

## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Santa Fe (the "City") and Brian Bullard (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 in Exhibit "A" attached hereto and incorporated herein:

2. STANDARD OF PERFORMANCE; LICENSES

A. The Contractor represents that it possesses the 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 twenty thousand dollars (\$20,000), inclusive of applicable gross receipts taxes. Payment shall be for services actually rendered at the rate of eighty-five dollars (\$85.00) an hour. In Addition, the City shall pay the Contractor for expenses incurred in the performance of services in the Agreement such as mileage and per diem. Per Diem and mileage expenses shall not exceed the amounts provided in the Per Diem and Mileage Act.

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 and approval 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, whichever occurs last, and shall terminate on June 30, 2020, unless sooner pursuant to Article 6 below.

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) 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.

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

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.

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. NOTICES

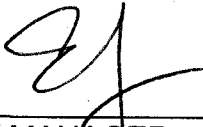
Any notices required to be given under this Agreement shall be in writing and served by personal delivery or by mail, postage prepaid, to the parties at the following addresses:

City of Santa Fe:  
Police Department  
2515 Camino Entrada  
Santa Fe, NM 87507

Contractor: Brian Bullard  
5545 Shenandoah Trail  
Las Cruces, NM 88007

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

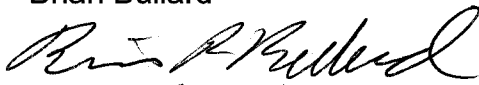
CITY OF SANTA FE:

  
\_\_\_\_\_  
CITY MANAGER

DATE: 6/25/18

CONTRACTOR:

Brian Bullard

  
\_\_\_\_\_  
Sole Proprietor  
NAME & TITLE

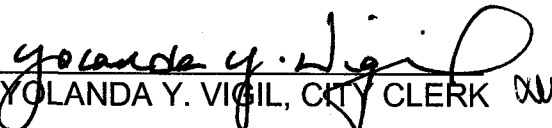
DATE: 7/16/18

CRS# 03-258384-00-2


City of Santa Fe Business

Registration # 18-00132068

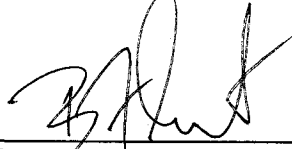

ATTEST:

  
\_\_\_\_\_  
YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
CITY ATTORNEY 6/15

APPROVED:

  
\_\_\_\_\_  
FINANCE DEPARTMENT 

12057.510310

Business Unit Line Item



**Scope of Work  
Traffic and Criminal Software Support**

Submitted to: City of Santa Fe Police Department (City)  
Submitted by: Sensible IT Solutions LLC, Brian R. Bullard (Contractor)  
Date: March 28, 2018

**I. Introduction**

The Santa Fe Police Department (SFPD) is seeking services to provide TraCS Support.

Services will be provided over multiple days as scheduled by the Contractor and the City. The Contractor must keep an accurate accounting in compliance with all New Mexico State and Federal requirements for auditing purpose.

**II. The Contractor shall perform the following services**

1. Upgrade all computers mobiles and desktops to new Easy Street Draw version (6.0).
2. Research As400 Patch with SunGard. Develop plan for developing integration with SunGard. NOTE: this will only include the planning phase. Development will be done under future contracts or extensions.
3. Provide ongoing support for SFPD's use of TraCS within the agency.
  - a. Work with SFPD IT to trouble shoot help desk service requests from end users.
  - b. Perform Database Administration support for the production use of the City's Police Department TraCS. Ensure that databases are correctly configured to accept field data.
4. Provide guidance and assistance with the customization and configuration of TraCS software on SFPD servers, officer's laptops and desktop workstations.
  - a. Discuss and assess SFPD standard operating procedures (SOP) and the application of those procedures through the TraCS environment.
  - b. Develop specific functionality within TraCS to meet SFPD's SOP requirements. Test configuration and customization changes. Deploy all changes utilizing the TraCS Updater.
  - c. Assist SFPD with customization of the Forms Manager to allow for form searches based on criteria outlined by SFPD. These custom searches will be implemented and available to all users on both work stations or field units.
  - d. Continue to provide TraCS administration instruction with the SFPD TraCS lead on procedures for administering and customizing the TraCS production environment.
5. Animal Form Changes – Estimate is included for forms development if funds are available. Forms development will be estimated form by form and provided to SFPD TraCS lead. Work will only be done with approval of SFPD TraCS lead after assessment of remaining funds.

**III. Payment Schedule**

Invoice will be based on completion of units of service at billing rates proposed for delivery of the services detailed below. Contractor prepared its cost estimate on an hourly rate per type of service type.

#### IV. Cost Per Unit of Service or Good(s) Procured

##### A. Professional Services:

Service Description	Unit Value	Units to be Provided	Total Value
1. All services covered under Sections II above	\$ 85 / hour	150 hours	\$ 12,750.00
<b>Subtotal Services</b>			<b>\$ 12,750.00</b>
<b>Travel (see below)</b>			<b>\$ 2,200.00</b>
		<i>NMGRT to be included on invoice</i>	<b>\$ 1009.13</b>
<b>TOTAL</b>			<b>\$ 15,959.13</b>

- This estimate is valid for thirty (30) days from the date of submission to City.
- The Cost Per Unit of Service is provided for calendar year 2018. The Contractor shall have the right to change the Unit Value once each year, effective with the next renewal date.

#### V. Travel Expenses

Travel Expenses for travel associated with this contract may not exceed \$2,200.00 per the following approved rates and with submission of actual receipts:

1. Mileage, \$.55 per mile.
2. Meals, \$30.00 per day, pro-rated for partial day.
3. Motel in Santa Fe at cost reimbursement.

It is estimated that multiple trips to SFPD will be necessary to complete the services under this contract. Each trip's expense estimates are based on two day's meals (\$30.00) and one night's motel stay (\$140.00) and 570 miles at \$0.555 per mile (\$316.35) for a total per trip cost of \$516.35. This estimate is based on four trips to the SFPD facilities for a total cost of \$2,065.40.

NOTE: Not all work may be done on site at the City's facilities. It is anticipated that services will be provided remotely.