

## CITY OF SANTA FE

## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Santa Fe (the "City") and Santa Fe Public Schools (SFPS) Sweeney Elementary Early Intervention Program (EIP) (the "Contractor"). The date of this Agreement shall be the date when it is executed by the City and the Contractor, whichever occurs last.

1. SCOPE OF SERVICES

The Contractor shall provide the following services for the City as described by the agencies selected funding category/goal area and the selected indicators as described in Exhibit "A" attached hereto and incorporated herein.

2. STANDARD OF PERFORMANCE; LICENSES

A. The Contractor represents that it possesses the personnel experience and knowledge necessary to perform the services described under this Agreement.

B. The Contractor agrees to obtain and maintain throughout the term of this Agreement, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives and subcontractors.

3. COMPENSATION

A. The City shall pay to the Contractor in full payment for services rendered, a sum not to exceed fifty-four thousand dollars (\$54,000.00), inclusive of applicable gross receipts taxes and which is also described in Exhibit "B" attached hereto.

Payment shall be made as follows:

FY 18/19 \$27,000.00

FY 19/20 \$27,000.00

B. The Contractor shall be responsible for payment of gross receipts taxes levied by the State of New Mexico on the sums paid under this Agreement.

C. Payment shall be made upon receipt, approval and acceptance by the City of detailed statements containing a report of services completed. Compensation shall be paid only for services actually performed and accepted by the City.

4. APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the City for the performance of this Agreement. If sufficient appropriations and authorization are not made by the City, this Agreement shall terminate upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

5. TERM AND EFFECTIVE DATE

This Agreement shall be effective when signed by the City and the Contractor, whichever occurs last, and shall terminate on June 30th, 2020, unless terminated sooner pursuant to Article 6 below. The term of this Agreement may be extended for an additional period of one year, not to exceed two (2) years, by a written amendment in accordance with the terms of this Agreement.

6. TERMINATION

A. This Agreement may be terminated by the City upon 30 days written notice to the Contractor.

(1) The Contractor shall render a final report of the services

performed up to the date of termination and shall turn over to the City original copies of all work product, research or papers prepared under this Agreement.

(2) If compensation is not based upon hourly rates for services rendered, therefore the City shall pay the Contractor for the reasonable value of services satisfactorily performed through the date Contractor receives notice of such termination, and for which compensation has not already been paid.

(3) If compensation is based upon hourly rates and expenses, Contractor shall be paid for services rendered and expenses incurred through the date Contractor receives notice of such termination.

7. STATUS OF CONTRACTOR; RESPONSIBILITY FOR PAYMENT OF EMPLOYEES AND SUBCONTRACTORS

A. The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor, and its agents and employees, shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this Agreement.

B. Contractor shall be solely responsible for payment of wages, salaries and benefits to any and all employees or subcontractors retained by Contractor in the performance of the services under this Agreement.

C. The Contractor shall comply with City of Santa Fe Minimum Wage, Article 28-1-SFCC 1987, as well as any subsequent changes to such article throughout the term of this Agreement.

8. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.

9. CONFLICT OF INTEREST

A. The Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. Contractor further agrees that in the performance of this Agreement no persons having any such interests shall be employed.

B. The Contractor warrants that no officer or employee of the City or its designees or agents, no member of the governing body, and no other public official of the locality who exercises any function or responsibility with respect to this Agreement, during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed pursuant to this Agreement. Contractor agrees to incorporate into all subcontracts the language set forth in this paragraph prohibiting conflicts of interest.

C. Contractor shall certify to the City that no funds have been paid or will be paid by or on behalf of the City, to any person for influencing or attempting to influence an officer or employee of this agency or body in connection with this Agreement, the Appropriation, of the awarding of any Third Party Obligation. Contractor shall incorporate into all subcontracts the language set forth in this paragraph prohibiting lobbying to be

included in the award documents for all sub awards including but not limited to subcontracts, loans and cooperative agreements. Contractor shall certify that such language has thus been incorporated.

10. ASSIGNMENT; SUBCONTRACTING

The Contractor shall not assign or transfer any rights, privileges, obligations or other interest under this Agreement, including any claims for money due, without the prior written consent of the City. The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the City.

11. RELEASE

The Contractor, upon acceptance of final payment of the amount due under this Agreement, releases the City, its officers and employees, from all liabilities, claims and obligations whatsoever arising from or under this Agreement. The Contractor agrees not to purport to bind the City to any obligation not assumed herein by the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

12. INSURANCE

A. The Contractor, at its own cost and expense, shall carry and maintain in full force and effect during the term of this Agreement, comprehensive general liability insurance covering bodily injury and property damage liability, in a form and with an insurance company acceptable to the City, with limits of coverage in the maximum amount which the City could be held liable under the New Mexico Tort Claims Act for each person injured and for each accident resulting in damage to property. Such

insurance shall provide that the City is named as an additional insured and that the City is notified no less than 30 days in advance of cancellation for any reason. The Contractor shall furnish the City with a copy of a Certificate of Insurance as a condition prior to performing services under this Agreement.

B. Contractor shall also obtain and maintain Workers' Compensation insurance, required by law, to provide coverage for Contractor's employees throughout the term of this Agreement. Contractor shall provide the City with evidence of its compliance with such requirement.

C. Contractor shall maintain professional liability insurance throughout the term of this Agreement providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Contractor shall furnish the City with proof of insurance of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Agreement.

### 13. INDEMNIFICATION

The Contractor shall indemnify, hold harmless and defend the City from all losses, damages, claims or judgments, including payments of all attorneys' fees and costs on account of any suit, judgment, execution, claim, action or demand whatsoever arising from Contractor's performance under this Agreement as well as the performance of Contractor's employees, agents, representatives and subcontractors.

### 14. NEW MEXICO TORT CLAIMS ACT

Any liability incurred by the City of Santa Fe in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its "public employees" as

defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

15. THIRD PARTY BENEFICIARIES

By entering into this Agreement, the parties do not intend to create any right, title or interest in or for the benefit of any person other than the City and the Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary of this Agreement.

16. RECORDS AND AUDIT

The Contractor shall maintain, throughout the term of this Agreement and for a period of three years thereafter, detailed records that indicate the date, time and nature of services rendered. These records shall be subject to inspection by the City, the Department of Finance and Administration, and the State Auditor. The City shall have the right to audit the billing both before and after payment. Payment under this Agreement shall not foreclose the right of the City to recover excessive or illegal payments.

17. APPLICABLE LAW; CHOICE OF LAW; VENUE

Contractor shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the City of Santa Fe. In any action, suit or legal dispute arising from this Agreement, the Contractor agrees that the laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial District Court.

18. AMENDMENT

This Agreement shall not be altered, changed or modified except by an amendment in writing executed by the parties hereto.

19. SCOPE OF AGREEMENT

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the services to be performed hereunder, and all such agreements, covenants and understandings have been merged into this Agreement. This Agreement expresses the entire Agreement and understanding between the parties with respect to said services. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

20. NON-DISCRIMINATION

During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of services by Contractor hereunder, on the basis of ethnicity, race, age, religion, creed, color, national origin, ancestry, sex, gender, sexual orientation, physical or mental disability, medical condition, or citizenship status.

21. SEVERABILITY

In case any one or more of the provisions contained in this Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.



22. REPORTING REQUIREMENTS

The Contractor shall provide the City with a written quarterly report and supporting documents at the end of each calendar quarter with reporting on the goals met as set forth in Exhibit "C" attached hereto and incorporated herein. Failure to meet these goals and/or noncompliance with this provision may result in termination pursuant to Article 6 of this Agreement.

23. NOTICES

Any notices required to be given under this Agreement shall be in writing and served by personal delivery or by mail, postage prepaid, to the parties at the following addresses:

City of Santa Fe:  
Community Services Department  
P.O. Box 909  
Santa Fe, NM 87504-0909

Contractor:  
SFPS Sweeney Elementary EIP  
501 Airport Road  
Santa Fe, NM 87507

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

CITY OF SANTA FE:

CONTRACTOR:  
SFPS Sweeney Elementary EIP

  
\_\_\_\_\_  
ALAN M. WEBBER, MAYOR

 Principal  
\_\_\_\_\_  
NAME AND TITLE

DATE: 7/5/18

DATE: 7/11/18

CRS# EXEMPT  
City of Santa Fe Business  
Registration # EXEMPT

ATTEST:

  
YOLANDA Y. VIGIL  
CITY CLERK  
cc mtg. 5/30/18

APPROVED AS TO FORM:

  
6/28  
CITY ATTORNEY

APPROVED:

  
7-3-18  
FINANCE DIRECTOR

22582.510400  
Business Unit Line Item

## EXHIBIT “A”

### SFPS: Sweeney Elementary EIP: 2018-20

#### 1. SCOPE OF SERVICES

| Funding Category/Goal Area                                              | Indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Early Care and Education for Children 0-5      | <input type="checkbox"/> % 3-4 yr old Pre-K enrollment<br><input type="checkbox"/> % Increase in 7Pre-K Domains: NM Pre-K Observation Assessment; KOT<br><input type="checkbox"/> Substantiated Child Abuse per 1k under 5<br><input type="checkbox"/> % Low Birth Weight Babies<br><input type="checkbox"/> % Teen Pregnant Women NOT Receiving Prenatal Care                                                                                                                                                              |
| <input type="checkbox"/> Supplemental Education for School-Age Children | <input type="checkbox"/> PARCC Reading Proficiency Rates (3 <sup>rd</sup> /4 <sup>th</sup> and/or 7 <sup>th</sup> /8 <sup>th</sup> )<br><input type="checkbox"/> PARCC Math Proficiency Rates (3 <sup>rd</sup> /4 <sup>th</sup> and/or 7 <sup>th</sup> /8 <sup>th</sup> )<br><input type="checkbox"/> Average Attendance Rate<br><input type="checkbox"/> Graduation Rate<br><input type="checkbox"/> Programs that show improvement in academic/social emotional learning (SEL)                                            |
| <input type="checkbox"/> Youth Wellness                                 | <input type="checkbox"/> % Youth Attempted Suicide<br><input type="checkbox"/> % Youth with a mental/behavioral condition who needed treatment but did not receive it (ages 3-17)<br><input type="checkbox"/> Youth substance use disorder rate (binge drinking and painkiller use)<br><input type="checkbox"/> % Youth <18 Years without Health Insurance<br><input type="checkbox"/> Adolescents daily physical activity (60min/daily)<br><input type="checkbox"/> Rate of Babies Born to Adolescents Per 1k (ages 15-19) |
| <input checked="" type="checkbox"/> Reconnecting Youth                  | <input type="checkbox"/> %/# of youth ages 16-21 not in school or working<br><input checked="" type="checkbox"/> Attendance Rate<br><input checked="" type="checkbox"/> Graduation Rate<br><input type="checkbox"/> Programs that show improvement in academics/social emotional learning (SEL)<br><input type="checkbox"/> Juvenile Arrests Per 1k (ages 10-17)<br><input type="checkbox"/> Youth Housing Instability Rate                                                                                                 |

The Contractor shall provide the following services to impact the above selected indicators:

1. SFPS Sweeney will provide the following school programs at Sweeney for approximately 200 students of ages 5 to 11 years.
  - a. Pandemonium Productions theater classes for all 5th grade students one hour per week.
  - b. After School Enrichment Program scheduled from 2:55 to 6:00 p.m. Monday through Thursday and 12:35 to 6:00 p.m. on Friday throughout the

school year to include homework help, physical activities, liberal arts opportunities and cooking.

**EXHIBIT "B"**

**SFPS: Sweeney Elementary EIP**

|                                                                                 |                    |
|---------------------------------------------------------------------------------|--------------------|
| Total Children and Youth Fund Contract<br>Amount for Fiscal Year <b>2018-19</b> | <b>\$27,000.00</b> |
|---------------------------------------------------------------------------------|--------------------|

**1.0 Personnel Expenditures**

|                                                |                    |
|------------------------------------------------|--------------------|
| 1.1 After School Personnel + Benefits @ 23.59% | <u>\$21,670.00</u> |
|------------------------------------------------|--------------------|

|          |             |
|----------|-------------|
| Subtotal | \$21,670.00 |
|----------|-------------|

**2.0 Contractual Services**

|                        |           |
|------------------------|-----------|
| 2. Indirect costs @ 3% | \$ 810.00 |
|------------------------|-----------|

|                                                 |                    |
|-------------------------------------------------|--------------------|
| 2.9 Art Enrichment-Pandemonium Prod. @ \$70/hr. | <u>\$ 2,520.00</u> |
|-------------------------------------------------|--------------------|

|          |             |
|----------|-------------|
| Subtotal | \$ 3,330.00 |
|----------|-------------|

**3.0 Commodities**

3.1 Office Supplies

3.3 Food

|                         |                    |
|-------------------------|--------------------|
| 3.7 Recreation Supplies | <u>\$ 2,000.00</u> |
|-------------------------|--------------------|

|          |             |
|----------|-------------|
| Subtotal | \$ 3,330.00 |
|----------|-------------|

|                    |                    |
|--------------------|--------------------|
| <b>GRAND-TOTAL</b> | <b>\$27,000.00</b> |
|--------------------|--------------------|

|                                                                                 |                    |
|---------------------------------------------------------------------------------|--------------------|
| Total Children and Youth Fund Contract<br>Amount for Fiscal Year <b>2019-20</b> | <b>\$27,000.00</b> |
|---------------------------------------------------------------------------------|--------------------|

**1.0 Personnel Expenditures**

|                                                |                    |
|------------------------------------------------|--------------------|
| 1.1 After School Personnel + Benefits @ 23.59% | <u>\$21,670.00</u> |
|------------------------------------------------|--------------------|

|          |             |
|----------|-------------|
| Subtotal | \$21,670.00 |
|----------|-------------|

**2.0 Contractual Services**

|                        |           |
|------------------------|-----------|
| 2. Indirect costs @ 3% | \$ 810.00 |
|------------------------|-----------|

|                                                 |                    |
|-------------------------------------------------|--------------------|
| 2.9 Art Enrichment-Pandemonium Prod. @ \$70/hr. | <u>\$ 2,520.00</u> |
|-------------------------------------------------|--------------------|

|          |             |
|----------|-------------|
| Subtotal | \$ 3,330.00 |
|----------|-------------|

**3.0 Commodities**

3.1 Office Supplies

3.3 Food

|                         |                    |
|-------------------------|--------------------|
| 3.7 Recreation Supplies | <u>\$ 2,000.00</u> |
|-------------------------|--------------------|

|          |             |
|----------|-------------|
| Subtotal | \$ 3,330.00 |
|----------|-------------|

|                    |                    |
|--------------------|--------------------|
| <b>GRAND-TOTAL</b> | <b>\$27,000.00</b> |
|--------------------|--------------------|

## EXHIBIT “C”

### SFPS: Sweeney Elementary EIP

#### 1. Reporting Requirements

The Contractor shall provide the following documentation on a quarterly basis to the city:

A. Quarterly Report including the following attachments:

1. Cover page
2. Demographics/Data Reporting
3. Income verification/Impact Statement
4. Questionnaire
5. Additional Attachments as Requested
6. *Above requirements may change per commission request*

B. Quarterly Financial Report:

1. Profit and Loss Statement (for Jan and Final Report)

C. Board of Directors Meeting Minutes:

1. One meeting minutes per quarter.

D. Due Dates of the Quarterly Reports:

**FY18-19**

- October 12, 2018
- January 11, 2019
- April 12, 2019
- Final Report – June 28, 2019

**FY19-20**

- October 11, 2019
- January 10, 2020
- April 10, 2020
- Final Report – June 30, 2020