

NEW MEXICO COUNCIL FOR PURCHASING  
FROM PERSONS WITH DISABILITIES

AGENDA

REGULAR MEETING

April 15, 2020, 1:30 PM

To Participate by Phone, Council Members and Members of the Public May Call:  
1-877-853-5257 and use Meeting ID 836991688

To Participate by Video Conference, Council Members and Members of the Public May Go To:  
<https://us04web.zoom.us/j/836991688> and use Meeting ID 836991688

If you require meeting materials or encounter any difficulties participating,  
please contact Sandra Lucero at 505-345-1540 or [slucero@horizonsofnewmexico.org](mailto:slucero@horizonsofnewmexico.org)

1. Call to Order
2. Roll Call
3. Introduction of Guests and Staff
4. Approval of Agenda
5. Approval of the Minutes of the Special Meeting of March 23, 2020
6. Chair Update, Lisa Dignan
7. Central Nonprofit Agency Update, Matt Loehman
8. Acceptance of Central Nonprofit Agency Annual Audit, Matt Loehman
9. Approval of Open Meetings Act Resolution, Revising to Include Procedures for Meetings Held During Times of State Emergencies
10. 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 Department of Military Affairs and Unlimited Office Management Systems; Janitorial Services – \$2,502.07

- b) New Contracts Over \$5,000
  - 1. New Mexico Health Insurance Exchange and member DigiPros; Printing and Mailing Services – \$300,000.00
  - 2. New Mexico Department Homeland Security & Emergency Management and member Unlimited Office Management Systems; Janitorial Services – \$28,750.40
- c) FY21 Renewal Contracts \$5,000 and Under
  - 1. New Mexico Department of Game & Fish and member Tresco; Grounds Maintenance – FY 20 - \$2,402.88, FY 21 - \$2,529.73
- d) FY21 Renewal Contracts Over \$5,000
  - 1. New Mexico Children, Youth & Families Department and member Tresco; Janitorial Services – FY 20 - \$18,886.92, FY 21 - \$21,696.60
- 9. Service Contracts Directly Distributed Under Central Nonprofit Agency Authority
  - a) New Service Contracts Directly Distributed Under CNA Authority
    - 1. Eighth Judicial District Court and member Adelante Development Center; Document Destruction Services – \$1,090.45
    - 2. New Mexico Energy, Minerals & Natural Resources Department and member Adelante Development Center; Document Destruction Services – \$643.60
    - 3. San Juan College and member Buddy Check; Printing Services – \$303.51
    - 4. San Juan College and member Buddy Check; Printing Services – \$357.00
    - 5. San Juan College and member Buddy Check; Printing Services – \$474.23
    - 6. San Juan College and member Greetings, Etc.!.; Printing Services – \$357.00
    - 7. San Juan College and member Greetings, Etc.!.; Printing Services – \$474.23
    - 8. New Mexico Division of Vocational Rehabilitation and member Top Tier Movers; Moving Services – \$225.76
    - 9. New Mexico Division of Vocational Rehabilitation and member Top Tier Movers; Moving Services – \$773.19
    - 10. New Mexico Department Homeland Security & Emergency Management and member Unlimited Office Management Systems; Janitorial Services – \$227.35
  - b) FY21 Renewal Service Contracts Directly Distributed Under CNA Authority  
  
(none)
  - c) Contracts Directly Distributed Under CNA Authority in Cases of Urgent and Immediate Need, or in Cases of State or National Emergency
    - 1. New Mexico Department of Health and member Tresco; Grounds Maintenance – \$5,579.40
    - 2. New Mexico Human Services Department and Unlimited Office Management Systems; Janitorial Services – \$5,515.89

3. New Mexico Department of Military Affairs and Unlimited Office Management Systems; Janitorial Services – \$15,256.78
10. Central Nonprofit Agency Quarterly Report, Matt Loehman
11. Approval of Increasing the Value of Contracts Eligible for Direct Distribution by the Central Nonprofit Agency When Contracts Over \$7,500 are Required Due to a State or National Emergency, Revising the Procedure for Central Nonprofit Agency Direct Distribution of Small Contracts
12. Discussion of Proposed Declaration Affirming Compliance with Statutory Requirements for Members
13. Review of Currently Excluded Services
  1. Administrative Reports
  2. Architects
  3. Archeologists
  4. Certified Public Accountants
  5. Construction Managers
  6. Construction Services
  7. Demolition
  8. Engineers
  9. IT – Enterprise Applications
  10. IT – IV & V
  11. IT – Project Management
  12. Landscape Architects
  13. Lawyers
  14. Management and Systems Analysts
  15. Medical Arts Practitioners
  16. Planners
  17. Psychologists
  18. Registered Public Accountants
  19. Remediation – Wall Repair
  20. Researchers
  21. Roof Repair and Maintenance
  22. Marketing
  23. Scientists
  24. Stair Replacement
  25. Survey Services
  26. Surveyors
14. Approval of Added and Removed Suitable Services
15. Subcommittee Updates
16. Open Public Forum and Public Comments
17. Council Discussion

18. Suggested Agenda Items for Future Meetings

19. Date and Location of Next Meeting

20. Adjourn