

Official Draft

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES Regular Meeting

December 13, 2017, 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 1:34 p.m. MST.

AGENDA ITEM 2: ROLL CALL

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

MEMBERS PRESENT

Anna Silva	Designee for Council Chair, Larry Maxwell, State Purchasing Director Representative (participated remotely via telephone)
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
Paul Kippert	Designee, Council member Secretary Rodrigues (DFA) (participated remotely via telephone)
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
Estevan Lujan	Designee, Council member Darryl Ackley, Department of Information Technology (DoIT) Representative (participated remotely via telephone)

With eight council members present or participating 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

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

GUESTS

Brian Ammerman	Adelante Development Center
----------------	-----------------------------

AGENDA ITEM 4: APPROVAL OF AGENDA

Council member Roger Newall moved to approve the agenda for the December 13, 2017 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 NOVEMBER 15, 2017

Council member Kivitz moved to approve the November 15, 2017 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, KYLE RADFORD

Mr. Kyle Radford, Horizons of New Mexico, explained to the Council that there had been an issue with incorrect information on Horizon's W-9 submitting to DFA. This was causing issues with agencies remitting payment to Horizons. The correct information has been submitted to DFA, and Horizons is awaiting the change to be made.

AGENDA ITEM 8: APPROVAL OF THE 2017 ANNUAL REPORT PURSUANT TO 13-C-5(B) NMSA 1978

A revised copy of the Annual Report with edits recommended at the November 2017 Council meeting was presented by Mr. Radford. Council member Kivitz pointed out a minor spelling error on the first page, and Mr. Radford stated that it would be corrected before submission. Council member Newall moved to approve the 2017 Annual Report, inclusive of the correction suggested by Council member Trapp. Council member Trapp seconded the motion and the 2017 Annual Report was approved in a unanimous vote by the Council.

AGENDA ITEM 9: EXECUTIVE SESSION PURSUANT TO NMSA 10-15-1(H)(6)

a) Discussion of Competitive Sealed Proposals Solicited to the Procurement Code for a Central Non-Profit Agency

Chair Dignan announced that there was no need for the Council to adjourn into executive session at this time.

AGENDA ITEM 10: ANNOUNCEMENT OF CENTRAL NONPROFIT AGENCY, Lisa Dignan

Chair Dignan announced that after reviewing both respondents to the RFP for Central Nonprofit Agency Services, the Council had entered into a new four-year contract with Horizons of New Mexico, effective January 1, 2018.

AGENDA ITEM 11: APPROVAL OF SERVICE CONTRACTS

a) Renewal Contracts over \$5,000

1. *New Mexico Department of Transportation and member Adelante Development Center; Document Imaging, FY17 - \$0.0943/image, FY18 – Same (\$109,540.29)*

Council member Pam Lillibridge moved to approve contract A1. Council member Anna Silva seconded the motion, Council member Kivitz abstained, and the contract was approved in a 6-0-1 (Approve – Deny – Abstain) vote by the Council.

b) New FY18 Contracts \$5,000 and Under

1. *New Mexico Department of Game and Fish and member Adelante Development Center; Fulfillment Services - \$2,052.80*
2. *New Mexico Department of Transportation and member Adelante Development Center; Hard Drive Destruction Services - \$3,458.70*
3. *New Mexico Department of Game and Fish and member Discount Mailing and Printing, LLC; Printing Services - \$2,784.39*
4. *San Juan College and member Greetings, Etc.!.; Printing Services - \$2,401.88*

Contract B3 was withdrawn from the Council's consideration.

Mr. Radford informed the Council that Horizons had not yet been able to obtain a Proposal Acceptance Form from the Department of Transportation for contract B2. After some discussion, the Council decided they were comfortable approving the contract without the Proposal Acceptance Form.

Council member Newall moved to approve contracts B1, B2 and B4 as a group. Council member Trapp seconded the motion, Council member Kivitz abstained, and the contracts were approved in a 6-0-1 vote by the Council.

c) New FY18 Contracts Over \$5,000

1. *New Mexico Workforce Connection and member Tresco; Janitorial Services - \$8,131.11*

Mr. Radford explained that the Workforce Connection Board had not yet been able to review this contract for approval and provide a Proposal Acceptance Form. Council member Trapp stated that he felt it the Council could still approve this contract with the provided documentation.

Council member Trapp moved to approve contract C1. Council member Kivitz seconded the motion, Council member Paul Kippert abstained, and the contract was approved in a 6-0-1 vote by the Council.

AGENDA ITEM 12: SERVICE CONTRACTS DIRECTLY DISTRUBITED UNDER CNA AUTHORITY

a) New Service Contracts Directly Distributed Under CNA Authority

1. *New Mexico Aging and Long-Term Services Department and member Adelante Development Center; Document Destruction Services - \$59.33*
2. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services - \$25.20*
3. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services - \$55.65*
4. *New Mexico Commission for the Blind and member Adelante Development Center; Document Destruction Services - \$105.00*
5. *New Mexico Victims Reparation Commission and member Adelante Development Center; Document Destruction Services - \$41.74*
6. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$255.94*
7. *Albuquerque Housing Authority and member LifeRoots; Carpet Cleaning - \$439.19*
8. *New Mexico Department of Game and Fish and member My Bug Guy; Pest Control Services - \$90.00*

Chair Dignan informed the Council that eight contracts had been distributed under the authority of Horizons of New Mexico as the Central Nonprofit Agency. She added that, by listing the contracts on the agenda, the requirements of the Open Meetings Act were effectively met.

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

(None)

AGENDA ITEM 13: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

Chair Dignan asked Mr. Radford about a request for IT Security Services that had come to Horizons attention and Mr. Radford had a question on whether or not it was an approved service. Chair Dignan asked Council member Lujan if he would review the service and provide information on its suitability. Council member Lujan said that he would review the service, and Mr. Radford said that Horizons would send him the request.

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

Council member Kivitz suggested that with the upcoming legislative session, a flyer or fact sheet explaining the benefits of the State Use Act should be developed. The Council agreed that it was a good idea, and Mr. Radford said Horizons would create the informational piece.

Council member Trapp led a discussion on possible methods for contracts to be approved between Council meetings to avoid the overuse of tentative Chair approval. Chair Dignan suggested adding additional meetings during high-volume months, like when renewals occur. She and Mr. Radford agreed to develop a list of possible meeting dates for 2018 before the next meeting.

AGENDA ITEM 17: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

Council member Trapp suggested a future agenda item to further discuss methods of reducing the use of tentative Chair approval.

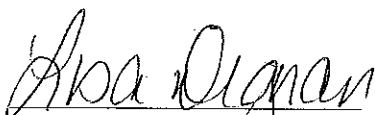
It was suggested that there be a way for the Council to hear feedback from agencies regarding contracts that have been approved.

AGENDA ITEM 18: DATE AND LOCATION OF NEXT MEETING

The next Council meeting was scheduled for Wednesday, January 10, 2018 at 9:30 a.m. MST, at the New Mexico Commission for Deaf and Hard of Hearing.

AGENDA ITEM 19: ADJOURN

With no further business, the meeting was adjourned at 2:44 p.m. MST.


Larry Maxwell, Chairman


Date