



**MICHELLE LUJAN GRISHAM**  
GOVERNOR

**KEN ORTIZ**  
CABINET SECRETARY

**State of New Mexico**  
General Services Department

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July 31, 2020

Lynn A. Trujillo, Cabinet Secretary  
New Mexico Indian Affairs Department  
Willie Ortiz Building  
2600 Cerrillos Road  
Santa Fe, NM 87505

RE: State Tribal Collaboration Act Agency Annual Report

Secretary Trujillo,

Enclosed please find the General Services Department's State Tribal Collaboration Act Agency Annual Report for fiscal year 2020. Please do not hesitate to contact me at 505-216-8837 with any questions you may have regarding this document.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "C. Lee".

Christopher Lee, Strategic Planning Officer/Tribal Liaison  
New Mexico General Services Department

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**STATE-TRIBAL COLLABORATION ACT  
FISCAL YEAR 2020 AGENCY REPORT**

**GENERAL SERVICES DEPARTMENT (GSD) – 350**

**I.EXECUTIVE SUMMARY**

GSD’s core mission is to provide support services to state agencies and their employees, certain local public bodies and private sector vendors. GSD is also a key player in Governor Michelle Lujan Grisham’s Buy New Mexico Initiative, where state agencies conduct outreach efforts and provide technical assistance to encourage New Mexico businesses to contract with the state.

**II.AGENCY OVERVIEW / BACKGROUND**

**Vision**

To be a national leader in strategic public sector support services.

**Mission Statement**

To achieve the highest level of government efficiency through consolidation of resources and improved operating procedures.

**Agency Overview**

The General Services Department furnishes essential resources and services that support the operations of state government in New Mexico.

With expertise in numerous technical and enterprise operations, GSD’s divisions and professional staff provide:

- Multiple lines of insurance coverage and group health benefits;
- Litigation defense;
- Loss prevention and alternative dispute resolution services;
- Facility planning and design services;
- Construction management;
- Building maintenance services;
- Vehicle fleet and air transportation services;
- Legal and technical procurement assistance and support for agencies; and
- Printing and graphic art products and services.

Our customers include state agencies, local public bodies, public schools and institutions of higher education.

The State Purchasing Division’s (SPD) role is to obtain best value in acquisitions through compliance with the New Mexico procurement code, by providing outreach and training to businesses, engaging with all executive branch agencies, enriching the Chief Procurement Officer Program and ensuring a fair and open procurement process.

GSD’s statutory mission is “to make state government more efficient and responsive through consolidating certain state government service functions; and to establish a single, unified

department to administer laws relating to services for governmental entities....” (Section 9-17-2 NMSA 1978)

GSD is a value driven organization staffed by highly trained and committed team members who fully understand the relationship of our mission to effective government operations. GSD’s success is measured by the satisfaction of our customer agencies and our ability to earn and maintain their trust and confidence.

### III. CONTACT INFORMATION

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### IV. AGENCY EFFORT TO IMPLEMENT POLICY

***Describe the agency’s efforts in fiscal year 2020 to communicate, collaborate and consult with tribes, as described in the Tribal Collaboration and Communication Policy.***

GSD’s primary mission is to provide services and resources to state agencies, state employees, local public bodies, educational institutions and vendors. Below are some of GSD’s FY20 communication, collaboration and consultation efforts:

- On October 29, 2019, SPD representatives attended the Annual Navajo Nation Business Opportunity Day in Window Rock, AZ. SPD Division Director Mark Hayden met with President Nez to discuss his possible involvement with the Buy New Mexico Initiative. Director Hayden also met with representatives from several Navajo business and encouraged them to register with SPD to receive contract solicitations for goods and services.
- On November 19 and 20, 2019, SPD attended the Native American Economic Summit at the Sandia Resort. SPD Director Mark Hayden met with Executive Director Marvis Aragon to discuss his possible involvement with the Buy New Mexico Initiative. Director Hayden and a member of his staff also met with representatives from several Native American businesses and encouraged them to register with SPD to receive contract solicitations for goods and services. Mr. Aragon offered Director Hayden the opportunity to speak at future American Indian Chamber of Commerce luncheons and meet with Pueblo leaders.

The Buy New Mexico Initiative will also tie into Governor Lujan Grisham’s New Mexico Business Summit. The Summit is an event and forum where New Mexico businesses, along with State and Local Governments, can participate together to provide technical assistance to businesses in a variety of areas.

***Provide a brief description of how your agency reviews and assesses its current Tribal Communication and Collaboration policy.***

The Strategic Planning Officer/Tribal Liaison reviews the GSD Communication and Collaboration policy annually to ensure that the policy and the department's goal and objectives do not conflict. If updates to the policy are required, GSD reviews and approves the edits cooperatively. The IAD reviews proposed changes for compliance with the State Tribal Collaboration Act.

***Provide a brief description of other methods used by your agency for outreach to or solicitation of input from tribal governments, American Indians / Alaska Natives ("AI/AN") and/or Indian organizations regarding your agency's initiatives, planning activities, programs and services and the results of those methods.***

- GSD's SPD interacts with, and supports, New Mexico's small and minority-owned business community as they compete for government contracts. This support includes Tribal businesses.
- The GSD Cabinet Secretary and Tribal Liaison attend the Annual Tribal Leaders Summit where they discuss agency services and programs with tribal representatives in an effort to identify opportunities for collaboration.

***Describe how your agency notifies tribes, AI/AN and/or Indian organizations of funding opportunities, RFP's, available grants, and technical assistance or training opportunities;***

GSD's SPD notifies New Mexico's business community of contract opportunities by posting requests for proposals (RFPs), invitations to bid (ITBs) and vendor assistance information on the GSD website. SPD will also be providing updates to the Buy New Mexico Initiative, designed to encourage New Mexico businesses to contract with the state, on this site as well.

## V. CURRENT AND PLANNED PROGRAMS AND SERVICES FOR AMERICAN INDIANS

***Provide a description of current and planned programs and services provided to or directly affecting American Indians or Alaska Natives and the amount of funding for each program.***

The mission of the Buy New Mexico Initiative is to encourage the establishment of new businesses, grow existing businesses and promote New Mexico small business contracting with the state of New Mexico.

The Initiative will provide a forum for representatives of state and local governments along with chambers of commerce and business development centers to provide outreach and training to New Mexico businesses on opportunities in state and local procurement and contracting processes.

***Identify main agency accomplishments and challenges regarding Pueblos, Tribes, American Indian/Alaska Native organizations, including significant state-tribal issues, recommendations and/or priorities addressed in fiscal year 2020.***

Participation SPDs in the Navajo Nation Business Opportunity Day and Native American Economic Summit represent two of GSD's FY20 accomplishments. The events, in addition to the Buy New Mexico Initiative, represent new opportunities for collaboration and development of business relationships.

***Goals for fiscal year 2021 relating to tribes, AI/AN and/or Indian organizations.***

GSD's FY21 plan is to schedule more outreach and training programs for New Mexico's business community through the Buy New Mexico Initiative and the Governor's Business Summit. SPD would also like to attend additional business and economic events hosted by New Mexico's Pueblos, Tribes and American Indian organizations.

GSD's goal is to provide technical assistance to New Mexico's businesses in order to help them receive solicitations and respond to requests for proposals (RFPs) and invitations to bid (ITBs).

#### VI. TRAINING AND EMPLOYEE NOTIFICATION

- A. *STCA Training Certification:* The GSD Strategic Planning Officer attended the "Building Cultural Equity with Native Nations" course on December 3, 2019.
- B. *Employee Notification about the STCA:* GSD utilizes its SharePoint web portal and meetings with division directors to notify agency personnel about the STCA.

#### VII. State Tribal Consultation, Collaboration, and Communication Policy

GSD is in the process of updating the format (not content) of the STCA policy to conform to agency policy templates.