

### **B. NEW FY17 PROCUREMENTS \$5,000 AND UNDER**

1. *HSD, Income Support Division & Adelante, Mailing Remit Envelope \$36,029.60 & Permit Account \$1,787.00*

2. *State Commission of Public Records & LifeROOTS, Janitorial Services, FY17 \$2,645.08*
3. *Worker's Compensation Administration & Crystal Clear, Grounds Maintenance Services, Bubblers Replacement on Sprinkler System \$234.52*
4. *NM Procurement Technical Assistance Program, CNM's Workforce Training Center & Adelante, Document Imaging Services, \$1,741.95*
5. *Game and Fish Hunter Education Program & Greetings Etc! Inc., Mailing Services \$209.21*
6. *DOH Sequoyah Adolescent Treatment Center & My Bug Guy, Exterminator Services, FY17, \$3,369.36 (Monthly*

Council member Maxwell moved to approve contracts B1 through B6. Council member Darryl Ackley seconded the motion and council member Kivitz abstained on contracts B1 and B4. Contracts B1 and B4 were approved in a 5-0-1 vote by the council and contracts B2, B3, B5 and B6 were approved in a unanimous vote by the Council.

**C. NEW FY17 PROCUREMENTS OVER \$5,000**

1. *DOH, Hatch Public Health Office (PHO) & Tresco Inc., Janitorial Services, \$12,391.21*

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

2. *DOH, Chaparral PHO & Tresco Inc., Janitorial Services, \$14,686.56*  
Council member Kivitz moved to approve contract C2. Council member Maxwell seconded the motion, council member Lillibridge abstained, and the contract was approved in a 5-0-1 vote by the Council.
3. *Department of Health, Albuquerque Public Health Office & Crystal Clear, Janitorial Services (Month to Month Services – 4 months total), \$11,006.00*

Council member Trapp moved to approve contract C3. Council member Ackley seconded the motion and the contract was approved in a unanimous vote by the Council.

4. *Albuquerque Housing Authority & LifeROOTS, Janitorial Services, \$52,071.09*

Mr. Matthew Melina, LifeROOTS, informed the Council that there were three reasons for the wage increase on contract C4: 1.) the minimum wage on the contract had increased to \$8.75, 2.) additional supervisory hours had been added to the contract, and 3.) a 2% price increase had occurred, which happened from year to year.

Council member Kivitz moved to approve contract C4. Council member Maxwell seconded the motion and the contract was approved in a unanimous vote by the Council.

**AGENDA ITEM 12: SUBCOMMITTEE UPDATES**

There were no subcommittee updates at this time.

**AGENDA ITEM 13: REVIEW OF SUITABLE SERVICES**

There was no review of suitable services at this time.

**AGENDA ITEM 14: APPROVAL OF ADDED AND/OR REMOVED SUITABLE SERVICES**

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

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

Mr. Dustin Berg, Western Wildlife Forumula, spoke to the Council about his attempts to be placed on the vendors list for the Department of Game and Fish and asked for their help in communications with the department on how that might be able to happen.

Council member Kippert suggested that Mr. Berg work alongside Chair Maxwell to facilitate discussions with the Department of Game and Fish in order to reconcile the issue.

**AGENDA ITEM 16: COUNCIL DISCUSSION**

There was no council discussion at this time.

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

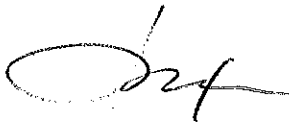
There were no suggested agenda items for future meetings at this time.

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

The next council meeting was scheduled for Wednesday, September 14, 2016 at 1:30 p.m. at the Commission for Deaf and Hard of Hearing.

**AGENDA ITEM 19: ADJOURN**

With no further business, the meeting was adjourned.



Larry Maxwell, Chairman



Date