

NEW MEXICO COUNCIL FOR PURCHASING  
FROM PERSONS WITH DISABILITIES

AGENDA REGULAR MEETING

February 12, 1:30 PM

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

To Participate by Phone, Members of the Public May Call: 1-877-853-5257 and use Meeting ID 83715699110  
Or use One Tap Mobile: +16699009128,,83715699110#,,,,\*904668#

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<https://us02web.zoom.us/j/83715699110?pwd=3HWsaj0u8dJxe1Zl420OogLqnttcuV.1> and use  
Meeting ID 83715699110

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 Possible Changes to the Order of the Agenda and Possible Tabling of Agenda Items
5. Approval of the Minutes of the Regular Meeting on December 11, 2024
6. Chair Update, Kathleen Pinyan
7. Central Nonprofit Agency (CNA) Update, Matt Loehman
8. Update on New State Use Providers
  - a) Arborscapes
9. Public Comments
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 meeting materials or additional information about any contracts listed on the agenda.

\*Note: Please help us accommodate our co-workers, clients, and visitors who are sensitive to scented items by being conscientious in your use of perfume, aftershave, lotion, hair products, or other fragrances.

a) New Contracts Over \$5,000

(none)

b) FY 26 Renewal Contracts Over \$5,000

1. New Mexico Department of Game and Fish and provider Tresco; Janitorial Services and Grounds Maintenance, Albuquerque and Roswell: FY 25 -- \$252,387.60, FY 26 -- \$264,384.80

c) Temporary Staffing Service Contracts

(none)

d) Changes & Increases

1. City of Albuquerque and provider Clearly Clean Janitorial Service; Janitorial Services, Transit Department, Daytona Transit Facility: Current -- \$32,016.00, New -- \$82,875.12

11. Service Contracts Directly Distributed Under Central Nonprofit Agency Authority

a) New Service Contracts Directly Distributed Under CNA Authority

1. Albuquerque Bernalillo County Water Utility Authority and provider Adelante Development Center; Document Destruction Services, Albuquerque -- \$326.61
2. City of Truth or Consequences and provider Adelante Development Center; Document Destruction Services, Community Services Division -- \$61.77
3. New Mexico Department of Health and provider Adelante Development Center; Document Destruction Services, Los Lunas -- \$262.09
4. New Mexico Department of Information Technology and provider Adelante Development Center; Document Destruction Services, Santa Fe -- \$1,254.36
5. New Mexico Department of Workforce and provider Adelante Development Center; Document Destruction Services, Albuquerque -- \$1,283.73
6. New Mexico Health Care Authority and provider Adelante Development Center; Document Destruction Services, Hobbs -- \$418.63
7. New Mexico Health Care Authority and provider Adelante Development Center; Document Destruction Services, Roswell -- \$656.32
8. Taos County and provider Adelante Development Center; Document Destruction Services, Finance Department, Taos -- \$364.78
9. Torrance County and provider Adelante Development Center; Document Destruction Services, Administration, Estancia -- \$243.88
10. City of Rio Rancho and provider Clearly Clean Janitorial Service; Janitorial Services, Enchanted Hills -- \$1,602.23
11. City of Rio Rancho and provider Clearly Clean Janitorial Service; Janitorial Services, Ester Bone Library -- \$2,080.09

12. City of Rio Rancho and provider Clearly Clean Janitorial Service; Janitorial Services, Rio Rancho Department -- \$1,124.38
13. New Mexico Department of Information Technology and provider Crystal Clear Maintenance; Janitorial Services, Albuquerque -- \$494.78
14. City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Office of the City Clerk -- \$203.37
15. City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Mayor's Office -- \$956.55
16. City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Office of City Clerk -- \$1,016.07
17. City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Albuquerque Police Department -- \$1,365.38
18. City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Office of the City Clerk -- \$1,645.35
19. City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Mayor's Office -- \$1,726.32
20. City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Albuquerque Police Department -- \$2,220.94
21. City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Mayor's Office -- \$3,026.95
22. City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Office of the City Clerk -- \$3,420.82
23. City of Rio Rancho and provider Greetings, Etc.!.; Printing Services -- \$99.93
24. City of Rio Rancho and provider Greetings, Etc.!.; Printing Services, Utilities Department -- \$1,068.16
25. New Mexico Department of Health and provider My Bug Guyz; Pest Control Services, Sequoyah Adolescent Treatment Center -- \$427.80
26. New Mexico Department of Military Affairs and provider Unlimited Office Management Systems; Janitorial Services, Readiness Center, Santa Fe -- \$1,476.75

b) FY 25 Renewal Service Contracts Directly Distributed Under CNA Authority

1. New Mexico Department of Workforce Solutions and provider Tresco; Grounds Maintenance, Deming: FY 24 -- \$3,078.96, FY 25 -- \$3,185.16
2. New Mexico Department of Workforce Solutions and provider Tresco; Grounds Maintenance, Las Cruces: FY 24 -- 2,816,88, FY 25 -- \$2,891.40

c) Temporary Staffing Service Contracts Directly Distributed Under CNA Authority

1. New Mexico Department of Health and provider Peak Performers; Temporary Staffing Services -- Secretary II, Administrative Services Department, Santa Fe -- Billable Hourly Rate: \$35.42

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

(none)

12. Central Nonprofit Agency Quarterly Report

### 13. Discussion and Approval of Amended Program Temporary Staffing Service Job Titles

- a) Acct Analyst level I (current), Accountant I (new)
- b) Acct Analyst Level II (current), Accountant II (new)
- c) Certified Public Acct Level I (current), Accountant III (new)
- d) Certified Public Acct Level II (current), Accountant IV (new)
- e) Certified Public Acct Level III (current), Accountant V (new)
- f) Accounting Clerk I (current), Accounting Technician I (new)
- g) Accounting Clerk II (current), Accounting Technician II (new)
- h) Accounting Clerk III (current), Accounting Technician III (new)
- i) Desk Clerk (current), Clerk I (new)
- j) Data Entry Operator I (current), Clerk II (new)
- k) Data Entry Operator II (current), Clerk III (new)
- l) Housekeeping Aide (current), Custodian I (new)
- m) Customer Service Rep I (current), Customer Service Representative I (new)
- n) Customer Service Rep II (current), Customer Service Representative II (new)
- o) Customer Service Rep III (current), Customer Service Representative III (new)
- p) IT Security Administrator I (current), Cybersecurity Analyst I (new)
- q) IT Security Administrator II (current), Cybersecurity Analyst II (new)
- r) IT Security Administrator III (current), Cybersecurity Analyst III (new)
- s) Data Conversion Specialist (current), Data Analyst I (new)
- t) Secretary II (current), Executive Assistant I (new)
- u) Secretary III (current), Executive Assistant II (new)
- v) Financial Analyst Level I (current), Financial Analyst I (new)
- w) Financial Analyst Level II (current), Financial Analyst II (new)
- x) Financial Analyst III (current), Financial Analyst III (new)
- y) Laborer Grounds Maintenance (current), Groundskeeper I (new)
- z) Court Reporter (current), Hearings Reporter (new)
- aa) Database Management Specialist I (current), Information Specialist I (new)
- bb) Database Management Specialist II (current), Information Specialist II (new)
- cc) Database Management Specialist III (current), Information Specialist III (new)
- dd) Computer Operator I (current), Information Technology Support Specialist I (new)
- ee) Computer Operator II (current), Information Technology Support Specialist II (new)
- ff) Computer Operator III (current), Information Technology Support Specialist III (new)
- gg) Computer Operator IV (current), Information Technology Support Specialist IV (new)
- hh) Computer Operator V (current), Information Technology Support Specialist V (new)
- ii) Paralegal/Legal Assistant I (current), Legal Assistant I (new)
- jj) Paralegal/Legal Assistant II (current), Legal Assistant II (new)
- kk) Paralegal/Legal Assistant III (current), Legal Assistant III (new)
- ll) Paralegal/Legal Assistant IV (current), Legal Assistant IV (new)
- mm) Gen Maintenance Worker (current), Maintenance Specialist I (new)
- nn) IP Project Manager (current), Manager I (new)
- oo) Network Support Specialist I (current), Network Specialist I (new)
- pp) Network Support Specialist II (current), Network Specialist II (new)
- qq) Network Support Specialist III (current), Network Specialist III (new)
- rr) Computer Programmer I (current), Programmer I (new)
- ss) Computer Programmer II (current), Programmer II (new)
- tt) Computer Programmer III (current), Programmer III (new)

- uu) Computer Programmer IV (current), Programmer IV (new)
- vv) Application Developer I (current), Programmer V (new)
- ww) Application Developer II (current), Programmer VI (new)
- xx) Project Analyst (current), Project Management Specialist I (new)
- yy) IT Project Manager (current), Project Manager I (new)
- zz) Receptionist/Switchboard (current), Operator Receptionist I (new)
- aaa) Secretary I (current), Receptionist II (new)
- bbb) Medical Record Clerk (current), Records Analyst I (new)
- ccc) Medical Records Technician (current), Records Analyst II (new)
- ddd) Computer Systems Analyst I (current), Systems Administrator I (new)
- eee) Computer Systems Analyst II (current), Systems Administrator II (new)
- fff) Computer Systems Analyst III (current), Systems Administrator III (new)
- ggg) System Admin Support Tech I (current), Systems Administrator IV (new)
- hhh) System Admin Support Tech II (current), Systems Administrator V (new)
- iii) System Admin Support Tech III (current), Systems Administrator VI (new)

#### 14. Approval of Added Suitable Temporary Staffing Services

- a) Accountant VI Accountant VII
- b) Administrative Assistant I
- c) Administrative Assistant II
- d) Administrative Assistant III
- e) Administrative Assistant IV
- f) Administrative Assistant V
- g) Administrative Assistant VI
- h) Auditor I Auditor II
- i) Auditor III
- j) Auditor IV
- k) Auditor V
- l) Clerk IV
- m) Contract Specialist I
- n) Contract Specialist II
- o) Contract Specialist III
- p) Contract Specialist IV
- q) Contract Specialist V
- r) Customer Service Representative
- s) IV Customer Service Representative V
- t) Data Analyst II
- u) Data Analyst III
- v) Data Analyst IV
- w) Data Analyst V
- x) Data Analyst VI
- y) Executive Assistant III
- z) Executive Assistant III
- aa) Executive Assistant IV
- bb) Executive Assistant IV
- cc) Financial Analyst IV
- dd) Grant Specialist I
- ee) Grant Specialist II
- ff) Grant Specialist III

gg) Grant Specialist IV  
hh) Grant Specialist V  
ii) Information Specialist IV  
jj) Information Specialist V  
kk) Inventory and Store Specialist I  
ll) Inventory and Store Specialist II  
mm) Inventory and Store Specialist III  
nn) Inventory and Store Specialist IV  
oo) Inventory and Store Specialist V  
pp) Legal Assistant V  
qq) Librarian I  
rr) Librarian II  
ss) Librarian III  
tt) Librarian IV  
uu) Library Assistant I  
vv) Library Assistant II  
ww) Manager II  
xx) Manager III  
yy) Manager IV  
zz) Manager V  
aaa) Manager VI  
bbb) Manager VII  
ccc) Marketing Specialist I  
ddd) Marketing Specialist II  
eee) Marketing Specialist III  
fff) Marketing Specialist IV  
ggg) Marketing Specialist V  
hhh) Network Specialist IV  
iii) Network Specialist V  
jjj) Network Specialist VI  
kkk) Project Management Specialist II  
lll) Project Management Specialist III  
mmm) Project Manager II  
nnn) Project Manager III  
ooo) Project Manager IV  
ppp) Project Manager V  
qqq) Purchaser I  
rrr) Purchaser II  
sss) Purchaser III  
ttt) Purchaser IV  
uuu) Purchaser V  
vvv) Purchaser VI  
www) Purchaser VII  
xxx) Records Analyst III  
yyy) Training and Development Specialist I  
zzz) Training and Development Specialist II  
aaaa) Training and Development Specialist III  
bbbb) Training and Development Specialist IV  
cccc) Training and Development Specialist V  
dddd) Training and Development Specialist VI

15. Approval of Proposed FY 25 Temporary Staffing Services Rates
16. Discussion and Approval of proposed changes to NMAC Rules and selection of Rules Committee
17. Subcommittee Updates
18. Closing Public Comments
19. Council Discussion
20. Suggested Agenda Items for Future Meetings
21. Date and Location of Next Meeting
22. Adjourn