

**OFFICIAL DRAFT**

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

**REGULAR MEETING**

January 8, 2020, 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 a roll call.

**MEMBERS PRESENT**

Lisa Dignan	Council Chair, New Mexico Commission for Deaf and Hard of Hearing Representative
Mark Hayden	Council Vice-Chair, State Purchasing Director
Greg Trapp	Council Secretary, New Mexico Commission for the Blind Representative
Miranda Mascareñas	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Padilla-Jackson (DFA)
Roger Newall	Council Member, Disabled Veteran
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation Representative (participated remotely via telephone)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Phillip Bachicha	Council Member, Designee for Department of Information Technology (DoIT) Secretary Vincent Martinez
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)

With nine council members present or participating remotely via telephone, 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
Scott DeVetter	Horizons of New Mexico (participated remotely via telephone)
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
Chris Boston	Tresco
Luis Rios	Tresco
Greg Block	Tresco
Andy Taylor	Tresco

#### **AGENDA ITEM 4: APPROVAL OF AGENDA**

Council member Mark Hayden moved to approve the agenda for the January 8, 2020 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 MINUTES OF NOVEMBER 26, 2019**

Council member Hayden moved to approve the November 26, 2019 regular meeting minutes. Council member Mike Kivitz seconded the motion, Council member Pam Lillibridge abstained, and the minutes were approved in a 7-0-1 (Approved – Denied – Abstained) vote by the Council.

#### **AGENDA ITEM 6: CHAIR UPDATE, LISA DIGNAN**

Annual report completed and distributed to the Governor, Legislators, and posted on the Horizons website. In February we will invite member businesses to get their views on our discussion around mileage rates and allowable equipment expenses. The Office of the Attorney General has assigned an Assistant Attorney General to the Council. Her name is Karla Soloria and she is willing to attend meetings as needed. She has reviewed the Annual Report and will attend meetings at our invitation.

#### **AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, MATT LOEHMAN**

Mr. Matt Loehman, Horizons of New Mexico (Horizons), discussed the organizations ongoing marketing efforts. Horizons' Marketing Manager Arturo Soliz continues to travel around the New Mexico to meet with purchasers from state agencies and local public bodies to promote the State Use Act. Mr. Loehman mentioned that he will present at a conference for purchasers in April.

#### **AGENDA ITEM 8: APPROVAL OF SERVICE CONTRACTS**

\*Note: Contracts may have minor adjustments up or down from the dollar amount listed.

\*\*Note: Please contact Horizons of New Mexico for additional information about any contract listed on the agenda

##### **a) New Contracts \$5,000 and Under**

(None)

**b) New Contracts Over \$5,000**

1. *New Mexico Commission for the Blind and member Clearly clean Janitorial Service; Janitorial Services - \$10,179.36*

Council member Hayden moved to approve contract B1. Council member Kivitz seconded the motion, Council member Trapp abstained and the contract was approved in a 7-0-1 vote by the Council.

**c) FY 20 Renewal Contracts \$5,000 and Under**

(None)

**d) FY 20 Renewal Contracts over \$5,000**

1. *New Mexico Department of Military Affairs and member ARCA; Janitorial Services – FY20 (July-December) - \$42,751.26, FY20 (January-June) - \$39,389.16*

Council member Newall moved to approve contract D1. Council member Hayden seconded the motion and the contract was approved in a unanimous vote by the Council.

**e) Changes and Increases**

1. *New Mexico Tourism Department and member Adelante Development Center; Mailing Services – Current: \$11,736.05; Revised: \$16,330.55*

Chair Dignan announced that this new section included on the agenda for contract approvals would specifically outline any changes or increases to already existing contracts.

Council member Lillibridge moved to approve contract E1. Council member Hayden seconded the motion, Council member Kivitz abstained and the contract was approved as amended in a 7-0-1 vote by the Council.

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

**a) New Service Contracts Directly Distributed Under CNA Authority**

1. *Curry County and member Adelante Development Center; Document Destruction Services - \$217.00*
2. *New Mexico Division of Vocational Rehabilitation Adelante Development Center;*

- Document Destruction Services - \$485.00*
3. *New Mexico Tech Adelante Development Center; Document Destruction Services - \$130.04*
  4. *New Mexico Department of Public Safety and member Crystal Clear Maintenance; Janitorial Services - \$507.94*
  5. *City of Albuquerque and member DigiPros; Printing Services - \$211.58*
  6. *City of Albuquerque and member DigiPros; Printing Services - \$338.63*
  7. *San Juan College and member DigiPros; Printing Services - \$430.50*
  8. *City of Albuquerque and member Greetings, Etc.!.; Printing Services - \$291.34*
  9. *City of Albuquerque and member Greetings, Etc.!.; Printing Services - \$324.75*
  10. *City of Albuquerque and member Greetings, Etc.!.; Printing Services - \$429.66*
  11. *City of Portales and member Greetings, Etc.!.; Printing Services - \$93.96*
  12. *New Mexico Department of Transportation and member Tresco; Grounds Maintenance - \$2,459.52*

**b) FY 20 Renewal Service Contracts Directly Distributed Under CNA Authority**

(None)

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

(None)

**AGENDA ITEM 10: CENTRAL NONPROFIT AGENCY QUARTERLY REPORT, MATT LOEHMAN**

Mr. Loehman informed the Council that \$379,879 worth of contracts had been approved throughout last quarter's reporting period, providing employment for eight individuals with disabilities. He added that the CNA had directly distributed 21 contracts totaling \$15,399.91 and four contracts totaling \$20,037.01 were distributed under urgent or immediate need.

**AGENDA ITEM 11: DISCUSSION OF PILOT PROGRAM ALLOWING MEMBER BUSINESSES ACCESS TO STATEWIDE PRICING**

Mr. Loehman provided a brief update. He continues to study the feasibility of whether vendors with the Statewide Price Agreements for janitorial services would allow State Use member businesses to purchase supplies at the prices listed on their agreements with the State of New Mexico. Mr. Loehman mentioned that in his observation, all member businesses prioritize keeping their supply costs low. He stated he will continue to research and provide an update at the next meeting.

**AGENDA ITEM 12: DISCUSSION OF PROPOSED DECLARATION AFFIRMING COMPLIANCE WITH STATUTORY REQUIREMENTS FOR MEMBERS**

Mr. Trapp provided an update. He, Mr. Hayden, and Ms. Mascareñas have met and have almost completed a draft declaration for members affirming compliance with statutory requirements. Mr. Trapp believes they will have a draft ready for Council review at the February meeting.

**AGENDA ITEM 13: DISCUSSION OF ESTABLISHING A THRESHOLD FOR THE AMOUNT OF ADMINISTRATIVE CHARGES THAT WOULD REQUIRE PROVISIONS OF DETAILED COSTS WHEN CONTRACTS ARE PRESENTED FOR COUNCIL APPROVAL**

Mr. Hayden explained that the Council needed to gather more information regarding current administrative fees charged by members. The Council discussed setting an administrative cost ceiling for member contracts, which, if exceeded, would require additional information upon Council approval. After discussion, the Council determined they would solicit additional member comments on the agenda item at the February meeting.

**AGENDA ITEM 14: DISCUSSION OF CHANGING THE PERCENTAGE OF DISABILITY DETERMINATION FROM THE VA FOR PARTICIPATION IN STATE USE**

Mr. Loehman laid out the current member disability requirements and stated that Horizons recommended no change at this time. Mr. Newall stated that he understood the disability requirement but was concerned that there was confusion in both the statute and Horizon's website related to membership requirements for veteran owned businesses. Mr. Loehman said that Horizons would work with Mr. Newall to clear up any confusing information on the Horizon's website.

**AGENDA ITEM 15: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES**

There were no services to be added or removed at this time

**AGENDA ITEM 16: SUBCOMMITTEE UPDATES:**

There were no additional subcommittee updates other than what had been discussed during previous agenda items.

**AGENDA ITEM 17: OPEN PUBLIC FORUM AND PUBLIC COMMENT**

None.

**AGENDA ITEM 18: COUNCIL DISCUSSION**

Mr. Trapp stated that he felt there was ambiguous language in the statute related to disability requirements for member businesses. Mr. Trapp explained that is was his interpretation of the State Use Act that businesses owned entirely by individuals with disabilities would be exempt from the 75/25 disabled labor requirement. Mr. Loehman and Mr. Radford explained that the Council's rules require all members to comply with the 75/25 labor ratio. Chair Dignan and Mr. Kivitz both agreed that it was their understanding that all members must comply with this requirement. Mr. Trapp suggested requesting an Attorney Generals opinion on the matter.

**AGENDA ITEM 19: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS**

Minimum wage legislation at the state and Federal level.

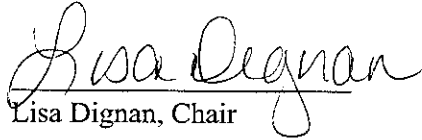
A letter of guidance to state agency CPOs regarding the State Use Act and including changes to scopes of work.

**AGENDA ITEM 20: DATE AND LOCATION OF NEXT MEETING**

The next council meeting was scheduled for Wednesday, February 12, 2020 at 1:30 p.m. MDT, at the New Mexico Commission for Deaf and Hard of Hearing.

**AGENDA ITEM 21: ADJOURN**

With no further business, the meeting was adjourned at 2:54 p.m.

  
\_\_\_\_\_  
Lisa Dignan, Chair

12 Feb 2020  
Date