

## OFFICIAL MINUTES

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

#### MEETING MINUTES

#### REGULAR MEETING

July 12, 2023 1:30 PM

New Mexico Commission for the Blind  
Skills Center  
2200 Yale Blvd SE  
Albuquerque, NM 87106

#### AGENDA ITEM 1: CALL TO ORDER

Chair Kathleen Pinyan called the meeting to order at 1:34 p.m. MDT.

#### AGENDA ITEM 2: ROLL CALL

Chair Pinyan asked Council member Greg Trapp to perform a roll call.

#### MEMBERS PRESENT

Kathleen Pinyan	Council Chair, Designee for Department of Finance and Administration (DFA) Secretary Propost
Pam Lillibridge	Council Vice Chair, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Greg Trapp	Council Secretary, New Mexico Commission for the Blind Representative
Brian Fitzgerald	Council Member, State Purchasing Division
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative (participating remotely via video)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video; joined meeting at 1:44 p.m.)
Eli Fresquez	Council Member, Designee for New Mexico Children, Youth & Families Department (CYFD) Interim Secretary Casados I(participating remotely via video)
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation

With eight council members participating in person or remotely via telephone or video at the time of the roll call, a quorum was established.

### **AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF**

Chair Pinyan asked all guests and staff members participating via telephone to introduce themselves at this time.

#### **OTHER PARTICIPANTS**

Matt Loehman	Horizons of New Mexico
Joseph Perez	Horizons of New Mexico
Amanda Ordell	Horizons of New Mexico, participating remotely via video
Kyle Radford	Horizons of New Mexico, participating remotely via video
Marie Richter	Horizons of New Mexico, participating remotely via video
Taylor McBride	Horizons of New Mexico, participating remotely via video

#### **GUESTS**

Jennifer Salazar	New Mexico Office of the Attorney General
Kelly Burma	New Mexico Commission for the Blind
Brian Ammerman	Adelante Development Center, participating remotely via video
Greg Block	Tresco, participating remotely via video
Therese Baca	Unlimited Office Management Systems
Stephen Mock	Peak Performers

### **AGENDA ITEM 4: APPROVAL OF POSSIBLE CHANGES TO THE ORDER OF THE AGENDA AND DELETION OF AGENDA ITEMS**

There were no changes to the order of the agenda items at this time.

### **AGENDA ITEM 5: APPROVAL OF THE MINUTES OF JUNE 28, 2023**

Council member Pam Lillibridge moved to approve the June 28, 2023 council meeting minutes. Council member Lisa Dignan seconded the motion and the Council voted to approve the minutes in a unanimous roll call vote, with members Dignan, Brian Fitzgerald, Eli Fresquez, Antoinette Holmes, Mike Kivitz, Lillibridge, Pinyan and Trapp voting yes.

### **AGENDA ITEM 6: CHAIR UPDATE, KATHLEEN PINYAN**

There was no chair update at this time.

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

Mr. Matt Loehman, Horizons of New Mexico (Horizons), reported that the Council approved 127 contracts, totaling \$14 million dollars during the fourth quarter reporting period. He added that the central nonprofit agency (CNA) approved 36 new contracts totaling \$19,000 and directly distributed 100 renewal contracts totaling \$77,000, during that same period.

Council member Roger Newall joined the meeting at this time, 1:44 p.m. MDT.

## **AGENDA ITEM 8: PUBLIC COMMENTS**

There was no public comment at this time.

## **AGENDA ITEM 9: APPROVAL OF SERVICE CONTRACTS**

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

\*Note: Please contact Horizons of New Mexico for additional information about any contracts listed on the agenda.

### **a) Tentative Chair Approval Granted June 29, 2023**

1. *New Mexico Department of Transportation and member Adelante Development Center; Janitorial Services, Santa Fe, Multiple Buildings: FY 23 -- \$52,395.84, FY 24 -- \$64,059.12*

Council member Trapp moved to approve contract A1. Council member Lillibridge seconded the motion, Council member Kivitz abstained and the Council voted to approve the contract in a 8-0-1 (Approved – Denied – Abstained) roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Lillibridge, Newall, Pinyan and Trapp voting yes.

### **b) New Contracts \$5,000 and Under**

*(None)*

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

1. *New Mexico Economic Development Department and member Marathon Janitorial; Janitorial Services, Albuquerque -- \$23,005.20*

Council member Newall moved to approve contract C1. Council member Kivitz seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

2. *Rio Rancho Public Schools and member RT 66 Auctions; Auctioneering Services, Rio Rancho -- \$5,107.51*

Council member Lillibridge moved to approve contract C2. Council member Holmes seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

3. *New Mexico Children, Youth, and Families Department and member Tresco; Janitorial Services and Grounds Maintenance, Henry Perea Building, Los Lunas -- \$165,900.12*

Council member Lillibridge moved to approve contract C3. Council member Kivitz seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

4. *New Mexico Department of Health and member Tresco; Janitorial Services, Hobbs -- \$37,297.95*

Council member Newall moved to approve contract C4. Council member Kivitz seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

5. *New Mexico Energy, Minerals, and Natural Resources Department and member Tresco; Grounds Maintenance, Hobbs -- \$6,731.52*
6. *New Mexico Energy, Minerals, and Natural Resources Department and member Tresco; Janitorial Services, Hobbs -- \$10,975.44*

Council member Trapp moved to approve contracts C5 and C6. Council member Holmes seconded the motion and the Council voted to approve the contracts in a unanimous roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

7. *New Mexico Department of Military Affairs and member Unlimited Office Management Systems; Janitorial Services, Las Cruces -- \$31,035.48*

Council member Lillibridge moved to approve contract C7. Council member Dignan seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

**d) FY 24 Renewal Contracts \$5,000 and Under**

1. *Public Employees Retirement Association of New Mexico and member Adelante Development Center; Document Destruction Services, Albuquerque: FY 23 -- \$4,853.27, FY 24 -- \$4,944.78*

Council member Newall moved to approve contract D1. Council member Holmes seconded the motion, Council member Kivitz abstained and the Council voted to approve the contract in a 8-0-1 (Approved – Denied – Abstained) roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Lillibridge, Newall, Pinyan and Trapp voting yes.

**e) FY24 Renewal Contracts Over \$5,000**

1. *New Mexico Governor's Commission on Disability and member Adelante Development Center;*

*Computer Refurbishing, Santa Fe: FY 23 -- \$42,750.00, FY 24 -- \$42,000.00*

Council member Trapp moved to approve contract E1. Council member Lillibridge seconded the motion, Council member Kivitz abstained and the Council voted to approve the contract in a 8-0-1 (Approved – Denied – Abstained) roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Lillibridge, Newall, Pinyan and Trapp voting yes.

2. *New Mexico Human Services Department and member Adelante Development Center; Printing and Mailing Services, Santa Fe: FY 23 -- \$67,262.70, FY 24 -- \$22,578.07*

Council member Newall moved to approve contract E2. Council member Holmes seconded the motion, Council member Kivitz abstained and the Council voted to approve the contract in a 8-0-1 (Approved – Denied – Abstained) roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Lillibridge, Newall, Pinyan and Trapp voting yes.

3. *New Mexico Tourism Department and member Adelante Development Center; Mailing Services, Santa Fe: FY 23 -- \$55,755.26, FY 24 -- \$57,478.12*

Council member Lillibridge moved to approve contract E3. Council member Fitzgerald seconded the motion, Council member Kivitz abstained and the Council voted to approve the contract in a 8-0-1 (Approved – Denied – Abstained) roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Lillibridge, Newall, Pinyan and Trapp voting yes.

4. *City of Albuquerque and member Clearly Clean Janitorial Service; Janitorial Services, Daytona Transit Facility, Albuquerque: FY 23 -- \$61,992.00, FY 24 -- \$99,741.60*

Council member Kivitz moved to approve contract E4. Council member Holmes seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

5. *New Mexico Human Services Department and member Clearly Clean Janitorial Service; Janitorial Services, Food and Nutrition Division, Albuquerque: FY 23 -- \$8,266.88, FY 24 -- \$9,928.56*

Council member Kivitz moved to approve contract E5. Council member Fresquez seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

## **AGENDA ITEM 10: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY**

### **a) New Service Contracts Directly Distributed Under CNA Authority**

1. *City of Albuquerque and member Greetings, Etc.!: Printing Services, Department of Senior*

*Affairs - \$230.69*

2. *New Mexico Department of Health and member Tresco; Janitorial Services, Hobbs -- \$1,621.65*

**b) FY24 Renewal Service Contracts Directly Distributed Under CNA Authority**

1. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services, Albuquerque: FY 23 -- \$627.11, FY 24--\$661.92*
2. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 23 -- \$937.22, FY 24--\$992.88*
3. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 23 -- \$937.22, FY 24--\$992.88*
4. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services, Socorro: FY 23 -- \$1,118.95, FY 24--\$1,146.96*
5. *New Mexico Educational Retirement Bureau and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 23 -- \$537.45, FY 24--\$1,650.48*
6. *New Mexico Public School Facilities and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 23 -- \$355.99, FY 24--\$353.887.*

**c) Contracts Directly Distributed Under CNA Authority in Cases of Urgent and Immediate Need, or in Cases of State or National Emergency**

*(None)*

**AGENDA ITEM 11: DISCUSSION OF ADDING TEMPORARY STAFFING SERVICES AS A SUITABLE OR PERMISSIBLE SERVICE**

Chair Pinyan informed the Council that a meeting was scheduled with the General Services Division to take place the Friday following the current council meeting, to discuss what would entail an equitable manner for SPD to take on temporary staffing services and include them alongside the current services they offer. She added that an update from that meeting would be provided at the August council meeting.

**AGENDA ITEM 12: DISCUSSION AND APPROVAL OF CHANGES TO THE PROCEDURE FOR THE CENTRAL NONPROFIT AGENCY DIRECT DISTRIBUTION OF SMALL CONTRACTS**

After discussion, Council member Trapp moved to authorize the CNA to directly distribute document destruction contracts worth \$40,000 or less, with the stipulation that the contract price is based upon a pricing level that the Council had reviewed and approved at a public meeting. Council member Dignan seconded the motion, Council member Fitzgerald abstained, and the motion was approved in an 8-0-1 vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

Council member Trapp moved to authorize the Executive Committee to amend the CNA direct distribution procedure to include language within that procedure to effectuate the motion the Council had just approved, authorizing the Committee to make any needed changes. Council member Lillibridge seconded the motion, Council member Fitzgerald abstained and the motion was approved in an 8-0-1 vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

Council member Dignan made a motion to increase the CNA direct distribution price threshold to \$5,000, authorizing the executive committee to modify the direct distribution procedure to include that language. Council member Kivitz seconded the motion, Council member Fitzgerald abstained and the motion was approved in an 8-0-1 vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

### **AGENDA ITEM 13: DISCUSSION AND APPROVAL OF CHANGES TO THE COUNCIL'S ADVERSE IMPACT PROCEDURE**

Council member Kivitz requested that the following adverse impact procedure criteria, discussed during the June 28 council meeting, be included as a discussion topic for the August council meeting:

- 1.) how the resolution of adverse impact procedure submissions might affect the timeliness of contract approvals,
- 2.) which organization has the authorization to decide whether or not adverse impact has occurred, and,
- 3.) how to maintain apples to apples comparisons when deciding adverse impact based on the scope of services.

### **AGENDA ITEM 14: SUBCOMMITTEE UPDATES**

There were no subcommittee updates at this time.

### **AGENDA ITEM 15: CLOSING PUBLIC**

There was no public comment at this time.

### **AGENDA ITEM 15: COUNCIL DISCUSSION**

Council member Kivitz recommended that Horizons consider holding an awards event to recognize State Use Program member businesses and the customers that purchase services through the Program.

### **AGENDA ITEM 16: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS**

Discussion of Council member Kivitz's suggested adverse impact procedure criteria - outlined in agenda item 13 – and discussion about the vocational rehabilitation needs of community rehabilitation programs (CRPs), with input from member businesses, was added as an agenda item for the August council meeting.

### **AGENDA ITEM 17: DATE AND LOCATION OF NEXT MEETING**

The date of the next council meetings was scheduled for Wednesday, August 9, 2023, to take place at 1:30 p.m. MDT at the New Mexico Commission for the Blind, and also remotely via Zoom.

### **AGENDA ITEM 18: ADJOURN**

With no further business, the meeting was adjourned at 2:45 p.m. MDT.

*Kathleen Pinyan*  

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**Kathleen Pinyan, Chair**

10/24/2023  

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**Date**