

OFFICIAL DRAFT

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

REGULAR MEETING

March 11, 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 1:44 p.m. MDT due to technical issues with the conference call system.

AGENDA ITEM 2: ROLL CALL

Chair Dignan performed a roll call.

MEMBERS PRESENT

Lisa Dignan	Council Chair, New Mexico Commission for Deaf and Hard of Hearing Representative
Greg Trapp	Council Secretary, New Mexico Commission for the Blind Representative (participated remotely via telephone)
Mark Hayden	Council Vice-Chair, State Purchasing Director
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 (participated remotely via telephone)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)

MEMBERS NOT PRESENT

Miranda Mascareñas	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Padilla-Jackson (DFA)
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With eight 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 (participated remotely via telephone)
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)
Bobby Bertolo	Tresco
Luis Rios	Tresco
Chris Boston	Tresco
Greg Block	Tresco
Al Bismuke	Clearly Clean Janitorial
Brian Ammerman	Adelante Development Center

AGENDA ITEM 4: APPROVAL OF AGENDA

Council member Roger Newall moved to approve the agenda for the March 11, 2020 council meeting. Council member Mark Hayden seconded the motion, and the agenda was approved in a unanimous vote by the Council.

AGENDA ITEM 5: APPROVAL OF MINUTES OF February 12, 2020

Council member Hayden moved to approve the February 12, 2020 regular meeting minutes. Council member Phillip Bachicha seconded the motion, Council member Greg Trapp 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 thanked Horizons of New Mexico (Horizons) for updating the Members' Services page of its website to reflect only current and approved State Use Program members and the services they provide through the Program.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, MATT LOEHMAN

Mr. Loehman reiterated Chair Dignan's comments about the Member's Services page of the Horizons website being recently updated. He stated that Horizons would continue to update the page as necessary. Mr. Loehman detailed his recent travel to Las Cruces to meet with Tresco and potential customers. He also informed the Council of that Horizons recently had new photos made of a member's employees working on a State Use contract. These images will be used for marketing the Program.

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

1. *Los Alamos County and member Adelante Development Center; Document Destruction Services - \$3,511.73*

Council member Pam Lillibridge moved to approve contract A1. Council member Hayden seconded the motion, Council member Mike Kivitz abstained, and the contract was approved in a 6-0-1 vote by the Council.

b) New Contracts Over \$5,000

1. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction Services - \$6,734.80*

Council member Newall moved to approve contract B1. Council member Antoinette Holmes seconded the motion, Council member Kivitz abstained, and the contract was approved in a 6-0-1 vote by the Council.

2. *New Mexico Department of Public Safety and member Adelante Development Center; Document Imaging - \$31,648.93*

Contract B2 was pulled from consideration by the procuring agency.

3. *New Mexico Department of Game & Fish and member Clearly Clean Janitorial Service; Janitorial Services - \$46,953.37*

Council member Trapp suggested an amendment of Council member Hayden's original motion to approve contract B3 pending the receipt of additional mileage information from performing member business Clearly Clean Janitorial Service, to include the clause that the Executive Committee would be authorized to approve the contract once said information was supplied and determined adequate by the Executive Committee. Council member Kivitz seconded the motion, and the contract was approved in a unanimous vote by the Council.

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

(None)

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

(None)

AGENDA ITEM 9: 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 - \$472.54*

2. *Los Alamos Public Schools and member Adelante Development Center; Document Destruction Services - \$368.10*
3. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$122.86*
4. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$280.32*
5. *New Mexico Taxation & Revenue Department and member Adelante Development Center; Document Destruction Services - \$1,853.70*
6. *New Mexico Superintendent of Insurance and member Adelante Development Center; Document Destruction Services - \$150.12*
7. *San Juan College and member Buddy Check; Printing Services - \$601.62*
8. *City of Albuquerque and member Greetings, Etc.!.; Printing Services - \$178.20*
9. *New Mexico Health Insurance Exchange and member Greetings, Etc.!.; Printing Services - \$724.54*
10. *New Mexico Division of Vocational Rehabilitation and Top Tier Movers; Moving Services - \$609.53*

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: DISCUSSION OF PROPOSED DECLARATION AFFIRMING COMPLIANCE WITH STATUTORY REQUIREMENTS FOR MEMBERS

Mr. Trapp explained that he, Mr. Hayden, and Ms. Mascareñas have not completed a draft of the proposed declaration for Council review and it was determined this item would be discussed at the April 2020 Council meeting.

AGENDA ITEM 11: DISCUSSION AND POSSIBLE APPROVAL OF ESTABLISHING A THRESHOLD FOR THE AMOUNT OF ADMINISTRATIVE CHARGES THAT WOULD REQUIRE PROVISION OF DETAILED COSTS WHEN CONTRACTS ARE PRESENTED FOR COUNCIL APPROVAL

After discussion, Council member Bachicha moved to establish a threshold for the amount of administrative charges that would require provision of detailed costs when contracts are presented to the Council for approval to be set at 20%. Council member Newall seconded the motion and the threshold was accepted in a unanimous vote by the Council.

AGENDA ITEM 12: DISCUSSION OF ADOPTION OF UNIFORM MILEAGE RATES TO BE CHARGED BY MEMBER BUSINESSES, CONSIDERATION OF ADOPTION OF STATE MILEAGE RATES

After discussion, Council member Hayden moved that member businesses may charge up to the Federal Mileage rate and contracts including a rate above the Federal rate need to include further information explaining the included mileage rate when presented to the Council. Council member Newall

seconded the motion, Council member Kivitz opposed, and the uniform mileage rate was accepted in a 6-1-0 vote by the Council.

Member businesses may charge mileage rates not to exceed the federal maximum and if that maximum is exceeded more explanation is required.

AGENDA ITEM 13: LEGISLATIVE UPDATES

There were no legislative updates at this time.

AGENDA ITEM 14: REVIEW OF CURRENTLY EXCLUDED SERVICES

1. Administrative Reports
2. Architects
3. Archeologists
4. Certified Public Accountants
5. Construction Managers
6. Construction Services
7. Demolition
8. Engineers
9. IT – Enterprise Applications
10. IT – IV & V
11. IT – Project Management
12. Landscape Architects
13. Lawyers
14. Management and Systems Analysts
15. Medical Arts Practitioners
16. Planners
17. Psychologists
18. Registered Public Accountants
19. Remediation – Wall Repair
20. Researchers
21. Roof Repair and Maintenance
22. Marketing
23. Scientists
24. Stair Replacement
25. Survey Services
26. Surveyors

Discussion of agenda item 14 was postponed until the April 2020 Council meeting.

AGENDA ITEM 15: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

There were no added or removed suitable services to discuss at this time.

AGENDA ITEM 16: SUBCOMMITTEE UPDATES:

There were no subcommittee updates at this time.

AGENDA ITEM 17: OPEN PUBLIC FORUM AND PUBLIC COMMENT

There was no public comment at this time.

AGENDA ITEM 18: COUNCIL DISCUSSION

Mr. Trapp pointed out that with recent public health concerns related to COVID-19, the Council may have to consider options on than an in-person meeting for its April 2020 meeting.

Mr. Kivitz described difficulties documenting services based on unit pricing with current Contract Authorization Form and suggested that the Council review this process at a future meeting.

AGENDA ITEM 19: SUGGESTED AGENDA ITEMS FOR FUTURE MEETING

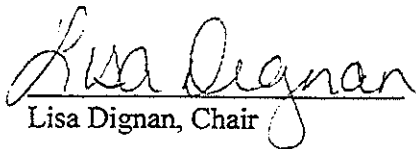
Agenda items 14, the review of currently excluded services, was suggested as agenda items for the April 2020 council meeting.

AGENDA ITEM 20: DATE AND LOCATION OF NEXT MEETING

The next council meeting was scheduled for Wednesday, April 15, 2020 at 1:30 p.m. MDT, at the New Mexico Commission for Deaf and Hard of Hearing. Chair Dignan announced that the Executive Committee would closely monitor the COVID-19 situation and update the Council with any affect it might impose on the April 15th meeting date.

AGENDA ITEM 21: ADJOURN

With no further business, the meeting was adjourned at 2:53 p.m.


Lisa Dignan, Chair


Date