

Official Draft

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

REGULAR MEETING

February 12, 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 1:32 p.m. MDT.

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
Mark Hayden	Council Vice-Chair, State Purchasing Director
Miranda Mascareñas	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Padilla-Jackson (DFA) (arrived late at 1:38 p.m.)
Roger Newall	Council Member, Disabled Veteran
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation Representative
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

Greg Trapp	Council Secretary, New Mexico Commission for the Blind 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)
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
Michael Davenport	Adelante Development Center
Chris Boston	Tresco
Luis Rios	Tresco
Andy Taylor	Tresco
Greg Block	Tresco
Bernie Lujan	Buddy Check, LLC
Tony Medrano	Member of the Public

AGENDA ITEM 4: APPROVAL OF AGENDA

Council member Mark Hayden moved to approve the agenda for the February 12, 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 JANURAY 8, 2020

Council member Miranda Mascareñas joined the meeting at this time (1:38 p.m.).

Council member Hayden moved to approve the January 8, 2020 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

Chair Dignan reported that the 2019 New Mexico Council on Purchasing from Persons with Disabilities Annual Report was now available to view on the Horizons of New Mexico website. She added that the State Use Program page of the New Mexico State Purchasing website had also been updated to reflect current Program information and data.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), announced that Horizons was in the process of planning its next member training. He then introduced Mr. Bernie Lujan, owner of new member program Buddy Check, LLC, a print shop for which Horizons had already submitted a proposal for contracting.

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 Supreme Court and member Adelante Development Center; Document Destruction - \$2,733.00*

Council member Newall moved to approve contract A1. Council member Phillip Bachicha seconded the motion, Council member Mike Kivitz abstained, and the contract was approved in a 7-0-1 (Approved – Denied – Abstained) vote by the Council.

2. *Mid-Region Council of Governments and member Clearly Clean Janitorial Service; Janitorial Services - \$4,582.65*
3. *New Mexico Commission for the Blind and member DigiPros; Printing Services - \$2,607.41*

Council member Pam Lillibridge moved to approve contracts A2 and A3. Council member Kivitz seconded the motion and the contracts were approved in a unanimous vote by the Council.

b) New Contracts Over \$5,000

(None)

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

(None)

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

1. *New Mexico General Services Department and member My Bug Guyz; Pest Control Services – FY20 (October – December) - \$3,318.54, FY20 (January – June) - \$6,637.08*

Council member Newall moved to approve contract D1. Council member Bachicha 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. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$414.30*
2. *New Mexico Tech and member Adelante Development Center; Document Destruction Services - \$71.46*
3. *City of Albuquerque and member DigiPros; Printing Services - \$197.53*
4. *San Juan College and member DigiPros; Printing Services - \$393.75*
5. *San Juan College and member DigiPros; Printing Services - \$1,191.75*
6. *City of Albuquerque and member Greetings, Etc.!.; Printing Services - \$165.00*
7. *City of Albuquerque and member Greetings, Etc.!.; Printing Services - \$172.25*

8. *City of Albuquerque and member Greetings, Etc.!*; Printing Services - \$273.91
9. *San Juan College and member Greetings, Etc.!*; Printing Services - \$430.50

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

1. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services; FY20 (July - December) - \$1,420.26, FY20 (January - June) - \$1,587.85*

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

(None)

AGENDA ITEM 10: DISCUSSION OF PILOT PROGRAM ALLOWING MEMBER BUSINESS ACCESS TO STATEWIDE PRICING

Mr. Loehman reported that he had consulted with a vendor who is on the statewide price agreement for janitorial supplies who informed him that State Use Program members are allowed to buy supplies at those prices. The vendor informed Mr. Loehman that the state wide price agreement is relatively limited in the number of items it provides, so they also utilize other pricing agreements to incentivize business, such as the federal price agreement. Mr. Loehman stated that this information would be included in the upcoming member trainings that were being planned.

AGENDA ITEM 11: DISCUSSION OF PROPOSED DECLARATION AFFIRMING COMPLIANCE WITH STATUTORY REQUIREMENTS FOR MEMBERS

It was decided that agenda item 11 would carry over to the agenda for the March 2020 council meeting for discussion.

AGENDA ITEM 12: 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

The Council discussed whether 20% would be a reasonable threshold to investigate for the amount of administrative charges that would require provisions of detailed costs when contracts are presented for council approval. It was decided that agenda item 12 would carry over to the agenda for the March 2020 council meeting to be taken as an action item at that time.

AGENDA ITEM 13: DISCUSSION OF ADOPTION OF UNIFORM MILEAGE RATES TO BE CHARGED BY MEMBER BUSINESSES, CONSIDERATION OF ADOPTION OF STATE MILEAGE RATES

The Council discussed what would be acceptable mileage rates on State Use contracts. One proposed method to set an amount not to exceed IRS rates except in certain extenuating circumstances in which member businesses would be required to provide further clarifying information. The Council decided that agenda item 13 would carry over to the agenda for the March 2020 council meeting for further discussion.

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AGENDA ITEM 14: DISCUSSION OF ALLOWEABLE EQUIPMENT EXPENSES BY MEMBER BUSINESSES ON STATE USE CONTRACTS

After discussion, the Council decided that, rather than the Council establishing an allowable expense rate, Horizons will work with member businesses on how to include appropriate costs for use of equipment as proposals are developed and submitted.

AGENDA ITEM 15: LEGISLATIVE UPDATES

Council member Kivitz reported that, while two bills that could have an effect to the State Use Program had been filed, both had not been referred to a committee at the time of the Council meeting, which most likely indicated that neither would move forward.

AGENDA ITEM 16: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

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

AGENDA ITEM 17: SUBCOMMITTEE UPDATES:

There were no subcommittee updates at this time.

AGENDA ITEM 18: OPEN PUBLIC FORUM AND PUBLIC COMMENT

There was no public comment at this time.

AGENDA ITEM 19: COUNCIL DISCUSSION

There was no council discussion at this time.

AGENDA ITEM 20: SUGGESTED AGENDA ITEMS FOR FUTURE MEETING

Agenda items 11, 12 and 13 were suggested as agenda items for the March 2020 council meeting, with agenda item 12 to appear as an action item. As a part of their periodic review of suitable services, the Council decided to review services currently excluded under the State Use Act.

AGENDA ITEM 21: DATE AND LOCATION OF NEXT MEETING

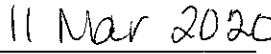
The next council meeting was scheduled for Wednesday, March 11, 2020 at 1:30 p.m. MDT, at the New Mexico Commission for Deaf and Hard of Hearing.

AGENDA ITEM 22: ADJOURN

With no further business, thee meeting was adjourned at 3:10 p.m.



Lisa Dignan, Chair



Date