

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

January 11, 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

Anna Silva	Designee for Council Chairman, 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
Paul Kippert	Designee, Council Member for Secretary Rodrigues (DFA) (participated remotely via telephone)
Darryl Ackley	Council Member, Department of Information Technology Representative (DoIT) (participated remotely via telephone)

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

Patricia Adams	New Mexico Commission for the Blind
Brian Ammerman	Adelante Development Center
John Haaland	C&S Company

AGENDA ITEM 1: CALL TO ORDER

Vice-chairman Lisa Dignan called the meeting to order. Due to Chairman Larry Maxwell's absence from the meeting, 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 seven council members present, 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 Roger Newall moved to approve the January 11, 2017 meeting agenda. Council member Mike Kivitz seconded the motion and the agenda was approved in a unanimous vote by the Council.

AGENDA ITEM 5: APPROVAL OF MINUTES OF October 12, 2016

Council member Anna Silva moved to approve the November 9, 2016 council meeting minutes. Council member Pam Lillibridge seconded the motion, Council member Paul Kippert abstained due to his absence during the November 9 meeting, and the minutes were approved in a 5-0-1 (Approve – Deny – Abstain) vote by the Council.

AGENDA ITEM 6: CHAIR UPDATE, LARRY MAXWELL

At this time, Council member Darryl Ackley joined the meeting, bringing the quorum to eight council members. Vice Chairman Dignan also informed the Council at this time that the Chair Update would also incorporate agenda item 9, Request for Proposals Update.

Vice-Chair Dignan reported to the Council that a third Request for Proposal (RFP) for a new Central Nonprofit Agency (CNA) had been administered in October and that no proposals had been received. She added that the Council was now allowed to go to open market to administer that bid, and that in the interim, the state purchasing agent would be working with Horizons of New Mexico on a month-to-month basis so that the state does not lose the CNA contract.

AGENDA ITEM 7: ELECTION OF OFFICERS

Council member Trapp nominated Mr. Larry Maxwell as Chairman of the New Mexico Council for Purchasing from Persons with Disabilities until the January 2018 meeting. Council member Silva seconded the motion and Chair Maxwell was reelected in a unanimous vote by the Council.

Council member Trapp nominated Ms. Lisa Dignan as Vice-Chairman of the New Mexico Council for Purchasing from Persons with Disabilities until the January 2018 meeting. Council member Kivitz seconded the motion and Vice-Chairman Dignan was reelected in a unanimous vote by the Council.

Council member Newall nominated Mr. Greg Trapp as Secretary of the New Mexico Council for Purchasing from Persons with Disabilities until the January 2018 meeting. Council member Kivitz seconded the motion and Secretary Trapp was reelected in a unanimous vote by the Council.

AGENDA ITEM 8: CENTRAL NONPROFIT AGENCY UPDATE, KYLE RADFORD

Mr. Kyle Radford reported that Horizons of New Mexico continues to work alongside the Council as they search for a new CNA. Mr. Radford added that two of the contracts up for approval during the council meeting were for a new member organization, Discount Printing & Mailing, LLC, located in Albuquerque, and that they were offering some new printing capabilities that were not previously available through the program.

AGENDA ITEM 9: REQUEST FOR PROPOSALS UPDATE, LISA DIGNAN

This agenda item was disposed of during agenda item 6, Chair Update.

AGENDA ITEM 10: APPROVAL OF NONPROFIT AGENCY

There was Central Nonprofit Agency to consider for this agenda item, therefore, no action taken at this time.

AGENDA ITEM 11: APPROVAL OF SERVICE CONTRACTS

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

- 1. Office of the Attorney General and Member Adelante Development Services, Shredding Services; \$2,152.50.....10*
- 2. San Juan College and Member Greetings, Etc.!, Printing Services; \$294.00 – Temporary Chair Approval Granted 11-22-16.....17*
- 3. San Juan College and Member Greetings, Etc.!, Printing Services; \$372.67 – Temporary Chair Approval Granted 11-30-16.....22*
- 4. New Mexico Department of Public Safety and Member Premier Visual Voice, Transcription Services; \$4,190.00 – Temporary Chair Approval Granted 1-5-17.....26*

Council member Lillbridge moved to approve contracts A1-A4. Council member Newall seconded the motion, Council member Kivitz abstained, and the contracts were approved and ratified in a 6-0-1 vote by the Council.

B. New FY17 Contracts Over \$5,000

1. *New Mexico Department of Workforce Solutions and Member ActionOne, Janitorial Services; \$7,547.40... ..33*

Mr. Radford informed the Council that contract B1 had been withdrawn from consideration until Horizons of New Mexico could obtain clarification on certain aspects of the proposed contract.

2. *New Mexico Department of Workforce Solutions and Member ActionOne, Janitorial Services; \$21,105.72... ..43*

Mr. Radford informed the Council that contract B2 had been withdrawn from consideration until Horizons of New Mexico could obtain clarification on certain aspects of the proposed contract.

3. *New Mexico Department of Workforce Solutions and Member ActionOne, Janitorial Services; \$8,432.40... ..53*

Mr. Radford informed the Council that contract B3 had been withdrawn from consideration until Horizons of New Mexico could obtain clarification on certain aspects of the proposed contract.

4. *University of New Mexico Hospitals and Member Adelante Development Center, Shredding Services; \$281,244.60 (36-month contract)... ..63*

Council member Lillibridge moved to approve contract B4. Council member Newall seconded the motion, Council members Kivitz and Kippert abstained, and the contract was approved in a 5-0-2 vote by the Council.

5. *New Mexico Department of Health and Member Crystal Clear Maintenance, Janitorial Services; \$21,816.69 – Temporary Chair Approval Granted 11-22-16... ..70*

Council member Kivitz moved to approved contract B5. Council member Silva seconded the motion, and the contract was ratified in a unanimous vote by the Council.

6. *New Mexico Department of Game and Fish and Member Discount Printing and Mailing LLC, Printing and Mailing Services; \$59,858.07... ..80*

Council member Newall moved to approve contract B6. Council member Kivitz seconded the motion, and the contract was approved in a unanimous vote by the Council.

7. *Public Employees Retirement Association and Member Discount Printing and Mailing LLC, Printing and Mailing Services; \$23,541.25... ..88*

Council member Lillibridge moved to approve contract B7. Council member Newall seconded the motion, and the contract was approved in a unanimous vote by the Council.

8. *New Mexico Department of Game and Fish and Member Greetings, Etc.!, Mailing Services; \$5,302.84... ..95*

Council member Silva moved to approve contract B8. Council member Ackley seconded the motion, and the contract was approved in a unanimous vote by the Council.

AGENDA ITEM 12: DISTRIBUTION OF ANNUAL REPORT PURSUANT TO 13-C-5(B) NMSA 1978, LARRY MAXWELL

Vice-Chair Dignan informed the Council that the Executive Subcommittee had been given approval at the November 9, 2016 council meeting to amend and approve the annual report as it had been submitted during that meeting. She announced that the subcommittee had completed that task and that she and Council member Trapp would follow up with Chairman Maxwell to ensure it would be sent to the Governor's office.

AGENDA ITEM 13: CENTRAL NON-PROFIT AGENCY QUARTERLY REPORT, KYLE RADFORD

Mr. Radford reviewed and summarized the 2017 1st Quarter report with the Council at this time. He asked the Council for clarification on which quarter he should report those contracts that were given temporary chair approval during one quarter, but ratified during another. Council member Newall advised that contracts given temporary chair approval should be recorded during the quarter in which they were ratified.

AGENDA ITEM 14: SUBCOMMITTEE UPDATES

Council member Trapp reported that the Executive Subcommittee met in December and discussed how to handle those member organizations that were based outside of New Mexico. He added that the subcommittee was working on putting together a proposal that would be presented to the full Council during a future meeting.

AGENDA ITEM 15: REVIEW OF SUITABLE SERVICES

There was no review of suitable services at this time.

AGENDA ITEM 16: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

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

AGENDA ITEM 17: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

Mr. John Haaland, C&S Company, spoke to the Council about how competitive price was determined for the contracts that came up for approval by the Council, and discussion took place about how fair market price range and the adverse impact procedure, among other variables, affect the allocation of contracts between member and nonmember programs.

AGENDA ITEM 18: COUNCIL DISCUSSION

There was no council discussion at this time.

AGENDA ITEM 19: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

Council member Kivitz requested that the Council consider some alternate method of approving contracts \$5,000.00 or less that were brought before the Council for approval, in an effort to reduce the amount of staff and Council time spent on those contract approvals.

AGENDA ITEM 20: DATE AND LOCATION OF NEXT MEETING

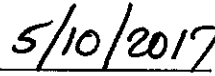
The next council meeting was scheduled for Wednesday, February 8, 2017 with the time and location to be decided at a later date, and communicated to the Council when available.

AGENDA ITEM 21: ADJOURN

With no further business, the meeting was adjourned.



Larry Maxwell, Chairman



Date