

New Mexico
COUNCIL
for Purchasing from
PERSONS
with Disabilities

2018
Annual
Report

Compiled by Horizons of New Mexico



6121 Indian School Rd. NE, Suite 102
Albuquerque, New Mexico 87110

January 1, 2019

New Mexico Legislative Council Service

Suite 411 State Capitol
490 Old Santa Fe Trail
Santa Fe, NM 87501

TO: New Mexico Legislative Council Service

FROM: Lisa Dignan, Chair, New Mexico Council for Purchasing from Persons with Disabilities

SUBJECT: FY 2018 Annual Report

Enclosed is the Fiscal Year 2018 Annual Report for the State Use Act. The Purpose of the State Use Act [13-1C-1 NMSA 1978] is to encourage and assist persons with disabilities to achieve maximum personal independence through useful and productive employment by ensuring an expanded and constant market for services delivered by persons with disabilities, thereby enhancing their dignity and capacity for self-support and minimizing their dependence on welfare and entitlements.

About the Council

Source: 13-1C-4 NMSA 1978, Status: Active

The New Mexico State Use Act, 13-1C-1 NMSA 1978, is an outgrowth of the state's continuing efforts to expand opportunities for its citizens with disabilities. The Act opens state service contracts to businesses owned by persons with disabilities and Community Rehabilitation Programs (CRPs) employing persons with disabilities, so long as the services are provided at fair market pricing. In addition to offering fair pricing, a convenient and efficient procurement method, and outstanding customer service, every transaction made helps support employment opportunities for New Mexicans with disabilities.

Functions & Responsibilities

Paraphrasing 13-1C-2 NMSA 1978

The purpose of the State Use Act (and council) is to encourage and assist persons with disabilities to achieve maximum personal independence through useful and productive employment by ensuring an expanded and constant market for services delivered by persons with disabilities...

Appointment Process

13-1C-4 NMSA 1978

The Council shall be composed of the following nine members:

- (1) The state purchasing agent or the agent's designee;
- (2) two persons, appointed by the governor who represent state agencies that purchase significant amounts of goods and services from the private sector, or their designees;
- (3) a person, appointed by the governor, who is a state-employed vocational rehabilitation counselor and who is familiar with employment needs of persons with disabilities and with current pricing and marketing of goods and services, and
- (4) two persons with disabilities, a person who is familiar with employment needs of persons with disabilities and with current pricing and marketing of goods and services, and two persons who represent community rehabilitation programs that provide employment services to persons with disabilities, all selected by mutual agreement of the persons appointed in Paragraphs (1), (2), and (3) of this subsection.

Terms of Service

13-1C-4 NMSA 1978

Council members shall be appointed for three-year terms. Vacancies shall be filled in the same manner as for original appointments. A member appointed to fill a vacancy shall serve for the remainder of the term for that vacancy. Council members shall continue to serve beyond the expiration of their terms until new members are appointed.

Growth and Independence Through Employment

When Geraldo Garcia began working for Tresco, Inc., a Las Cruces based non-profit corporation and State Use Program member, he initially was a very quiet and reserved person. As he received training and learned his job as a rest area custodian and grounds keeper, he blossomed to a more outgoing and confident employee.

With the passing of time, Geraldo expressed a desire to learn additional job skills. With additional training provided by Tresco, he was performing small repairs in the rest areas. In addition to his regular



Geraldo Garcia

duties, he is now very active in assisting the repair crews when they perform repair construction on rest areas. His co-workers and supervisor enjoy his team player attitude and his continuous desire to learn new skills, particularly in the construction trade.

With his strong work ethic and positive outlook, Geraldo remains a valued asset to Tresco's operations. He is passionate about landscaping and is very proud of his work at the Anthony Rest Area, his assigned duty station. As a result of his drive and dedication, he has become less dependent on his parents for financial support. He has accomplished two of his goals since coming to work for Tresco, getting a driver's license and buying his own vehicle. Attaining those goals have given him great pride in himself and have helped him to be more independent.

Tresco and the State Use Program are committed to assisting more individuals with disabilities, like Geraldo, achieve the highest level of success and self-sufficiency.

Scheduled FY 2018 Meetings

- July 11, 2017 - *No Quorum*
- August 1, 2017 - *Quorum*
- September 13, 2017 - *Quorum*
- October 11, 2017 - *Quorum*
- November 15, 2017 - *Quorum*
- December 13, 2017 - *Quorum*
- January 10, 2018 - *Quorum*
- February 8, 2017 - *Quorum*
- March 14, 2018 - *Quorum*
- April 11, 2018 - *Quorum*
- May 9, 2018 - *Quorum*
- June 13, 2018 - *Quorum*
- June 27, 2018 - *Quorum*

Council Membership

COUNCIL MEMBERS	TERM	APPOINTED BY
Lawrence O. Maxwell, Chair NM General Services Department - State Purchasing Division PO Box 6850, Santa Fe, NM 87502 <i>Lawrence.maxwell@state.nm.us • 505.827.0472</i>	No Term Limits Membership includes State Purchasing Agent or designee	Governor Appointed Required by State Use Act, 13-1C-4 A. (1)
Lisa Dignan, Vice-Chair Director of Community Engagement NM Commission for Deaf and Hard of Hearing 505 Marquette Ave NW, Suite 1550, Albuquerque, NM 87102 <i>Lisa.Dignan@state.nm.us • 505.383.6530</i>	9/19/2014 - 9/19/2017 <i>Continues to serve until reappointed or replaced</i>	Appointed by Council
Greg Trapp, Secretary Executive Director - NM Commission for the Blind 2200 Yale Blvd. SE, Albuquerque, NM 87106 <i>Greg.trapp@state.nm.us • 505.841.8844</i>	9/19/2014 - 9/19/2017 <i>Continues to serve until reappointed or replaced</i>	Appointed by Council
Secretary Duffy Rodriguez NM Department of Finance & Administration 407 Galisteo, Suite #180, Santa Fe, NM 87501 <i>Duffy.Rodriguez@state.nm.us • 505.827.4985</i>	No Term Limit	Governor Appointed
Secretary Darryl Ackley NM Department of Information Technology PO Box 22550, Santa Fe, NM 87502-2550 <i>Darryl.ackley@state.nm.us • 505.827.0000</i>	No Term Limit	Governor Appointed
Antoinette Holmes NM Division of Vocational Rehabilitation PO Box 15430, Rio Rancho, NM 87174 <i>AntoinetteF.Holmes@state.nm.us • 505.896.4500</i>	No Term Limits Membership includes Vocational Rehabilitation Representative	Governor Appointed Required by State Use Act
Pam Lillibridge 4534 Sandalwood Dr., Las Cruces, NM 88011 <i>Pam3717@comcast.net • 575.644.2107</i>	CRP Representative 3/1/2009 - 3/1/2012 <i>Continues to serve until reappointed or replaced</i>	Appointed by Council Required by State Use Act
Roger Newall Disabled Veteran 9712 Arvilla Ave NE, Albuquerque, NM 87111 <i>nmrefsch@msn.com • 505.610.1533</i>	9/19/2014 - 9/19/2017 <i>Continues to serve until reappointed or replaced</i>	Appointed by Council
Mike Kivitz President/CEO, Adelante Development Center 3900 Osuna NE, Albuquerque, NM 87109 <i>mkivitz@goadelante.org • 505.341.7102</i>	CRP Representative 3/1/2009 - 3/1/2012 <i>Continues to serve until reappointed or replaced</i>	Appointed by Council Required by State Use Act

Approved & Excluded Services

The Council periodically reviews services suitable for the Program and has approved 48 service categories, excluded 26 service categories, and approved 8 service categories as permissive for sale (*listed below*).

<p>APPROVED SERVICES</p> <ul style="list-style-type: none"> • ADA Accessibility Consulting • Bulk Mailing and Sorting • Botanical Services • Call Center Services • Car Washing • Clerical Data Entry • Computer Refurbishing • Corporate & Personal Background Checks • Courier Services • Debris Removal • Dishwashing Services • Document Imaging • Document Shredding • Door Greeting • Employment Support Services • Envelope Stuffing • Event Planning • General Labor • Geo-Coding • Hard Drive Destruction • Independent Living Skills Training • Irrigation • IT – Web Training • IT – Web Training Development • Janitorial and Housekeeping Services • Kit Assembling • Landscaping • Lobby Attendant • Mailing Services • Management of an Assistive 	<ul style="list-style-type: none"> • Technology Reuse and Recycling Program • Meeting Minute Preparation Services • Screen Printing • Pecan Processing • Pest Control and Extermination Services • Plan Production and Growing • Plant Rental Services • Printing Services • Private Investigation Services • Radon Testing Services • Receptionist, Filing and Clerical Services • Recycling Services • Rest Area Maintenance • Shelf Stocking and Restocking • Snow Removal • Transcription Services • Transportation • Wildlife Services Management • Yard, Grounds, and Lawn Maintenance <p>EXCLUDED SERVICES</p> <ul style="list-style-type: none"> • Administrative Reports • Architects • Archeologists • Certified Public Accountants • Construction Managers • Construction Services 	<ul style="list-style-type: none"> • Demolition • Engineers • IT – Enterprise Application • IT – IV & V • IT – Project Management • Landscape Architects • Lawyers • Management & Systems Analysts • Medical Arts Practitioners • Planners • Psychologists • Registered Public Accountants • Remediation – Wall Repair • Researchers • Roof Repair and Maintenance • Marketing • Scientists • Stair Replacement • Survey Services • Surveyors <p>PERMISSIVE SERVICES</p> <ul style="list-style-type: none"> • Graphic Design - Logo Design • IT - Network & Database Management • IT - Security Services • IT – Web Design • IT – Web Programming • IT Support • Public Relations • Training Services
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Council Activity

- During its September 13, 2017 meeting the Council reviewed and ratified its Open Meeting Act Annual Resolution. (*attached*)
- The Council solicited a Request for Proposal for Central Non-profit Agency services on October 5, 2017 with a closing date of October 26, 2017, to which there were two respondents. The Council awarded the four-year contract to Horizons of New Mexico, effective January 1, 2018.
- During its October 11, 2017, November 15, 2017 and April 11, 2018 meetings the Council amended its procedure for Central Non-profit Agency Direct Distribution of Small Contracts. The Council included a process for the authorization of contracts in cases of urgent and immediate need by the Central Non-profit Agency. (*attached*)
- During its January 10, 2018 meeting the Council held annual officer elections for Chairperson, Vice-Chairperson, and Secretary.

A Successful Start with State Use

Unlimited Office Management Systems is a family owned and operated small business. Therese Baca, a Los Lunas resident with a disability and her family, started the janitorial and clerical services small business in 2015.

Ms. Baca's business became a State Use Member in the fall of 2016, after learning about the program from another member business. In early 2017, Unlimited Office Management Systems received its first State Use contract through Horizons of New Mexico. The relatively small contract provided carpet cleaning services for the New Mexico Commission for Blind's office in Albuquerque.



Toby, Heidi, and Therese Baca

Over the past two years, Ms. Baca's relationship with the State Use program has grown, as has her business. Therese Baca said the State Use program "has given our company a jump start to begin working with State Agencies and has provided us experience both in the field and with the procurement process."

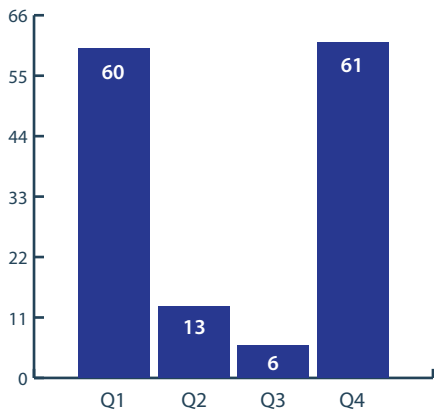
Unlimited Office Management has grown to four employees, including Ms. Baca, all of whom have disabilities. In Ms. Baca's opinion, "the State Use Program has provided employment for individuals who could not hold jobs due to their disabilities." Unlimited Offices Management now holds contracts in Belen, Albuquerque, and Santa Fe divided between multiple government agencies, including the New Mexico Department of Military Affairs and the New Mexico Human Services Division.

As a business owner, Therese Baca sets a positive example for her employees so that they can learn good work ethics and excellent customer service.

State Use Program Success

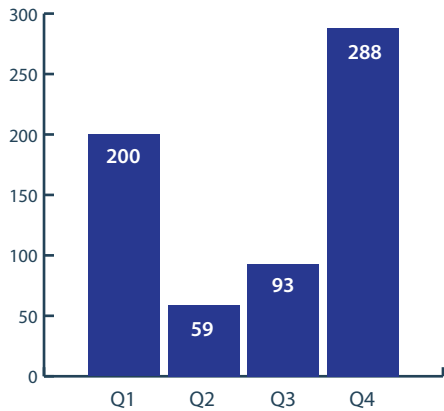
Over 350 New Mexicans with disabilities earned almost \$2 million in wages through State Use contracts in 2018.

Contracts Approved
July '17 - June '18



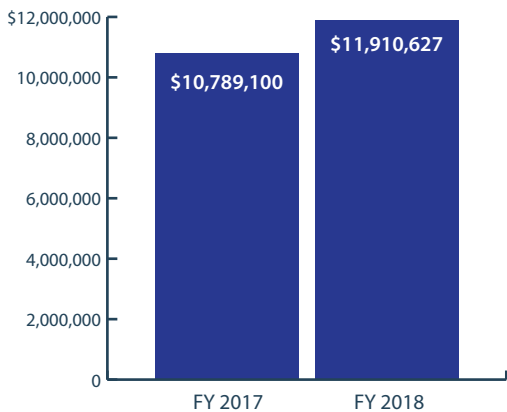
During the 2018 fiscal year, the New Mexico Council for Purchasing from Persons with Disabilities approved 140 contracts creating 640 employment opportunities for New Mexicans with disabilities working at 16 Community Rehabilitation Programs (CRP) and member businesses. Through meaningful employment opportunities like these, New Mexicans with disabilities are empowered to become productive, tax-paying citizens which positively impacts the state of New Mexico and its local communities. Employment through these contracts provided almost \$2 million in wages for 361 New Mexicans with disabilities.

Added Employment Opportunities
July '17 - June '18



The New Mexico Council for Purchasing from Persons with Disabilities will continue providing useful and productive employment opportunities for New Mexicans with Disabilities in the 2019 fiscal year.

Contract Value
July - June



Top Ten Customers

July 2017 - June 2018

1. New Mexico Department of Transportation
2. New Mexico Human Services Department
3. City of Albuquerque
4. New Mexico Department of Health
5. New Mexico Department of Military Affairs
6. Doña Ana County
7. Albuquerque Bernalillo County Water Utility Authority
8. New Mexico Children, Youth and Families Department
9. New Mexico Department of Workforce Solutions
10. New Mexico Game and Fish Department

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

OPEN MEETINGS RESOLUTION

September 13, 2017

WHEREAS, the Open Meetings Act, Section 10-15-1 NMSA 1978, states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, the Open Meetings Act requires the New Mexico Council for Purchasing from Persons with Disabilities to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, be it resolved by New Mexico Council for Purchasing from Persons with Disabilities gathered in regular meeting this 13th day of September, 2017, that:

1. All meetings shall be held as indicated in the meeting notice, except that meetings may be canceled due to a lack of a quorum, due to inclement weather, or for other appropriate reasons.
2. Regular Meetings: Notice of regular meetings shall be given at least ten days in advance of the meeting
3. Special Meetings: Notice shall be given at least 72 hours in advance of any special meeting.
4. Emergency Meetings: Emergency meetings may be called by the Chair upon at least twenty-four hours' notice, or by the Vice Chair should the Chair be unavailable, or by a majority request of at least 7 members, unless threat of personal injury or property damage requires less notice. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens, or of the State of New Mexico, or of local public bodies from substantial financial loss.
5. Rule Hearings: Notice of rulemaking proceedings shall be given at least thirty days prior to the hearing date.
6. For purposes of regular meetings described in paragraph 2, notice requirements are met if notice of the date, time, place, and how to obtain a copy of the agenda is published in a newspaper of general circulation at least 10 days prior to the meeting. Notice shall also be given

to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings. The meeting agenda shall also be made available and placed on the web page of the New Mexico State Purchasing Division or the web page of the designated central nonprofit agency at least 72 hours prior to the meeting.

7. For purposes of special meetings described in paragraph 3, notice shall be placed on the web page of the designated central nonprofit agency or of the New Mexico State Purchasing Division, and notice shall also be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings. The meeting agenda shall be made available and placed on the web page of the designated central nonprofit agency or the New Mexico State Purchasing Division at least seventy-two (72) hours prior to the meeting.

8. For purposes of emergency meetings described in paragraph 4, notice requirements are met if notice of the date, time, place, and a copy of the agenda is made reasonably available under the circumstances, which may include posting at the office of the designated central nonprofit agency or the New Mexico State Purchasing Division, placement on the web page of the designated central nonprofit agency or the New Mexico State Purchasing Division, and using other appropriate methods. Notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

9. For the purpose of rule hearings described in paragraph 5 of this resolution, notice requirements shall be met if notice of the date, time, place, subject of the hearing, the manner in which interested persons may present their views, and where copies of the proposed regulations may be obtained, is published in a newspaper of general circulation and the New Mexico Register. In addition, the notice of hearing shall be posted at the office of the designated central nonprofit agency and the New Mexico State Purchasing Division, posted on the web page of the designated central nonprofit agency or the web page of the New Mexico State Purchasing Division, and placed using other appropriate methods. Notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

10. The New Mexico Council for Purchasing from Persons with Disabilities may also place notice on the web page of the designated central nonprofit agency or on the web page of the New Mexico State Purchasing Division.

11. All notices shall include information on how persons with disabilities may request a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service as may be required by the Americans with Disabilities Act.

12. A member of the New Mexico Council for Purchasing from Persons with Disabilities may attend by conference telephone or other similar communications equipment, including Internet-based technologies. However, such attendance is allowed only when it is otherwise difficult or impossible for the member to attend in person. Such attendance is allowed at the discretion of

the Chair, or of the Vice-Chair in the absence of the Chair. In addition, each member thus participating must be identified when speaking, all participants must be able to hear each other at the same time, and the public must be able to hear any member who speaks during the meeting.


13. The Council may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under the Open Meetings Act.

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Council taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close. The vote of each member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

(b) If a closed meeting is to be conducted when the Council is not in an open meeting, the closed meeting shall not be held until appropriate public notice is given.

(c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

Passed by the New Mexico Council for Purchasing from Persons with Disabilities this 13th day of September, 2017.



Larry Maxwell
Chairman

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

Adopted: April 12, 2017 (revised October 11, 2017, November 15, 2017, and April 11, 2018)

PROCEDURE FOR CENTRAL NONPROFIT AGENCY DIRECT DISTRIBUTION OF SMALL CONTRACTS

I. Purpose

The purpose of the State Use Act, NMSA 1978, Section 13-1C-1 through Section 13-1C-7, is to “encourage and assist persons with disabilities to achieve maximum personal independence through useful and productive employment by ensuring an expanded and constant market for services delivered by persons with disabilities, thereby enhancing their dignity and capacity for self-support and minimizing their dependence on welfare and entitlements.” To help achieve this purpose, this procedure establishes a process to allow for the Central Nonprofit Agency to “facilitate the equitable distribution” of small contracts as authorized by 2.40.5.10 NMAC, by Section A of 2.40.5.12 NMAC, and by Section B of 2.40.5.14 NMAC. As authorized by **13-1C-5(A)(6) of the State Use Act**, the New Mexico Council for Purchasing from Persons with Disabilities adopts this procedure to facilitate the equitable distribution of contracts by providing a method for the Central Nonprofit Agency to directly distribute qualifying small contracts.

II. Background

The New Mexico Council for Purchasing from Persons with Disabilities has adopted the practice of discussing and approving all State Use Act contracts during Council meetings, regardless of the size of the contract. This has resulted in the Council and Central Nonprofit Agency spending time and public resources approving very small contracts. By authorizing the Central Nonprofit Agency to directly distribute small contracts, the overall process is made more efficient and productive.

III. Eligible Contracts

1. For a contract to be eligible for direct distribution by the Central Nonprofit Agency, all of the following shall apply:

a. The total amount of the contract to be directly distributed shall not exceed \$1,500, unless there has been a determination of immediate and urgent need as set forth in Section IV.

b. The state agency or local public body shall not have divided the contract or contracts into amounts of \$1,500 or less so as to permit direct distribution.

c. The services to be provided under the contract must have been determined suitable by the New Mexico Council for Purchasing from Persons with Disabilities.

d. The state agency or local public body and the Central Nonprofit Agency must mutually agree that the services to be provided under the contract are suitable, and the state agency or local public body must have signed the Contract Proposal Acceptance Form.

e. The services to be provided under the contract must be within the “fair market price” range as determined by the New Mexico Council for Purchasing from Persons with Disabilities.

f. Provision of the services under the contract must otherwise not create a significant adverse impact upon the state agency or local public body, as set forth in Section F of 2.40.5.10 NMAC, and as defined by the “Procedure for Determining and Responding to Significant Adverse Impact and Verification of Fair Market Price.”

g. The contract for the services to be provided must be in compliance with the Governmental Conduct Act, including the provisions at 10-16-7 that pertain to contracts with public officers of the state, employees of the state, or family members of public officers of the state or employees of the state.

h. The contract for the services to be provided shall otherwise be in compliance with the State Use Act, NMSA 1978, Section 13-1C-1 through Section 13-1C-7.

IV. Direct Distributions in Cases of Immediate and Urgent Need

There may be instances in which an agency or local public body may have an immediate and urgent need for services that is greater than \$1,500. In such instances, the Central Nonprofit Agency may directly distribute a contract up to \$5,000. While contracts may be granted tentative Chair approval under Section G of 2.40.5.10 NMAC, the nature of the immediate and urgent need may be such that the contract will be substantially or wholly performed by the next meeting of the Council. For a contract to be eligible for direct distribution by the Central Nonprofit Agency in cases of immediate and urgent need, all of the following shall apply:

a. The total amount of the contract to be directly distributed in cases of immediate and urgent need shall not exceed \$5,000.

b. The state agency or local public body shall certify that there is an immediate and urgent need for the service and that it is in the public interest to proceed in an expedited fashion; and

1. That proceeding in an expedited fashion may result in avoiding a financial loss to the agency or local public body; or

2. That proceeding in an expedited fashion is necessary for the safe, proper, and efficient operation of the agency or local public body.

c. The services to be provided under the contract must have been determined suitable by the New Mexico Council for Purchasing from Persons with Disabilities.

d. The state agency or local public body and the Central Nonprofit Agency must mutually agree that the services to be provided under the contract are suitable, and the state agency or local public body must have signed the Contract Proposal Acceptance Form.

e. The services to be provided under the contract must be within the “fair market price” range as determined by the New Mexico Council for Purchasing from Persons with Disabilities.

f. Provision of the services under the contract must otherwise not create a significant adverse impact upon the state agency or local public body, as set forth in Section F of 2.40.5.10 NMAC, and as defined by the “Procedure for Determining and Responding to Significant Adverse Impact and Verification of Fair Market Price.”

g. The contract for the services to be provided must be in compliance with the Governmental Conduct Act, including the provisions at 10-16-7 that pertain to contracts with public officers of the state, employees of the state, or family members of public officers of the state or employees of the state.

h. The contract for the services to be provided shall otherwise be in compliance with the State Use Act, NMSA 1978, Section 13-1C-1 through Section 13-1C-7.

V. Multiple Small Contracts

It is possible that the state agency or local public body procuring the services may have multiple small contracts directly distributed by the Central Nonprofit Agency, and that the sum of those multiple small contracts may exceed \$1,500. It is also possible that the state agency or local public body procuring services in cases of immediate and urgent need may in unusual circumstances need to have multiple small contracts directly distributed by the Central Nonprofit Agency, and that the sum of those multiple small contracts may exceed \$5,000. Such occurrences shall not be a violation of this procedure so long as there is no intentional effort to divide contracts into smaller portions so as to permit direct distribution under this procedure.

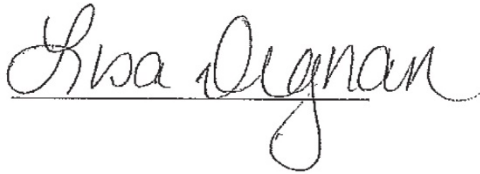
VI. Transparency and Accountability

So as to provide for maximum transparency and accountability, all small Contracts directly distributed by the Central Nonprofit Agency shall be placed on the agenda of the New Mexico Council for Purchasing from Persons with Disabilities. This placement on the

agenda shall take place as soon as reasonably possible, allowing for compliance with the Open Meetings Act requirement that agendas be posted at least 72 hours in advance of the meeting. Should there be insufficient time to place the contract on the agenda immediately following the Central Nonprofit Agency direct distribution of the contract, the contract shall be placed on the agenda for the next meeting. The agenda shall identify the following:

- a. The amount and nature of the contract.
- b. The state agency or local public body procuring the services.
- c. The Qualified Individual or Community Rehabilitation Program providing the services.

APPROVED BY THE NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES THIS 15TH DAY OF November, 2017.

A handwritten signature in cursive script that reads "Lisa DeGnan". The signature is written in black ink and is positioned above a horizontal line.