

Official Draft

NEW MEXICO COUNCIL FOR PURCHASING
FROM PERSONS WITH DISABILITIES

REGULAR MEETING

February 13, 2019, 1:30 PM

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

AGENDA ITEM 1: CALL TO ORDER

Chair Lisa Dignan called the meeting to order at 1:31 p.m. MDT.

AGENDA ITEM 2: ROLL CALL

Chair Dignan asked Council member Greg Trapp to perform roll call.

MEMBERS PRESENT

Lisa Dignan	Council Chair, New Mexico Commission for Deaf and Hard of Hearing Representative
Greg Trapp	Council Member, New Mexico Commission for the Blind Representative
Anna Silva	Council Member, Interim State Purchasing Director (participated remotely via telephone)
Paul Kippert	Designee, Council member Secretary Olivia Padilla-Jackson (DFA) (participated remotely via telephone)
Roger Newall	Council Member, City of Albuquerque Representative
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative

With seven council members present or participating at the time of the roll call a 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

Matt Loehman	Horizons of New Mexico
Arturo Soliz	Horizons of New Mexico

Kyle Radford 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

Brian Ammerman Adelante Development Center
Philip Bachicha Designee, Council member Secretary Vincent Martinez,
Department of Information Technology (DoIT) Representative
(participated remotely via telephone)

AGENDA ITEM 4: APPROVAL OF AGENDA

Council member Mike Kivitz moved to approve the agenda for the February 13, 2019 council meeting. Council member Roger Newall seconded the motion, and the agenda was approved in a unanimous vote by the Council.

AGENDA ITEM 5: APPROVAL OF COUNCIL MINUTES OF JANUARY 9, 2019

Chair Dignan noted that the January 9, 2019 minutes should be changed to reflect the correct name of the Secretary of the Department of Finance and Administration, Olivia Padilla-Jackson.

Council member Newall moved to approve the January 9, 2019 regular meeting minutes, as amended. Council member Kivitz seconded the motion, Council member Pam Lillibridge abstained, and the minutes were approved in a 6-0-1 (Approve – Deny – Abstain) vote by the Council.

AGENDA ITEM 6: CHAIR UPDATE, LISA DIGNAN

Chair Dignan reported that the New Mexico State Use Program Annual Report had been distributed to the Governor's Office and other members of the legislature, via email.

Chair Dignan then thanked Horizons of New Mexico (Horizons) for taking over the role of posting public notices for Council meetings in the Albuquerque Journal, as required by the Opening Meetings Act.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, MATT LOEHMAN

Mr. Matt Loehman, Horizons, reported to the Council that he had attended the State Use Program Associations (SUPRA) annual conference in January, which allowed him to understand how other states run similar programs and to see how the New Mexico program could expand into different business opportunities.

Mr. Loehman announced that, the following week, he and Mr. Arturo Soliz, Horizons, would begin a state-wide marketing push to expand the Program's visibility in New Mexico. He added that the initiative would begin in Farmington and Monte Vista, both of which are areas that see procurement opportunities without any member programs available to fulfill them, before moving to other areas of the state.

Finally, Mr. Loehman announced that Horizons was monitoring legislation throughout

the current legislative session, in particular Senate Bill 29 (SB 29), which dictates that 33% of state contracts be awarded to resident businesses and could have tangential effects on State Use Program procurements. He clarified that the vast majority of Horizons member organizations are resident businesses.

AGENDA ITEM 8: APPROVAL OF SERVICE CONTRACTS

Note: Contracts may have minor adjustments up or down from the dollar amounts listed

a) New Contracts \$5,000 and Under

1. *Sandoval County and member Adelante Development Center; Hard Drive Destruction – \$2,009.81.*

Council member 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 vote by the Council.

2. *City of Portales and member Discount Printing and Mailing; Printing Services - \$2,395.93.*

Council member Newall moved to approve contract A2. Council member Kivitz seconded the motion and the contract was approved in a unanimous vote by the Council.

b) New Contracts Over \$5,000

1. *New Mexico Department of Military Affairs and member ARCA; Janitorial Services - \$36,692.30.*

Mr. Loehman announced that contract B1 had been withdrawn by the procuring agency in order to make changes to the scope of work, and that they expected to resubmit the updated contract for approval in March.

c) FY19 Renewal Contracts \$5,000 and Under

(None)

d) FY19 Renewal Contracts Over \$5,000

(None)

AGENDA ITEM 9: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY

a) New Service Contracts Directly Distributed Under CNA Authority

1. *Albuquerque Public Schools and member Adelante Development Center; Document Destruction Services - \$195.48*

2. *City of Belen and member Adelante Development Center; Document Destruction Services - \$289.03*
3. *City of Las Vegas Clerk's Office and member Adelante Development Center; Document Destruction Services – \$924.00*
4. *Law Offices of the Public Defender and member Adelante Development Center; Document Destruction Services - \$28.31*
5. *New Mexico Corrections Department and member Adelante Development Center; Document Destruction Services - \$169.80*
6. *New Mexico Crime Victims Reparation Commission and member Adelante Development Center; Document Destruction Services - \$45.97*
7. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$70.77*
8. *New Mexico Department of Game & Fish and member Adelante Development Center; Document Destruction Services - \$56.62*
9. *New Mexico Department of Game & Fish and member Adelante Development Center; Document Destruction Services - \$84.92*
10. *New Mexico Energy, Minerals & Resources Department and member Adelante Development Center; Document Destruction Services - \$160.02*
11. *New Mexico Taxation & Revenue Department and member Adelante Development Center; Document Destruction Services - \$339.70*
12. *New Mexico Taxation & Revenue Department and member Adelante Development Center; Document Destruction Services - \$430.05*
13. *New Mexico Tourism Department and member Adelante Development Center; Document Destruction Services - \$212.15*
14. *Socorro Fire Department and member Adelante Development Center; Document Destruction Services - \$131.59*
15. *Valencia County Sheriff's Department and member Adelante Development Center; Document Destruction Services - \$148.58*
16. *City of Carlsbad and member CARC; Document Destruction Services - \$519.75*
17. *San Juan College and member Discount Printing and Mailing; Printing Services -\$504.00*
18. *San Juan College and member Greetings, Etc.; Printing Services - \$529.20*
19. *New Mexico Energy, Minerals and Resources Department and member Top Tier Movers; Moving Services - \$462.79*

b) FY19 Renewal Service Contracts Directly Distributed Under CNA Authority

(None)

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

(None)

AGENDA ITEM 10: REVIEW OF PREVIOUSLY APPROVED SUITABLE SERVICES

1. Printing Services
No action taken, remained suitable and approved

2. Radon Testing Services
Council member Silva moved to remove the service as suitable, until a member organization that could provide the service was found. Council member Kivitz seconded the motion and the service was removed in a unanimous vote by the Council.

3. Receptionist, Filing and Clerical Services
No action taken, remained suitable and approved

4. Recycling Services
Council member Newall moved to approve the service as suitable, with the amendment to remove the word “waste” from its definition. Council member Kivitz seconded the motion, and the service was approved as amended in a unanimous vote by the Council.

5. Rest Area Maintenance
No action taken, remained suitable and approved

6. Screen Printing
No action taken, remained suitable and approved

7. Shelf Stocking and Restocking
No action taken, remained suitable and approved

8. Snow Removal
No action taken, remained suitable and approved

9. Transcription Services
No action taken, remained suitable and approved

10. Transportation
No action taken, remained suitable and approved

11. Wildlife Services Management
Council member Trapp moved to approve the service as suitable, with the amendment that the word “trapping” be included in its definition. Council member Newall seconded the motion, and the service was approved as amended in a unanimous vote by the Council.

12. Yard, Grounds, and Lawn Maintenance
No action taken, remained suitable and approved

AGENDA ITEM 11: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

Due to the fact that the council acted on the discussed suitable services as necessary during agenda item 10, no action was taken during this agenda item.

AGENDA ITEM 12: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 13: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There was no public comment at this time.

AGENDA ITEM 14: COUNCIL DISCUSSION

Council member Kivitz informed the Council that legislation regarding the taxation of nonprofit corporations, that could possibly have an effect on Horizons and the State Use Program, was currently moving through the legislature and should be monitored by Horizons. He added that Adelante was currently working with Fidelity, a company that was looking to fill employment positions with high functioning individuals with disabilities, and that he would pass along any recommendations that any council members might have.

AGENDA ITEM 15: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

With nothing of note in the immediate future, Council member Trapp announced that the audited financial statements would be available for review in April.

AGENDA ITEM 16: DATE AND LOCATION OF NEXT MEETING

The next regular Council meeting was tentatively scheduled for Wednesday, March 13, 2019 at 1:30 p.m. MDT, at the New Mexico Commission for Deaf and Hard of Hearing.

AGENDA ITEM 17: ADJOURN

With no further business, the meeting was adjourned at 2:30 p.m. MDT.


Lisa Dignan, Chair


Date