

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

**February 8, 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	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
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
Darryl Ackley	Council Member, Department of Information Technology Representative (DoIT) (participated remotely via telephone)

**MEMBERS NOT PRESENT**

Paul Kippert	Designee, Council Member for Secretary Rodrigues (DFA)
--------------	--

**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
Brian Ammerman	Adelante Development Center
Therese Baca	Unlimited Office Management Systems

**AGENDA ITEM 1: CALL TO ORDER**

Vice-chairman Lisa Dignan called the meeting to order. Due to the fact that Chairman Larry Maxwell participated remotely via telephone, Vice-chairman Dignan would effectively perform as the Chairman for the duration of the meeting.

**AGENDA ITEM 2: ROLL CALL**

Vice-Chairman Dignan then asked Council member Greg Trapp to perform a roll call. With six council members present, there was no quorum and the council moved on to non-action agenda items until a quorum was established.

**AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF**

Vice-Chairman Dignan 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**

Council member Darryl Ackley joined the meeting at this time. A quorum was established, and the Council continued with both action and non-action agenda items.

Council member Trapp moved to approve the February 8, 2017 meeting agenda. Chairman Maxwell seconded the motion and the agenda was approved in a unanimous vote by the Council.

**AGENDA ITEM 5: APPROVAL OF MINUTES OF January 11, 2017**

Council member Trapp noted that the January 11, 2017 minutes needed to be changed to reflect that council members who had been nominated to hold an elected position would hold their respective positions until January 2018, not December 2018 as was currently recorded.

Council member Mike Kivitz moved to approve the January 11, 2017 council meeting minutes as amended. Council member Roger Newall seconded the motion, Chairman Maxwell abstained due to his absence during the January 11 meeting, and the minutes were approved in a 5-0-1 (Approve – Deny – Abstain) vote by the Council.

At this time the Council moved to agenda item 10 for discussion and approval.

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

Chairman Maxwell announced that he had spoken with the newly appointed head of Boards and Commissions and that they would be moving forward with appointing a new member to fill the vacant position available within the Council.

At this time, Chair Maxwell had to leave the council meeting which resulted in a loss of quorum.

**AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, KYLE RADFORD**

Mr. Kyle Radford reported that Horizons of New Mexico is currently monitoring legislation that could affect the New Mexico State Use Program and its members.

Mr. Radford then went on to outline a problem regarding vendor payment with the City of Albuquerque. He added that both Horizons and different departments operating within the agency have met to discuss ways to address the issue, and that Horizons had already made several payment advances to members. Council members encouraged Mr. Radford to let them know if and when they could be of assistance in remedying the issue.

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

There was no update on the requests for proposal at this time.

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

No action was taken on agenda item 9 at this time.

**AGENDA ITEM 10: APPROVAL OF SERVICE CONTRACTS**

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

1. *New Mexico Department of Game and Fish and member Greetings, Etc.;*  
*Printing Services - \$1,573.94*

Council member Newall moved to approve contract A1. Chairman Maxwell seconded the motion and the contract was approved in a unanimous vote by the Council.

2. *New Mexico Commission for the Blind and member Unlimited Office*  
*Management Systems; Carpet Cleaning - \$3,633.97*

Chairman Maxwell moved to approve contract A2. Council member Kivitz seconded the motion, Council member Trapp 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 Services; \$7,502.12*
2. *New Mexico Department of Workforce Solutions and Member ActionOne,*  
*Janitorial Services; \$8,423.40*
3. *New Mexico Department of Workforce Solutions and Member ActionOne,*  
*Janitorial Services; \$23,299.86*

Mr. Kyle Radford informed the Council that contracts B1-B3 had been withdrawn from consideration by the New Mexico Department of Workforce Solutions due to the fact that the agency was unsure if they were going to utilize the Horizons member for the requested janitorial service.

4. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services – \$8,760.36*

Mr. Radford informed the Council that contract B4 had been withdrawn from consideration due to the fact that it was a commercial contract, and therefore did not require Council approval.

5. *City of Albuquerque Child and Family Development and member Crystal Clear Maintenance; Janitorial Services - \$6,557.14*

Council member Kivitz moved to approved contract B5. Chairman Maxwell seconded the motion, Council member Newall abstained and the contract was ratified in a 5-0-1 vote by the Council.

At this time, the Council moved on the discuss agenda item 12.

#### **AGENDA ITEM 11: SUBCOMMITTEE UPDATES**

There were no subcommittee updates at this time.

#### **AGENDA ITEM 12: DISCUSSION AND APPROVAL OF PROCESS FOR SMALL CONTRACT APPROVAL**

Council member Trapp announced that the State Use Act and its rules and regulations do not explicitly require that the Council approve the contracts that are submitted for inclusion in the State Use Program, but that the Council has been doing so in the interest of increasing its openness and accountability. He went on to suggest that the Council could possibly set a threshold at which contracts could be approved by Horizons of New Mexico, as long as they met certain criteria and requirements such as adhering to Fair Market Value. He added that allowing Horizons and the procuring agencies to handle the approval process independently of the Council, on those smaller contracts that don't require the Council's oversight for approval, might allow the Council to transition to quarterly meetings, instead of monthly meetings.

Vice-Chair Dignan noted that no action would be taken on agenda item 12 and that a proposal concerning the approval process for small contract approval, incorporating the ideas and suggestions that arose from the current discussion, would be presented during the March 2017 council meeting.

The Council then went on to discuss proposed legislation that could possibly impact the State Use Program, specifically House Bill 278.

At this time, the Council moved on to discuss agenda item 6.

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

There was no review of suitable services at this time.

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

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

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

There was no open public forum at this time.

**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, March 8, 2017, pending council member availability during the legislative session, with the time and location to be decided at a later date, and communicated to the Council when available.

**AGENDA ITEM 19: ADJOURN**

With no further business, the meeting was adjourned.

  
\_\_\_\_\_

Larry Maxwell, Chairman

  
\_\_\_\_\_

Date