

## **Official Draft**

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

#### **REGULAR MEETING**

September 26, 2019, 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 1:30 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 Representative	Council Secretary, New Mexico Commission for the Blind
Miranda Mascareñas	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Padilla-Jackson (DFA)
Roger Newall	Council Member, City of Albuquerque
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation Representative (participated remotely via telephone)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)
Phillip Bachicha	Council Member, Designee for Department of Information Technology (DoIT) Secretary Vincent Martinez (participated remotely via telephone)

#### **MEMBERS NOT PRESENT**

Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative
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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
Scott DeVetter	Horizons of New Mexico (participated remotely via telephone)

#### GUESTS

Brian Ammerman	Adelante Development Center
Michael Davenport	Adelante Development Center
Kelly Burma	New Mexico Commission for the Blind
Matthew Molina	LifeROOTS
Kathleen Holmes Cates	LifeROOTS
Tracy Rosenberg	LifeROOTS
Cornelius Smith	Clearly Clean Janitorial Service
Al Dismuke	Clearly Clean Janitorial Service

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

Council member Mark Hayden moved to approve the agenda for the September 26, 2019 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 AUGUST 14, 2019**

Council member Hayden moved to approve the August 14, 2019 regular meeting minutes. Council member Newall seconded the motion and the minutes were approved in a unanimous vote by the Council.

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

There was no chair update at this time.

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

Mr. Matt Loehman, Horizons of New Mexico (Horizons) reported that Mr. Arturo Soliz, Horizons, had been busy visiting various agencies around the state of New Mexico. He also reported that Horizons was finalizing updated marketing materials and a new website. Mr. Loehman also brought attention to updated contract authorization forms, that could be found on multiple contracts up for approval during the meeting, which had been created with input from Council member Newall and Ms. Kelly Burma, New Mexico Commission for the Blind.

Mr. Loehman announced that, due to the updates in forms and procedures that had taken place over the last couple of council meetings, Horizons planned to host another member training as soon as possible.

Lastly, Mr. Loehman updated the Council about the issue that had arisen at the August 14 council meeting concerning the New Mexico Department of Transportation (NMDOT) dropping their state use contracts. He reported that he and Mr. Soliz had attended a meeting on August 18, 2019 with multiple NMDOT representatives and was reassured that the agency did not plan on dropping their state use contracts. Mr. Loehman added that, moving forward, NMDOT would provide a proposal acceptance form

for each of the agency's contracts, which will require the cabinet secretary's signature before the contract can begin, and he stated that NMDOT had requested audience at a future council meeting to discuss allowable expenses.

## **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. *New Mexico General Services Department and member My Bug Guyz; Pest Control Services - \$3,318.54*

Council member Hayden moved to approve contract A1. Council member Miranda Mascareñas seconded the motion and the contract was approved in a unanimous vote by the Council.

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

1. *Albuquerque Housing Authority and member Clearly Clean Janitorial Service; Janitorial Services - \$71,278.70*

Council member Newall made a motion to approve contract B1. Council member Hayden seconded the motion and the contract was approved in a unanimous vote by the Council.

2. *New Mexico Department of Public Safety and member Clearly Clean Janitorial Service; Janitorial Services - \$32,847.57*

Council member Phillip Bachicha made a motion to approve contract B2. Council member Newall seconded the motion and the contract was approved in a unanimous vote by the Council.

3. *New Mexico Department of Public Safety and member Tresco; Janitorial Services - \$34,681.30*

Council member Mike Kivitz made a motion to approve contract B3. Council member Newall 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**

1. *City of Albuquerque and members Adelante Development Center, Crystal Clear Maintenance and LifeROOTS; Janitorial Services – FY 19 - \$1,294,642.01, FY 20 - \$845, 015.40*

Council member Trapp asked that, in the future for contracts including multiple service providers, the agenda reflect the specific contract amount going to each service provider for public transparency.

Council member Bachicha made a motion to approve contract D1. Council member Mascareñas seconded the motion, Council members Newall and Kivitz abstained, and the contract was approved in a 5-0-2 (Approved – Denied – Abstained) vote by the Council.

2. *City of Albuquerque and member Crystal Clear Maintenance; Carpet Cleaning Services – FY 19 - \$66,007.35, FY 20 - \$66,007.35*

Council member Bachicha made a motion to approve contract D2. Council member Trapp seconded the motion, Council member Newall abstained, and the contract was approved in a 6-0-1 vote by the Council.

3. *Dona Ana County and member Discount Printing & Mailing; Printing Services – FY 19 - \$100,041.36, FY 20 - \$80,917.40*

Council member Hayden made a motion to approve contract D3. Council member Newall seconded the motion and the contract was approved in a unanimous 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. *Mesalands Community College and member Adelante Development Center; Document Destruction Services – \$163.80*
2. *Mesalands Community College and member Adelante Development Center; Document Destruction Services – \$567.60*
3. *Mesalands Community College and member Adelante Development Center; Document Destruction Services – \$746.66*
4. *New Mexico Children, Youth and Families Department and member Adelante Development Center; Document Destruction Services – \$297.70*
5. *New Mexico Children, Youth and Families Department and member Adelante Development Center; Document Destruction Services – \$456.00*
6. *New Mexico Children, Youth and Families Department and member Adelante Development Center; Document Destruction Services – \$2,152.80*

7. New Mexico Compilation Commission and member Adelante Development Center; Document Destruction Services – \$79.15
8. New Mexico Department of Veterans Services and member Adelante Development Center; Document Destruction Services – \$425.70
9. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services – \$145.60
10. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services – \$300.87
11. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services – \$300.87
12. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services – \$300.87
13. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services – \$300.87
14. New Mexico Environment Department and member Adelante Development Center; Document Destruction Services – \$93.00
15. New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services – \$1,917.51
16. New Mexico Tech and member Adelante Development Center; Document Destruction Services – \$47.29
17. New Mexico Tech and member Adelante Development Center; Document Destruction Services – \$61.87
18. New Mexico Tech and member Adelante Development Center; Document Destruction Services – \$1,055.60
19. New Mexico Tech and member Adelante Development Center; Document Destruction Services – \$1,055.60
20. Torrance County and member Adelante Development Center; Document Destruction Services – \$192.96
21. Albuquerque Housing Authority and member Clearly Clean Janitorial Service; Janitorial Services - \$969.48
22. City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services - \$1,092.64
23. San Juan College and member Discount Printing & Mailing; Printing Services - \$430.50
24. San Juan College and member Greetings, Etc.; Printing Services – \$393.75
25. San Juan College and member Greetings, Etc.; Printing Services – \$447.92
26. Town of Taos and member Greetings, Etc.; Printing Services – \$2,196.95
27. New Mexico Children, Youth and Families Department and member LifeROOTS; Janitorial Services - \$157.50

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

1. New Mexico Children, Youth and Families Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$242.64, FY 20 - \$152.00
2. New Mexico Office of the Superintendent of Insurance and member Adelante Development Center; Document Destruction Services – FY 19 - \$170.76, FY 20 - \$320.54
3. New Mexico Tech and member Adelante Development Center; Document Destruction Services – FY 19 - \$2,060.52, FY 20 - \$1,974.66
4. EMW Gas Association and member Adelante Development Center; Document Destruction Services – FY 19 - \$169.80, FY 20 - \$174.80

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

(None)

**AGENDA ITEM 10: DISCUSSION AND APPROVAL OF CITY OF ALBUQUERQUE PRINTING CONTRACT**

Chair Dignan explained that this action item was not for the approval of a specific contract but to approve the foundational process of how future printing services contracts with the City of Albuquerque will be approved. She explained that requests from the City of Albuquerque would come through Horizons of New Mexico, and would then be presented to member businesses and, in cases where their costs did not exceed the threshold for direct distribution, then directly distributed.

Council member Hayden made a motion to approve that contract. Council member Trapp seconded the motion and the contract was approved in a unanimous vote by the Council.

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

Mr. Loehman informed the Council that he had spoken to several member businesses about the idea of the pilot program outlined in the July and August 2019 council meetings, and none of them seemed to object to lowering their supply costs. He added that his next step would be to introduce a particularly responsive vendor on the statewide price agreement to one or more member businesses to see if it is actually possible to achieve those lower prices.

**AGENDA ITEM 12: DISCUSSION OF ESTABLISHING A PROCEDURE TO REQUIRE HORIZONS MEMBERS TO PROVIDE THE COUNCIL A COPY OF THEIR ANNUAL AUDITS, OR TO AGREE TO BE AUDITED SHOULD THE MEMBER CURRENTLY NOT BE SUBJECT TO AN AUDIT REQUIREMENT**

Council member Trapp explained that he and Council member Hayden had attended a meeting at the State Auditor's Office to see how the Council could implement agreed-upon procedures that would require member businesses to agree in their contracts to be subject to auditing upon the meeting of certain thresholds. Council member Hayden added that they were waiting to receive more guidance from the State Auditor's Office before putting those procedures in place for the Council's review.

**AGENDA ITEM 13: DISCUSSION OF CONSISTENT HANDLING OF CONTRACT ACCEPTANCE FORMS**

Mr. Loehman presented a letter he drafted at the Council's request during the August 14, 2019 council meeting, which outlined the necessity of agencies to sign the Proposal Acceptance Form for contracts they solicit through the state use program, and that Council member Hayden would distribute as the state purchasing agent.

It was decided that Mr. Loehman and Mr. Hayden would discuss the specifics of that distribution and report their decision at the November 2019 council meeting.

**AGENDA ITEM 14: DISCUSSION OF ADOPTION OF UNIFORM MILEAGE RATES TO BE CHARGED BY MEMBER BUSINESSES, CONSIDERATION OF ADOPTION OF STATE MILEAGE RATES**

The Council asked Mr. Loehman to solicit more data about which mileage rates member businesses were currently utilizing, state, federal, or internal, and to bring that data back for further discussion at the November 2019 council meeting.

**AGENDA ITEM 15: 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**

After soliciting information from the various member organization representatives present at the meeting, and after requesting that Horizons provide the Executive Subcommittee with a breakout of administration costs over a number of Horizons contracts for a number of years, the Council decided to move the discussion to the Council Subcommittee who would report back on the issue at the November 2019 council meeting.

**AGENDA ITEM 16: APPROVAL OF OPEN MEETINGS ACT RESOLUTION, GREG TRAPP**

After discussion, Council member Trapp made a motion to approve the Open Meetings Act Resolution, amending font and spelling inconsistencies, to be signed into approval by Chair Dignan at the November 2019 council meeting. Council member Hayden seconded the motion and the motion was approved in a unanimous vote by the Council.

**AGENDA ITEM 17: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES**

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

**AGENDA ITEM 18: SUBCOMMITTEE UPDATES:**

There were no subcommittee updates at this time.

**AGENDA ITEM 19: OPEN PUBLIC FORUM AND PUBLIC COMMENT**

There was no open public form or public comment at this time.

**AGENDA ITEM 20: COUNCIL DISCUSSION**

There was no council discussion at this time.

**AGENDA ITEM 21: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS**

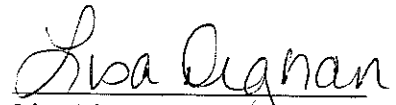
Council member Trapp suggested that discussion of possible legislative recommendations made by the Council, as well as Horizons' 2019 Annual Report, be added to the November council meeting agenda.

**AGENDA ITEM 22: DATE AND LOCATION OF NEXT MEETING**

The next council meeting was scheduled for Wednesday, November 13, 2019 at 1:30 p.m. MDT, at the New Mexico Commission for Deaf and Hard of Hearing.

**AGENDA ITEM 23: ADJOURN**

With no further business, the meeting was adjourned at 3:08 p.m.

  
Lisa Dignan, Chair

26 Nov 19  
Date