

Official Draft

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

March 14, 2018, 1:30 p.m.

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

AGENDA ITEM 1: CALL TO ORDER

Vice-Chair Lisa Dignan called the meeting to order at 1:43 p.m. MDT.

AGENDA ITEM 2: ROLL CALL

Vice-Chair Dignan, acting as Chair for the duration of the meeting, asked Council member Greg Trapp to perform a roll call.

MEMBERS PRESENT

Anna Silva	Designee for Council Chair, 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
Paul Kippert	Designee, Council member Secretary Rodriguez (DFA)
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 (Late arrival at 1:49 p.m.)
Estevan Lujan	Designee, Council member Darry Ackley, Department of Information Technology (DoIT) Representative (participated remotely via telephone)

With seven council members present or participating via telephone at the time of the roll call, a full quorum was not established.

The Council moved to discuss non-action agenda items until a quorum was reached.

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

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)
Scott DeVetter	Horizons of New Mexico (participated remotely via telephone)
Patricia Adams	New Mexico Commission for the Blind

GUESTS

Brian Ammerman	Adelante Development Center
Kelly Burma	New Mexico Commission for the Blind

AGENDA ITEM 4: APPROVAL OF AGENDA

The approval of the agenda was delayed until a quorum could be reached.

At the time when a quorum was established, Council member Paul Kippert moved to approve the agenda for the March 14, 2018 council meeting. Council member Mike Kivitz seconded the motion and the agenda was approved in a unanimous vote by the Council.

AGENDA ITEM 5: APPROVAL OF COUNCIL MINUTES OF JANUARY 10, 2018

The approval of the January 10, 2018 council meeting minutes was delayed until a quorum could be reached.

At the time when a quorum was established, Chair Dignan noted that agenda item 10 of the minutes needed to be amended to reflect that Council member Kippert, not Council member Kivitz, would be included in discussion with Chair Larry Maxwell and Council member Estevan Lujan about the reappointment of council members.

Council member Roger Newall moved to approve the January 10, 2018 regular meeting minutes as amended. Council member Lujan seconded the motion and the minutes were approved as amended in a unanimous vote by the Council.

AGENDA ITEM 6: CHAIR UPDATE, LARRY MAXWELL

There was no chair update at this time.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, KYLE RADFORD

Mr. Kyle Radford, Horizons of New Mexico (Horizons), reported to the Council that the search for a new Executive Director for Horizons was well under way, and that he hoped to have a potential candidate to introduce during the April 2017 council meeting.

Mr. Radford then informed the Council that the State Use Spotlight discussed during previous meetings, highlighting the benefits and accomplishments of the State Use Program, had been finalized and distributed to the council members for review.

Mr. Radford stated that Horizons was in the process of revising their website, at the Council's request, to include a new tab that would serve as an informational hub for all the Council's meetings, agendas, and news events, and that the new "Council Meetings and Information" tab would be functional by the end of the week.

Lastly, Mr. Radford reminded the Council that Horizons would begin its fiscal year contract renewal process within the following month.

Council member Newall joined the meeting at this time (1:49 p.m. MDT), establishing a quorum, and the Council moved to act on previous agenda action items that were skipped due to a lack of quorum.

AGENDA ITEM 8: APPROVAL OF SERVICE CONTRACTS

a) New FY18 Contracts \$5,000 and Under

1. *Bernalillo County Sheriff's Department and member Adelante Development Center; Document Destruction Services - \$2,893.28*
2. *New Mexico Corrections Department and member Adelante Development Center; Document Destruction Services - \$1,979.25*
3. *New Mexico Department of Game and Fish and member Greetings, Etc.!.; Mailing Services - \$3,618.28*

Mr. Radford informed the Council that contract A1 and A2 had been withdrawn from consideration by their respective procuring agencies.

Council member Kivitz moved to approve contract A3. Council member Kippert seconded the motion, and the contract was approved in a unanimous vote by the Council.

b) New FY18 Contracts Over \$5,000

1. *New Mexico Governor's Commission on Disability and member Hope Reed; ADA Accessibility Services - \$17,012.65*

Council member Trapp moved to approve contract B1. Council member Newall seconded the motion, and the contract was approved in a unanimous vote by the Council.

2. *New Mexico Department of Cultural Affairs and member Tresco; Janitorial Services - \$128,356.46*

Mr. Radford informed the Council that contract B2 had been withdrawn by the agency and would be resubmitted with an increased scope of work at the next council meeting.

3. *New Mexico Department of Military Affairs and member Unlimited Office Management Systems; Janitorial Services - \$8,796.64*

Council member Anna Silva moved to approve contract B3. Council member Kippert seconded the motion, and the contract was approved in a unanimous vote by the Council.

c) New FY18 Contracts Granted Tentative Chair Approval

1. *New Mexico Department of Public Safety and member ActionOne Janitorial; Janitorial Services - \$18,711.00*

Council member Newall moved to ratify the tentative chair approval of contract C1. Council member Kivitz seconded the motion, and the contract was ratified in a unanimous vote by the Council.

d) FY18 Renewal Contracts \$5,000 and over

1. *City of Albuquerque and members Adelante Development Center, Crystal Clear Maintenance, and LifeRoots; Janitorial Services, FY17 - \$1,260,246.96, FY18 - \$1,268,953.68*

After discussion, Council member Kippert moved to approve contract D1. Council member Silva seconded the motion, Council member Kivitz abstained, and the contract was approved in 6-0-1 (Approved – Denied – Abstained) vote by the Council.

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

a) New Service Contracts Directly Distributed Under CNA Authority

1. *First Judicial District Attorney and member Adelante Development Center; Document Destruction Services - \$139.10*
2. *First Judicial District Attorney and member Adelante Development Center; Document Destruction Services - \$102.38*
3. *La Resolana Leadership Academy and member Adelante Development Center; Document Destruction Services - \$111.28*
4. *McKinley County and member Adelante Development Center; Document Destruction Services - \$1,286.51*
5. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services - \$307.13*
6. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services - \$97.39*

7. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services - \$111.28*
8. *New Mexico Compilation Commission and member Adelante Development Center; Document Destruction Services - \$1,200.00*
9. *New Mexico Compilation Commission and member Adelante Development Center; Document Destruction Services - \$55.64*
10. *New Mexico Corrections Department and member Adelante Development Center; Document Destruction Services - \$139.10*
11. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$626.06*
12. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction Services - \$68.25*
13. *New Mexico Department of Transportation and member Adelante Development Center; Document Destruction Services - \$252.00*
14. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$1,251.99*
15. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$584.33*
16. *New Mexico Environment Department and member Adelante Development Center; Document Destruction Services - \$102.38*
17. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services - \$142.80*
18. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services - \$55.64*
19. *New Mexico Taxation and Revenue Department and member Adelante Development Center; Document Destruction Services - \$171.15*
20. *New Mexico Taxation and Revenue Department and member Adelante Development Center; Document Destruction Services - \$95.55*
21. *Siembra Leadership High School and member Adelante Development Center; Document Destruction Services - \$192.12*
22. *Town of Taos and member Adelante Development Center; Document Destruction Services - \$1,150.92*
23. *Valencia County and member Adelante Development Center; Document Destruction Services - \$882.26*
24. *City of Portales and member Discount Printing and Mailing; Printing Services - \$205.25*
25. *New Mexico Department of Game and Fish and member Discount Printing and Mailing; Printing Services - \$1,357.66*
26. *San Juan College and member Greetings, Etc.!.; Printing Services - \$365.95*
27. *San Juan College and member Greetings, Etc.!.; Printing Services - \$413.75*
28. *San Juan College and member Greetings, Etc.!.; Printing Services - \$413.75*
29. *New Mexico Children, Youth, and Families Department and member Tresco; Floor Care Services - \$649.76*

Mr. Radford informed the Council that 29 contracts, valuing approximately \$12,500.00, had been distributed under the authority of Horizons as the Central Nonprofit Agency (CNA).

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

1. *Bloomfield Schools and member Adelante Development Center; Document Destruction Services - \$1,786.55*

Mr. Radford informed the Council that contract B1 had been withdrawn from consideration by the procuring agency.

2. *New Mexico Department of Game and Fish and member Greetings, Etc.!!; Mailing Services - \$3,920.97*

Mr. Radford informed the Council that contract B2 employed two individuals and was valued at approximately \$4,000.00.

Council member Kippert asked for clarification on what differentiates a contract being approved by tentative chair approval versus contracts that are directly distributed under CNA authority. Council member Trapp responded that the CNA contract distribution policy was adopted to reduce the need for the Chair to give tentative approval in instances where contracts needed to be approved outside of a council meeting in order to avoid financial loss to the agency or local public body or to ensure the continued safe and efficient operations of the agency or local public body.

After council discussion, Chair Dignan asked Horizons to draft a form for agencies to complete explaining the urgent or immediate needs for certain contracts to be expedited for approval and distribution via the CNA, for review at the next council meeting.

AGENDA ITEM 10: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

- a) Previously Approved Services
- b) Previously Excluded Services
- c) New Services

After discussion and a positive recommendation by Council member Lujan on behalf of Council member Ackley, Council member Newall moved to approve "IT – Network and Database Management" and "IT – Security Services" as permissive for sale under the State Use Program. Council member Silva seconded the motion, Council member Kippert opposed the motion, and the services were approved as permissive in a 6-1-0 vote by the Council.

After review and discussion of the current listing of approved, excluded and new services, the Council made the following motions:

Council member Lujan made the motion to move "IT Web Design" from the listing of excluded services, and approve it as a permissive service under the State Use Program. Council member Newall seconded the motion, Council member Kippert opposed the motion, and the service was approved as permissive in a 6-1-0 vote by the Council.

Council member Silva made the motion to move “IT Web Programming” from the listing of excluded services, and approve it as a permissive service under the State Use Program. Council member Newall seconded the motion, Council member Kippert opposed the motion, and the service was approved as permissive in a 6-1-0 vote by the Council.

Council member Kivitz made the motion to move “Public Relations” from the listing of excluded services, and approve it as a permissive service under the State Use Program. Council member Newall seconded the motion, Council members Kippert and Silva opposed the motion, and the service was approved as permissive in a 5-2-0 vote by the Council.

Council member Lujan made the motion to move “Marketing” from the listing of excluded services, and approve it as a permissive service under the State Use Program. No council member made a second to the motion, the motion died, and “Marketing” remained as an excluded service under the State Use Program.

AGENDA ITEM 11: LEGISLATIVE UPDATES

There were no legislative updates at this time.

AGENDA ITEM 12: SUBCOMMITTEE UPDATES

Council member Trapp reported to the Council that a subcommittee meeting took place the previous day via telephone to discuss how to ensure the proper documentation of council members that have been appointment by the governor, along with their designees, as the transition to a new administration nears.

Council member Trapp also noted that, in relation to State Use Program utilization of 14(c) wage certificates, the subcommittee discussed implementing a certification process that would ensure that the vocational rehabilitation counseling required under Section 511 of the Workforce Innovation Opportunity Act (WIOA) was completed by individuals specially trained and qualified to provide that particular kind of counseling.

Chair Dignan asked Council member Trapp to draft a form that the Council could use to ensure that State Use Program members utilizing 14 (c) wages are in compliance with that legislation, for review at the next council meeting.

AGENDA ITEM 13: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

Ms. Kelly Burma, New Mexico Commission for the Blind, informed the Council about the Students in Transition to Employment Program (STEP), which provides training and vocational rehabilitation for students ages 14-21.

Mr. Brian Ammerman, Adelante Development Center, stated that Adelante Development Center had participated in the program during the previous year, and applauded the program and its mission.

AGENDA ITEM 14: COUNCIL DISCUSSION

Council member Trapp informed the Council that with Council member Kippert's departure at 3:03 p.m. (MDT), the Council had lost its quorum and was now operating as a committee.

AGENDA ITEM 15: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

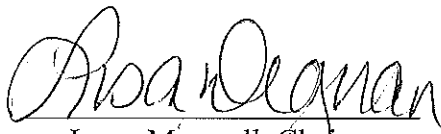
Suggested agenda items for future meetings included the following: 1.) the review and possible approval of the drafted 14 (c) wage utilization compliance form provided by Council member Trapp, and 2.) the review and approval of the specifications that a contract would need to meet in order to attain distribution via the CNA as urgent or immediate, to be provided by Horizons.

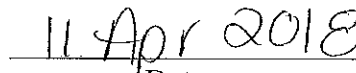
AGENDA ITEM 16: DATE AND LOCATION OF NEXT MEETING

The next Council meeting was scheduled for Wednesday, April 11, 2018 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 3:08 p.m. MDT.


Larry Maxwell, Chairman


Date