

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MEETING MINUTES

REGULAR MEETING

June 14, 2023 1:30 PM

Conference Call

AGENDA ITEM 1: CALL TO ORDER

In the absence of Chair Pinyan, Council member Pam Lillibridge called the meeting to order at 1:31 p.m. MDT.

AGENDA ITEM 2: ROLL CALL

Council member Lillibridge asked Council member Greg Trapp to perform a roll call.

MEMBERS PRESENT

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
Dorothy Mendonca	Council Member, State Purchasing Division (participating remotely via video)
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)
Eli Fresquez	Council Member, Designee for New Mexico Children, Youth & Families Department (CYFD) Interim Secretary Casados (participating remotely via video)

MEMBERS NOT PRESENT

Kathleen Pinyan	Council Chair, Designee for Department of Finance and Administration (DFA) Secretary Propst
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation

With seven 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 Lillibridge asked all guests and staff members participating via telephone to introduce themselves

at this time.

OTHER PARTICIPANTS

Matt Loehman	Horizons of New Mexico
Kyle Radford	Horizons of New Mexico
Taylor McBride	Horizons of New Mexico, participating remotely via video

GUESTS

Jennifer Salazar	New Mexico Office of the Attorney General, participating remotely via video
Kelly Burma	New Mexico Commission for the Blind
Douglas Craft	Crystal Clear Maintenance, participating remotely via phone
Brian Ammerman	Adelante Development Center, participating remotely via video
Greg Block	Tresco, participating remotely via video
Therese Baca	Unlimited Office Management Systems, participating remotely via video
Damian Houfek	ENMRSH, Inc., , participating remotely via video
Stephen Mock	Peak Performers, , participating remotely via video
Melody Andrus	Tobosa Development Services, participating remotely via video
Valerie Paulk	State Purchasing Division, participating remotely via video
Brian Fitzgerald	State Purchasing Division, participating remotely via phone

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 MAY 10, 2023

Council member Lisa Dignan moved to approve the May 10, 2023 council meeting minutes. Council member Eli Fresquez seconded the motion, Council member Lillibridge abstained, and the Council voted to approve the minutes in a 6-0-1 (Approve – Deny – Abstain) roll call vote, with members Dignan, Fresquez, Mike Kivitz, Dorothy Mendonca, Roger Newall, 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), informed the Council that member business Route 66 Auctions was named a US Small Business Administration Minority Business of the Year for the state of New Mexico.

AGENDA ITEM 8: 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) New Contracts \$5,000 and Under

1. *New Mexico Taxation and Revenue Department and member Adelante Development Center; Document Destruction Services, Santa Fe -- \$3,731.42*

Council member Newall moved to approve contract A1. Council member Mendonca seconded the motion, Council member Kivitz abstained and the Council voted to approve the contract in a 6-0-1 (Approved – Denied – Abstained) roll call vote, with members Dignan, Fresquez, Lillibridge, Mendonca, Newall, and Trapp voting yes.

b) New Contracts Over \$5,000

1. *New Mexico Commission on the Status of Women and Adelante Development Center; IT Web Programmer, Marketing and Mailing Services, Albuquerque -- \$65,936.88*

Council member Newall moved to approve contract B1. Council member Dignan seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in a 6-0-1 roll call vote, with members Dignan, Fresquez, Lillibridge, Mendonca, Newall, and Trapp voting yes.

2. *New Mexico Corrections Department and member Adelante Development Center; Document Destruction Services, Penitentiary of New Mexico, Santa Fe -- \$5,802.11*

Council member Dignan moved to approve contract B2. Council member Newall seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in a 6-0-1 roll call vote, with members Dignan, Fresquez, Lillibridge, Mendonca, Newall, and Trapp voting yes.

3. *New Mexico Department of Transportation and member Adelante Development Center; Document Imaging Services, Santa Fe -- \$27,988.88*

Contract B3 was tabled, to be taken up for consideration at the June 28, 2023 council meeting.

4. *New Mexico Department of Health and member Tresco; Janitorial Services, Public Health Division, Deming -- \$14,626.32*

Council member Kivitz moved to approve contract B4. Council member Dignan seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

5. *New Mexico Department of Health and member Tresco; Janitorial Services, Public Health Division, Las Cruces -- \$75,075.00*

Council member Trapp moved to approve contract B5. Council member Dignan seconded the

motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

6. *New Mexico Department of Workforce Solutions and Tresco; Janitorial Services and Grounds Maintenance, Artesia -- \$18,914.04*

Council member Newall moved to approve contract B6. Council member Kivitz seconded the motion, Council member Trapp abstained, and the Council voted to approve the contract in a 6-0-1 roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, and Newall voting yes.

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

1. *Mid-Region Council of Governments and member Adelante Development Center; Document Destruction Services, Albuquerque: FY 23 -- \$2,531.04, FY 24 -- \$2,607.36*
2. *New Mexico Corrections Department and member Adelante Development Center; Document Destruction Services, Penitentiary of New Mexico, Santa Fe: FY 23 -- \$3,418.17, FY 24 -- \$3,640.56*
3. *New Mexico Department of Finance and Administration and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 23 -- \$3,274.50, FY 24 -- \$3,475.44*
4. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Albuquerque: FY 23 -- \$3,089.42, FY 24 -- 3,650.28*
5. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Rehabilitation Center of New Mexico, Roswell: FY 23 -- \$3,879.84, FY 24-- \$4,120.32*
6. *New Mexico Department of Transportation and member Adelante Development Center; Janitorial Services, Aviation Division, Albuquerque: FY 23 -- \$3,590.52, FY 24 -- \$3,821.04*
7. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Albuquerque: FY 23 -- \$2,177.70, FY 24 -- \$4,562.88*
8. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 23 -- \$3,104.80, FY 24 -- \$2,720.46*
9. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services, Socorro: FY 23 -- \$3,024.25, FY 24 -- \$3,107.94*
10. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 23 -- \$2,978.47, FY 24 -- \$3,173.97*
11. *New Mexico Office of the Attorney General and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 23 -- \$3,793.12, FY 24 -- \$3,911.04*
12. *New Mexico Retiree Health Care Authority and member Adelante Development Center; Document Destruction Services, Albuquerque: FY 23 -- \$4,094.94, FY 24 -- \$4,290.96*
13. *New Mexico State Land Office and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 23 -- \$2,487.81, FY 24 -- \$2,647.68*
14. *New Mexico Tech and member Adelante Development Center; Document Destruction Services, Energetic Materials Research and Testing Center, Socorro: FY 23 -- \$1,902.70, FY 24 -- \$2,956.80*

15. *Thirteenth Judicial District Court and member Adelante Development Center; Document Destruction Services, Multiple Locations: FY 23 -- \$4,399.46, FY 24 -- \$4,743.50*

Council member Dignan moved to approve contracts C1 – C15. Council member Fresquez seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contracts in a 6-0-1 roll call vote, with members Dignan, Fresquez, Lillibridge, Mendonca, Newall, and Trapp voting yes.

16. *New Mexico Department of Information Technology and member Tresco; Janitorial Services: FY 23 -- \$2,208.96, FY 24 -- \$2,600.88*
17. *New Mexico Department of Transportation and member Tresco; Grounds Maintenance, Hobbs Port of Entry: FY 23 -- \$4,872.48, FY 24 -- \$4,568.40*

Council member Dignan moved to approve contracts C16 and C17. Council member Newall seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

d) FY24 Renewal Contracts Over \$5,000

1. *Eleventh Judicial Court and member Adelante Development Center; Document Destruction Services, Multiple Locations: FY 23 -- \$5,730.78, FY 24 -- \$6,222.84*

Council member Dignan moved to approve contract D1. Council member Trapp seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contracts in a 6-0-1 roll call vote, with members Dignan, Fresquez, Lillibridge, Mendonca, Newall, and Trapp voting yes.

2. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 23 -- \$5,553.98, FY 24 -- \$5,861.88*

Council member Newall moved to approve contract D2. Council member Dignan seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contracts in a 6-0-1 roll call vote, with members Dignan, Fresquez, Lillibridge, Mendonca, Newall, and Trapp voting yes.

3. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Southeast Region, Multiple Locations: FY 23 -- \$5,377.81, FY 24 \$5,531.94*

Council member Dignan moved to approve contract D3. Council member Newall seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contracts in a 6-0-1 roll call vote, with members Dignan, Fresquez, Lillibridge, Mendonca, Newall, and Trapp voting yes.

4. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Disability Determination Services Division, Multiple Locations: FY 23 \$13,794.34, FY 24 -- \$9,398.76*

Contract D4 was pulled from consideration.

5. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Behavioral Health Institute, Las Vegas: FY 23 -- \$10,722.30, FY 24 \$10,820.16*

Council member Dignan moved to approve contract D5. Council member Fresquez seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contracts in a 6-0-1 roll call vote, with members Dignan, Fresquez, Lillibridge, Mendonca, Newall, and Trapp voting yes.

6. *New Mexico Department of Tourism and Adelante Development Center; Mailing Services, Santa Fe: FY 23 -- \$14,653.97, FY 24 -- \$15,143.92*

Council member Newall moved to approve contract D6. Council member Dignan seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contracts in a 6-0-1 roll call vote, with members Dignan, Fresquez, Lillibridge, Mendonca, Newall, and Trapp voting yes.

7. *New Mexico Department of Transportation and Adelante Development Center; Rest Area Maintenance, District 6, Milan: FY 23 -- \$275,628.60, FY 24 -- \$291,370.08*

Council member Dignan moved to approve contract D7. Council member Newall seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contracts in a 6-0-1 roll call vote, with members Dignan, Fresquez, Lillibridge, Mendonca, Newall, and Trapp voting yes.

8. *New Mexico Department of Workforce Solutions and Adelante Development Center; Janitorial Services, Albuquerque: FY 23 -- \$143,747.16, FY 24 -- \$163,122.24*

Council member Newall moved to approve contract D8. Council member Dignan seconded the motion, Council members Kivitz and Trapp abstained, and the Council voted to approve the contracts in a 5-0-2 roll call vote, with members Dignan, Fresquez, Lillibridge, Mendonca, and Newall voting yes.

9. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 23 -- \$4,996.20, FY 24 -- \$5,295.36*

Council member Dignan moved to approve contract D9. Council member Mendonca seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contracts in

a 6-0-1 roll call vote, with members Dignan, Fresquez, Lillibridge, Mendonca, Newall, and Trapp voting yes.

10. *New Mexico Public Education Department and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 23 -- \$5,686.26, FY 24 -- 5,866.56*

Council member Dignan moved to approve contract D10. Council member Newall seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contracts in a 6-0-1 roll call vote, with members Dignan, Fresquez, Lillibridge, Mendonca, Newall, and Trapp voting yes.

11. *New Mexico Department of Information Technology and member Crystal Clear Maintenance; Janitorial Services, Albuquerque: FY 23 -- \$7,844.00, FY 24 -- \$8,070.48*

Council member Newall moved to approve contract D11. Council member Dignan seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

12. *New Mexico Department of Transportation and member Crystal Clear Maintenance; Janitorial Services, Research Bureau, Albuquerque: FY 23 -- 8,754.24, FY 24 -- \$9,006.96*

Council member Kivitz moved to approve contract D12. Council member Newall seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

13. *New Mexico Department of Transportation and member Crystal Clear Maintenance; Janitorial Services, Milan Complex, Milan: FY 23 -- \$57,204.84, FY 24 -- \$58,855.68*

Council member Dignan moved to approve contract D13. Council member Fresquez seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

14. *New Mexico Human Services Department and member Crystal Clear Maintenance; Janitorial Services and Grounds Maintenance, Income Support Division, Bernalillo: FY 23 -- \$34,764.24, FY 24 -- \$35,767.20*

Council member Newall moved to approve contract D14. Council member Dignan seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

15. *New Mexico Department of Transportation and member ENMRSH; Janitorial Services, Texico Port of Entry: FY 23 -- \$7,108.56, FY 24 -- \$7,440.96*

Council member Dignan moved to approve contract D15. Council member Kivitz seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

16. *New Mexico Department of Transportation and member ENMRSH; Rest Area Maintenance, District 4: FY 23 -- \$1,632,554.88, FY 24 -- \$1,706,994.48*

Council member Kivitz moved to approve contract D16. Council member Newall seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

17. *New Mexico Department of Information Technology and member Tobosa; Janitorial Services and Grounds Maintenance, Roswell: FY 23 -- \$5,980.20, FY 24 -- same*

Council member Dignan moved to approve contract D17. Council member Newall seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

18. *New Mexico Department of Transportation and member Tobosa; Janitorial Services, Training Academy, Roswell: FY 23 -- \$11,809.56, FY 24 -- 7,963.56*

Council member Newall moved to approve contract D18. Council member Fresquez seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

19. *Dona Ana County and member Tresco; Janitorial Services, Health and Human Services, Multiple Locations: FY 23 -- \$65,382.48, FY 24 -- \$80,638.08*

Council member Dignan moved to approve contract D19. Council member Newall seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

20. *New Mexico Children, Youth, and Families Department and member Tresco; Janitorial Services, John Paul Taylor Center, Las Cruces: FY 23 -- \$29,764.56, FY 24 -- \$31,859.16*

Council member Dignan moved to approve contract D20. Council member Newall seconded the motion, Council member Fresquez abstained, and the Council voted to approve the contract in a 6-0-1 roll call vote, with members Dignan, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

21. *New Mexico Department of Transportation and member Tresco; Grounds Maintenance, Anthony Port of Entry: FY 23 -- \$3,311.28, FY 24 -- \$5,964.36*

Council member Kivitz moved to approve contract D21. Council member Trapp seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

22. *New Mexico Department of Transportation and member Tresco; Grounds Maintenance, Santa Teresa Port of Entry: FY 23 -- \$4,344.72, FY 24 -- \$6,293.04*

Council member Dignan moved to approve contract D22. Council member Newall seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

23. *New Mexico Department of Transportation and member Tresco; Grounds Maintenance, Oro Grande Port of Entry: FY 23 -- \$4,572.96, FY 24 -- \$8,173.80*

Council member Dignan moved to approve contract D23. Council member Newall seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

24. *New Mexico Department of Transportation and member Tresco; Grounds Maintenance, Carlsbad Port of Entry: FY 23 -- \$4,500.96, FY 24 -- \$8,698.44*

Council member Kivitz moved to approve contract D24. Council member Newall seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

25. *New Mexico Department of Transportation and member Tresco; Janitorial Services, Carlsbad Port of Entry: FY 23 -- \$8,674.56, FY 24 -- \$9,110.04*

Council member Kivitz moved to approve contract D25. Council member Dignan seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

26. *New Mexico Department of Transportation and member Tresco; Janitorial Services, Hobbs Port of Entry: FY 23 -- \$11,127.84, FY 24 -- \$11,859.00*

Council member Kivitz moved to approve contract D26. Council member Dignan seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

27. *New Mexico Department of Transportation and member Tresco; Janitorial Services, Oro Grande Port of Entry: FY 23 -- \$13,841.28, FY 24 -- \$14,632.44*

Council member Kivitz moved to approve contract D27. Council member Fresquez seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

28. *New Mexico Department of Transportation and member Tresco; Janitorial Services, Anthony Port of Entry: FY 23 -- \$40,049.76, FY 24 -- \$43,249.80*

Council member Kivitz moved to approve contract D28. Council member Dignan seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

29. *New Mexico Department of Transportation and member Tresco; Janitorial Services, Santa Teresa Port of Entry: FY 23 -- \$42,241.20, FY 24 -- \$44,981.52*

Council member Newall moved to approve contract D29. Council member Dignan seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

e) Changes & Increases

(None)

AGENDA ITEM 9: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY

a) New Service Contracts Directly Distributed Under CNA Authority

1. *New Mexico Department of Finance and Administration and member Adelante Development Center; Document Destruction Services, Santa Fe - \$363.33*
2. *New Mexico Department of Veteran Services and member Adelante Development Center; Document Destruction Services, Santa Fe - \$285.41*
3. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Los Lunas - \$227.34*
4. *San Miguel County and member Adelante Development Center; Document Destruction Services, Las Vegas - \$824.28*
5. *Mid-Region Council of Governments and member Adelante Development Center; Document Destruction Services, Albuquerque - \$197.51*
6. *City of Albuquerque and member DigiPros; Printing Services, Department of Senior Affairs - \$36.08*
7. *City of Albuquerque and member Greetings, Etc.!.; Printing Services - \$124.87*
8. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Department of Senior Affairs - \$620.13*
9. *City of Albuquerque and LifeROOTS; Janitorial Services, Albuquerque Police Department - \$470.56*

b) FY23 Renewal Service Contracts Directly Distributed Under CNA Authority

1. *Horizon Academy West and member Adelante Development Center; Document Destruction*

- Services, Albuquerque: FY 23 -- \$380.32, FY 24 \$394.32*
2. *Mid-Region Council of Governments and member Adelante Development Center; Document Destruction Services, Albuquerque: FY 23 -- \$1,268.95, FY 24 \$1,303.68*
 3. *New Mexico Aging and Long-Term Services Department and member Adelante Development Center; Document Destruction Services, Elder Rights, Santa Fe: FY 23 -- \$1,162.81, FY 24 -- \$1,218.36*
 4. *New Mexico Aging and Long-Term Services Department and member Adelante Development Center; Document Destruction Services, Albuquerque: FY 23 -- \$1,810.26, FY 24 -- \$2,298.68*
 5. *New Mexico Corrections Department and member Adelante Development Center; Document Destruction Services, Albuquerque: FY 23 -- \$2,388.78, FY 24 \$2,444.06*
 6. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 23 -- \$1,957.38, FY 24 \$2,083.08*
 7. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Santa Fe, Information Technology: FY 23 -- \$316.99, FY 24 \$330.96*
 8. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 23 -- \$672.94, FY 24 \$330.96*
 9. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Human Resources, Santa Fe: FY 23 -- \$627.11, FY 24 \$661.92*
 10. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Albuquerque: FY 23 -- \$632.00, FY 24 \$707.76*
 11. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Sequoyah Adolescent Treatment, Albuquerque: FY 23 -- \$1,275.38, FY 24 -- \$1,303.68*
 12. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Bureau of Vital Records, Santa Fe: FY 23 -- \$1,464.49, FY 24 ----- \$1,540.80*
 13. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Infectious Disease, Santa Fe: FY 23 -- \$1,672.07, FY 24 ----- \$1,769.40*
 14. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 23 -- \$1,776.04, FY 24 \$1,810.68*
 15. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Public Health Division, Santa Fe: FY 23 -- \$2,305.51, FY 24 ----- \$2,382.36*
 16. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Albuquerque: FY 23 -- \$316.99, FY 24 \$330.96*
 17. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Gallup: FY 23 -- \$316.99, FY 24 \$330.96*
 18. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Albuquerque: FY 23 -- \$316.99, FY 24 -- \$330.96*
 19. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Albuquerque: FY 23 -- \$316.99, FY 24 -- \$330.96*
 20. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Rio Rancho: FY 23 -- \$316.99, FY 24 -- \$330.96*
 21. *New Mexico Division of Vocational Rehabilitation and member Adelante Development*

Center; Document Destruction Services, Carlsbad: FY 23 -- \$552.62, FY 24 -- \$573.48

- 22. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Clovis: FY 23 -- \$552.62, FY 24 -- \$573.48*
- 23. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Española: FY 23 -- \$552.62, FY 24 -- \$573.48*
- 24. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Farmington: FY 23 -- \$552.62, FY 24 -- \$573.48*
- 25. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Hobbs: FY 23 -- \$552.62, FY 24 -- \$573.48*
- 26. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Roswell: FY 23 -- \$552.62, FY 24 -- \$573.48*
- 27. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Administrative Services, Santa Fe: FY 23 -- \$627.11, FY 24 -- \$661.92*
- 28. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Albuquerque: FY 23 -- \$666.08, FY 24 -- \$707.76*
- 29. New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services, Fair Hearings Bureau, Albuquerque: FY 23 -- \$316.99, FY 24 -- \$330.96*
- 30. New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services, Fair Hearings Bureau, Santa Fe: FY 23 -- \$316.99, FY 24 -- \$330.96*
- 31. New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services, Child Support Enforcement Division, Santa Fe: FY 23 -- \$573.48, FY 24 -- \$457.72*
- 32. New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services, Child Support Enforcement Division, Clovis: FY 23 -- \$861.14, FY 24 -- \$895.92*
- 33. New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services, Child Support Enforcement Division, Farmington: FY 23 -- \$861.14, FY 24 -- \$895.92*
- 34. New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services, Child Support Enforcement Division, Las Vegas: FY 23 -- \$861.14, FY 24 -- \$895.92*
- 35. New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services, Child Support Enforcement Division, Los Lunas: FY 23 -- \$861.14, FY 24 -- \$895.92*
- 36. New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services, Child Support Enforcement Division, Rio Rancho: FY 23 -- \$861.14, FY 24 -- \$895.92*
- 37. New Mexico Office of the State Auditor and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 23 -- \$1,247.34, FY 24 -- \$1,323.84*
- 38. New Mexico Office of the Secretary of State and member Adelante Development Center; Document Destruction Services, FY 23 -- \$1,247.34, FY 24 -- \$1,323.84*
- 39. New Mexico Department of Public Safety and member Adelante Development Center;*

- Document Destruction Services, New Mexico State Police, Hobbs: FY 23 -- \$559.48, FY 24 -- \$573.48*
40. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction Services, New Mexico State Police, Clovis: FY 23 -- \$861.14, FY 24 -- \$895.92*
41. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction Services, New Mexico State Police, Roswell: FY 23 -- \$861.14, FY 24 -- \$895.92*
42. *San Miguel County and member Adelante Development Center; Document Destruction Services, Finance Department: FY 23 -- \$469.04, FY 24 -- \$503.88*
43. *The Ask Academy and member Adelante Development Center; Document Destruction Services, Rio Rancho: FY 23 -- \$1,005.99, FY 24 -- \$1,061.64*
44. *New Mexico Department of Health and member My Bug Guyz; Pest Control Services, Albuquerque: FY 23 -- \$744.12, FY 24 -- \$765.60*
45. *New Mexico Human Services Department and member My Bug Guyz; Pest Control Services, Income Support Division, Bernalillo: FY 23 -- \$1,775.04, FY 24 -- \$1,826.28*
46. *New Mexico Homeland Security and Emergency Management and member My Bug Guyz; Pest Control Services, Santa Fe: FY 23 -- \$1,970.20, FY 24 -- \$2,028.08*
47. *New Mexico Department of Public Safety and member My Bug Guyz; Pest Control Services, Albuquerque: FY 23 -- \$1,190.64, FY 24 -- \$1,189.32*

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 10: DISCUSSION OF ADDING TEMPORARY STAFFING SERVICES AS A SUITABLE OR PERMISSIBLE SERVICE

There was no update at this time.

AGENDA ITEM 11: APPROVAL OF RECOMMENDED CHANGES TO CENTRAL NON-PROFIT AGENCY MEMBERSHIP AGREEMENT, ADDRESSING FEDERAL FISCAL REQUIREMENTS

After review and discussion, Council member Kivitz moved to accept the recommended changes to the Central non-profit agency membership agreement, as they were presented to the Council. Council member Newall seconded the motion and the changes were approved in a unanimous roll call vote, with members Dignan, Fresquez, Kivitz, Lillibridge, Mendonca, Newall, and Trapp voting yes.

AGENDA ITEM 12: REVIEW OF COUNCIL'S PROCEDURE FOR DETERMINING AND RESPONDING TO SIGNIFICANT ADVERSE IMPACT AND VERIFICATION OF FAIR MARKET PRICE

After review of the current adverse impact procedure and why it was created and implemented, Mr. Loehman advised that a majority of the adverse impact claims received by Horizons were submitted on the basis of pricing – wherein the customer procuring the service had received an alternate lower bid price that exceeded the 15% threshold outlined in the procedure.

The Council agreed to move on the agenda item 13 so that the related agenda items could be

discussed together.

AGENDA ITEM 13: REPORT TO COUNCIL OF STATE PURCHASING DIVISION DETERMINATIONS OF SIGNIFICANT ADVERSE IMPACT

- New Mexico Department of Transportation
- New Mexico Children, Youth, and Families Department

Valerie Paulk, State Purchasing Division (SPD), stated to the Council that SPD doesn't determine adverse impact, but rather, the chief procurement officer at the procuring agency determines that. She went on to explain that – as with the situation with New Mexico Department of Transportation (NMDOT) – SPD allows procuring agencies to proceed with an invitation to bid (ITB) when the procuring agency makes that request because a lower price is being pursued. If that ITB results in Horizons having the preferable bid, SPD will cancel the ITB.

Council member Kivitz advocated that comparisons between bids should include reviews of not only price, but also scopes of work, benefits and wages paid to employees, and other nonfinancial criteria – especially due to the fact that state use program contract information is available to the public through the Sunshine Portal.

Council member Fresquez left the meeting at this time, 4:05 p.m. MDT, effectively ending a quorum.

After discussion, it was decided that further discussion and review should take place between Horizons and SPD about the current adverse impact procedure and which entity would be best equipped to make that determination. Council member Trapp offered to take part in that discussion as well.

Council member Trapp left the meeting at this time, 4:15 p.m. MDT.

Mr. Loehman agreed to set up a meeting between Horizons and SPD for the following week to review what was discussed during the council meeting, and the agenda item was tabled for a later meeting date.

Council member Mendonca left the meeting at this time, 4:18 p.m. MDT.

AGENDA ITEM 14: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 15: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

Brian Ammerman, Adelante Development Center, thanked the Council for facilitating the discussion that took place during the council meeting surrounding the adverse impact procedure. Greg Block, Tresco, echoed Mr. Ammerman's sentiment and expressed that the situation would benefit from continued detailed and nuanced discussion.

AGENDA ITEM 16: COUNCIL DISCUSSION

There was no council discussion at this time.

AGENDA ITEM 17: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

An update and further discussion about the procedure for determining and responding to significant adverse impact and verification of fair market price, and an action item about the direct distribution procedure, were included as suggested future agenda items.

AGENDA ITEM 18: DATE AND LOCATION OF NEXT MEETING

The date of the next council meetings was scheduled for Wednesday, June 28, 2023, to take place at 1:30 p.m. MDT at the New Mexico Commission for the Blind, and also remotely via Zoom, pending the confirmation that a quorum would be able to be established.

AGENDA ITEM 19: ADJOURN

With no further business, the meeting was adjourned at 4:25 p.m.

Kathleen Pinyan

Kathleen Pinyan, Chair

8/8/2023

Date