

OFFICIAL DRAFT

NEW MEXICO COUNCIL FOR PURCHASING
FROM PERSONS WITH DISABILITIES

REGULAR MEETING

August 8, 2018, 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

Vice-Chair Lisa Dignan called the meeting to order at 1:34 p.m. MDT.

AGENDA ITEM 2: ROLL CALL

Vice-Chair Dignan asked Council member Greg Trapp to perform roll call.

MEMBERS PRESENT

Larry Maxwell	Council Chair, State Purchasing Director (late arrival at 1:38 p.m.)
Lisa Dignan	Council member, New Mexico Commission for Deaf and Hard of Hearing Representative
Antoinette Holmes	Council member, Division of Vocational Rehabilitation Representative
Mike Kivitz	Council member, Community Rehabilitation Program (CRP) Representative
Roger Newall	Council Member
Paul Kippert	Designee, Council member Secretary Rodriguez (DFA)
Gregg Trapp	Council member, New Mexico Commission for the Blind Representative

With six council members present at the time of the roll call, 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

Matthew Loehman	Horizons of New Mexico
Arturo Soliz	Horizons of New Mexico
Marie Richter	Horizons of New Mexico
Kyle Radford	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)

GUESTS

Brian Ammerman
Ernest Byers
Paul Marez

Adelante Development Center
Discount Printing & Mailing
Discount Printing & Mailing

AGENDA ITEM 4: APPROVAL OF AGENDA

Council member Roger Newall moved to approve the agenda for the August 8, 2018 council meeting. Council member Paul Kippert seconded the motion, and the agenda was approved in a unanimous vote by the Council.

AGENDA ITEM 5: APPROVAL OF COUNCIL MINUTES OF JULY 11, 2018

Council member Kippert moved to approve the July 11, 2018 regular meeting minutes. Council member Mike Kivitz seconded the motion, and the minutes were approved in a unanimous vote by the Council.

Chair Larry Maxwell joined the meeting at this time (1:38 p.m. MDT).

AGENDA ITEM 6: CHAIR UPDATE, LARRY MAXWELL

Chair Maxwell reported to the Council that the New Mexico State Police submitted a request to the State Purchasing Department regarding custodial services. They have requested a purchasing exception, under the Adverse Impact Procedure, from the Council for the custodial services performed at one of their facilities where they have undercover police stationed. They have screened the current custodial provider, which is not a New Mexico State Use Program member organization, and feel that their confidentiality could be jeopardized if they were to bring in a new provider.

After discussion, Chair Maxwell noted that he would move forward with that exception, in relation to the interference of business continuity which is allowable under the Adverse Impact Procedure.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, MATT LOEHMAN

Mr. Matt, Loehman, Horizons of New Mexico (Horizons), reported to the Council that Horizons was continuing efforts to build their member base, targeting disabled veteran owned businesses. He added that Horizons was developing a member training program, including State Use Program member requirements, reporting requirements, and recertification requirements, tentatively scheduled for Thursday, October 11, 2018.

AGENDA ITEM 8: APPROVAL OF SERVICE CONTRACTS

Note: Contracts may have minor adjustments up or down from the dollar amounts listed.

a) Tentative Chair Approval Granted 7-24-2018

1. *New Mexico Department of Veterans Services and member Disabled American Veterans; Transportation Services – FY 18 - \$34,200.05, FY 19 - \$34,200.05*

Council member Trapp asked for clarification on the type of insurance the member organization held, as it is the fiduciary duty of the Council to ensure that liability issues are considered and covered for the time period and duration of the contracts fulfillment. That information was not known at the time of the meeting.

Council member Trapp moved to ratify contract A1 under the condition that Mr. Loehman report back to the Council about the types of coverage the member organization holds for the contract. Council member Newall seconded the motion, and the contract was ratified and approved in a unanimous vote by the Council.

b) Tentative Chair Approval Granted 8-2-2018

1. *Albuquerque Housing Authority and member LifeRoots: Janitorial Services – FY 18 - \$48,284.04, FY 19 - \$49,820.40*

Council member Kivitz moved to ratify contract B1. Council member Kippert seconded the motion, and the contract was ratified and approved in a unanimous vote by the Council.

c) New Contracts \$5,000 and Under

1. *San Juan College and member Discount Printing and Mailing: Printing – \$1,512.00*
2. *New Mexico Children Youth and Family Department and member LifeRoots: Landscaping– \$3,700.08*

Council member Maxwell moved to approve contracts C1 and C2. Council member Kippert seconded the motion, and the contracts were approved in a unanimous vote by the Council.

d) New Contracts Over \$5,000

1. *New Mexico Tourism Department and member Adelante Development Center: Mailing and Fulfillment Services – \$12,656.70*

Council member Kippert moved to approve contract D1. Council member Newall seconded the motion, Council member Kivitz abstained, and the contract was approved in a 5-0-1 (Approved – Denied – Abstained) vote by the council.

e) FY19 Renewal Contracts \$5,000 and Under

1. *New Mexico Department of Homeland Security & Emergency Management and member My Bug Guy: General Pest Management Services – FY 18 - \$1,797.00, FY 19 - \$1,806.00*

Council member Antoinette Holmes moved to approve contract E1. Council member Maxwell seconded the motion and the contract was approved in a unanimous vote by the Council.

f) FY19 Renewal Contracts Over \$5,000

1. *Albuquerque Water Utility Authority and member Crystal Clear; Janitorial Services – FY 18 - \$33,496.56, FY 19 - \$34,537.20*

Council member Maxwell moved to approve contract F1. Council member Kivitz seconded the motion, and the contract was approved in a unanimous vote by the Council.

2. *San Juan College and member Discount Printing and Mailing; Printing Services – FY18 - \$17,529.46, FY19 - \$18,322.50*

Council member Kivitz moved to approve contract F2. Council member Newall seconded the motion, and the contract was approved in a unanimous vote by the Council.

3. *New Mexico Governor's Commission on Disability and member Hope Reed ADA Accessibility Consultant: ADA Accessibility Consulting Services – FY 18 - \$17,012.65, FY 19 - \$17,015.63*

Council member Newall moved to approve contract F3. Council member Maxwell seconded the motion, and the contract was approved in a unanimous vote by the Council.

4. *Albuquerque Water Utility Authority and member LifeRoots; Janitorial Services – FY 18 - \$69,007.69, FY 19 - \$71,153.52*

Council member Kivitz moved to approve contract F4. Council member Maxwell seconded the motion, and the contract was approved in a unanimous vote by the Council.

5. *New Mexico Department of Game & Fish and member Premier Visual Voice; Transcription Services – FY 18 - \$7.50 per page, FY 19 - \$8.48 per page (\$6,106.00 annual estimate)*

Council member Newall moved to approve contract F5. Council member Kivitz seconded the motion, and the contract was approved in a unanimous vote by the Council.

6. *New Mexico Department of Information Technology and member Tobosa Developmental Services; Janitorial and Landscaping Services – FY 18 - \$5,885.15, FY 19 - \$5,605.00*

Council member Kivitz moved to approve contract F6. Council member Maxwell seconded the motion, and the contract was approved in a unanimous 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 – \$195.64*
2. *Los Puentas Charter School and member Adelante Development Center; Document Destruction – \$88.43*
3. *New Mexico Department of Game & Fish and member Adelante Development Center; Document Destruction – \$99.61*
4. *New Mexico Department of Transportation and member Adelante Development Center; Document Destruction – \$735.00*
5. *San Miguel County Sheriff's Office and member Adelante Development Center; Document Destruction – \$381.84*
6. *Tenth Judicial and member Adelante Development Center; Document Destruction – \$561.06*
7. *Valencia County and member Adelante Development Center; Document Destruction – \$997.21*
8. *Valencia County and member Adelante Development Center; Document Destruction – \$321.73*
9. *San Juan College and member Discount Printing and Mailing; Printing Services – \$472.50*
10. *San Juan College and member Discount Printing and Mailing; Printing Services – \$393.75*
11. *New Mexico Department of Game & Fish and member Greetings, Etc.; Mailing Services – \$219.52*
12. *San Juan College and member Greetings, Etc.; Printing Services – \$393.75*
13. *San Juan College and member Greetings, Etc.; Printing Services – \$546.00*

b) FY19 Renewal Service Contracts Directly Distributed Under CNA Authority

1. *Valencia County Clerk and member Adelante Development Center; Document Destruction – FY 18 - \$180.86, FY 19 - \$183.95*
2. *New Mexico General Services Department and member My Bug Guy; Pest Control Services – FY 18 - \$573.75, FY 19 - \$575.67*

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

(None)

Mr. Loehman reviewed contract A1 through A13 and contracts B1 and B2, which had been directly distributed under CNA authority, with the Council.

AGENDA ITEM 10: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

There were no suitable services to approve or remove at this time.

Council member Trapp made the suggestion that the Council should periodically review the list of services provided through the Program to ensure continued transparency. Council member Maxwell asked the Executive Subcommittee to take command of that

task and bring any recommendations for the removal of services to the Council as they saw fit.

AGENDA ITEM 11: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 12: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There were no public comments at this time.

AGENDA ITEM 13: COUNCIL DISCUSSION

After Council discussion about the current tentative chair approval process utilized by the Council and ways in which that process might be amended, Chair Maxwell asked Mr. Loehman and Horizons to do the following:

Whenever a contract was brought forward for tentative chair approval, the CNA should outline the specific reasons for which the contract needed to be awarded as such. If the opportunity presented itself for a direct distribution contract and/or urgent need contract to be distributed at the lower \$1,500 threshold amount in lieu of tentative chair approval for the entire amount, then Horizons can inform the Council of that option and the Executive Committee will decide which approval process to undertake.

After Council discussion about member organization license verification in regards to individuals who have lapsed on child support payment, Chair Maxwell asked Mr. Loehman and Horizons to report back to the Council at the next meeting about how member organizations' licenses are verified, as well as what language is used to discern which member organization's hold licenses.

AGENDA ITEM 14: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

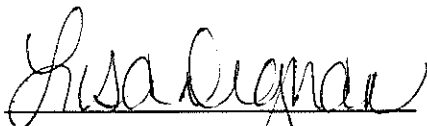
Suggested agenda items for the next Council meeting included discussion concerning the possible amendment of the tentative chair approval process and an update from Horizons about the license verification process for member organizations.

AGENDA ITEM 15: DATE AND LOCATION OF NEXT MEETING

The next regular Council meeting was scheduled for Wednesday, September 12, 2018 at 1:30 p.m. MDT, at the New Mexico Commission for Deaf and Hard of Hearing.

AGENDA ITEM 16: ADJOURN

With no further business, the meeting was adjourned at 3:00 p.m. MDT.



Larry Maxwell, Chairman



Date