

NEW MEXICO COUNCIL FOR PURCHASING
FROM PERSONS WITH DISABILITIES

AGENDA REGULAR MEETING

February 7, 2024, 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 85796691882
Or use One Tap Mobile: +13462487799,,85796691882#

To Participate by Video Conference, Members of the Public May Go To:
<https://us02web.zoom.us/j/85796691882?pwd=cndFYVZ2clB6VXVMUFBHaTZGVUUzQT09> and
use Meeting ID 85796691882

If you require meeting materials or encounter any difficulties participating, please contact Sandra Lucero at
505-345-1540 or 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 January 10, 2024
6. Chair Update, Kathleen Pinyan
7. Central Nonprofit Agency Update, Matt Loehman
8. Public Comments
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 meeting materials or additional information about any contracts listed on the agenda.

a) New Contracts Over \$5,000

1. New Mexico Department of Transportation and provider Adelante Development Center; Document Imaging -- \$36,036.00
2. City of Santa Fe and provider Nebula Advisers; Janitorial Services, Public Works Department -- \$14,699.66
3. New Mexico Department of Military Affairs and provider Unlimited Office Management Systems; Grounds Maintenance, New Mexico Military Museum, Santa Fe -- \$5,885.13

b) FY 25 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 24 -- \$239,259.32, FY 25 -- \$252,387.60

c) Changes & Increases

(none)

10. Service Contracts Directly Distributed Under Central Nonprofit Agency Authority

a) New Service Contracts Directly Distributed Under CNA Authority

1. New Mexico Administrative Office of the Courts and provider Adelante Development Center; Document Destruction Services, Santa Fe -- \$101.55
2. New Mexico Commission for the Blind and provider Adelante Development Center; Document Destruction Services, Santa Fe -- \$217.64
3. New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, South Valley -- \$156.36
4. New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, Albuquerque Lomas Office -- \$393.87
5. New Mexico Department of Health and provider Adelante Development Center; Document Destruction Services, Developmental Disabilities Supports Division, Santa Fe -- \$462.14
6. New Mexico Human Services Department and provider Adelante Development Center; Document Destruction Services, Behavioral Health Services Division, Santa Fe -- \$64.48
7. New Mexico Legislative Education Study Committee and provider Adelante Development Center; Document Destruction Services, Santa Fe -- \$179.42
8. Town of Taos and provider Adelante Development Center; Document Destruction Services -- \$2,937.73
9. City of Albuquerque and provider Crystal Clear Maintenance; Janitorial Services, Bear Canyon Senior Center -- \$3,338.47
10. City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Planning Department -- \$3,819.38
11. New Mexico Department of Cultural Affairs and provider Greetings, Etc.!. Printing Services, National Hispanic Cultural Center -- \$234.26

b) FY 24 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

(none)

11. Approval of Added Suitable Temporary Staffing Services

- a) 10 Desk Clerk
- b) Receptionist/Switchboard Operator
- c) Court Reporter
- d) Customer Service Rep I
- e) Customer Service Rep II
- f) Customer Service Rep III
- g) Data Entry Operator I
- h) Data Entry Operator II
- i) Secretary I
- j) Secretary II
- k) Secretary III
- l) Paralegal/Legal Assistant I
- m) Paralegal/Legal Assistant II
- n) Paralegal/Legal Assistant III
- o) Paralegal/Legal Assistant IV
- p) Medical Record Clerk
- q) Medical Record Technician
- r) Accounting Clerk I
- s) Accounting Clerk II
- t) Accounting Clerk III
- u) Certified Public Acct Level I
- v) Certified Public Acct Level II
- w) Certified Public Acct Level III
- x) Acct Analyst level I
- y) Acct Analyst Level II
- z) Financial Analyst Level I
- aa) Financial Analyst Level II
- bb) Financial Analyst III
- cc) Computer Operator I
- dd) Computer Operator II
- ee) Computer Operator III
- ff) Computer Operator IV
- gg) Computer Operator V
- hh) Computer Programmer I (1)
- ii) Computer Programmer III (1)
- jj) Computer Programmer III (1)
- kk) Computer Programmer IV (1)
- ll) Computer Systems Analyst I (1)
- mm) Computer Systems Analyst II (1)
- nn) Computer Systems Analyst III (1)
- oo) Personal Computer Support Tech
- pp) System Support Specialist
- qq) Data Conversion Specialist

- rr) IT Security Administrator I
- ss) IT Security Administrator II
- tt) IT Security Administrator III
- uu) Network Support Specialist I
- vv) Network Support Specialist II
- ww) Network Support Specialist III
- xx) System Admin Support Tech I
- yy) System Admin Support Tech II
- zz) System Admin Support Tech III
- aaa) Help Desk Support Specialist I
- bbb) Help Desk Support Specialist II
- ccc) Help Desk Support Specialist III
- ddd) Database Management Specialist I
- eee) Database Management Specialist II
- fff) Database Management Specialist III
- ggg) IT Project Manager
- hhh) IP Project Manager
- iii) Project Analyst
- jjj) Application Developer I
- kkk) Application Developer II
- lll) Gen Maintenance Worker
- mmm) Housekeeping Aide
- nnn) Janitor
- ooo) Laborer
- ppp) Laborer, Grounds Maintenance

12. Approval of Proposed FY 24 Temporary Staffing Services Rates

13. Discussion and Approval of Changes to the Council's Adverse Impact Procedure to Modify the Appeal process

14. Subcommittee Updates

15. Closing Public Comments

16. Council Discussion

17. Suggested Agenda Items for Future Meetings

18. Date and Location of Next Meeting

19. Adjourn