

City of Santa Fe, New Mexico

memo

DATE: December 7, 2020

TO: Jarel LaPan Hill, City Manager

VIA: Fran Dunaway, Chief Procurement Officer
Manuel Gonzales, Acting ITT Department Director Manuel Gonzales

Dec 17, 2020

FROM: Audrey Abeyta, ITT Business Analyst *ADA*

RE: Amendment to ERP System Operation & Support Services for Munis, EnerGov, and Kronos- Ciber Pathway Inc.

ITEM: Approval of Amendment of existing contract, contractor to provide support for system operations and support services including data requests requested from Munis,

BACKGROUND & SUMMARY: The City of Santa Fe has implemented Munis, EnerGov, and HCM as a part of our Enterprise Resource Planning Systems module (ERP) of the ERP system. The amendment of contract to for continued support where contractor provides support for departments to meet City and Federal deadlines though ERP applications.

Amendment of professional service contract for the continuation of the support for the payroll team to ensure timely and accurate payroll processing, troubleshoot and provide technical support with issues in the Munis Payroll database, provide assistance with the payroll process, perform various analysis for better understanding and streamlining payroll functions within Munis. Contractor will create and/or update documentation to reflect the changes made to the system as a result of problem solution for the Payroll division. The contractor shall assist preparing data in the Payroll database, provide data validation and verification in the Payroll database, and assist in the development of materials for the new payroll systems and functions. The amendment to Ciber Pathway Service Agreement is essential toward the progress of the ERP applications and providing technical end user support for the City of Santa Fe and its customers.

The agreement total costs for The ERP System Operations & Support Service Contractor to provide professional services:

Amount: \$90,000.00.

Budget: 3253950.510340

Contract: 3201966

ACTION REQUESTED: Approval requested for the amendment of the Professional Services Contract for ERP System Operations & Support to provide operational support our Fin Munis, HCM, EnerGov, and Kronos applications.

Memo Request for Initial

Final Audit Report

2020-12-17

Created:	2020-12-16
By:	Chris Miller (ecmiller@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-ONTRuQeyZPyqEbt9gUpTWge_P6B3qn_

"Memo Request for Initial" History

-  Document created by Chris Miller (ecmiller@ci.santa-fe.nm.us)
2020-12-16 - 7:40:45 PM GMT- IP address: 184.155.67.140
-  Document emailed to Manuel Gonzales (mmgonzales@santafenm.gov) for signature
2020-12-16 - 7:42:52 PM GMT
-  Email viewed by Manuel Gonzales (mmgonzales@santafenm.gov)
2020-12-17 - 3:16:57 PM GMT- IP address: 174.237.129.33
-  Document e-signed by Manuel Gonzales (mmgonzales@santafenm.gov)
Signature Date: 2020-12-17 - 4:11:36 PM GMT - Time Source: server- IP address: 174.237.129.33
-  Agreement completed.
2020-12-17 - 4:11:36 PM GMT



CITY OF SANTA FE PROCUREMENT CHECKLIST

Contractor Name: Ciber Pathways

Procurement Title: Ciber Pathways Sole Source Awarded 04/22/20 EXP: 04/22/21

Procurement Method: State Price Agreement ☐ Cooperative ☐ Sole Source ☒ Other ☐

Exempt ☐ Request For Proposal (RFP) ☐ Invitation To Bid (ITB) ☐ Contract under 60K ☐ Contract over 60K ☒

Department Requesting ITT Staff Name David C. Tapia

Procurement Requirements:

A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids, all evaluation materials, score sheets, quotations and all other documentation related to or prepared in conjunction with evaluation, negotiation, and the award process. The procurement shall contain a written determination from the Requesting Department, signed by the purchasing officer, setting forth the reasoning for the contract award decision before submitting to the Committees. .

REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING*

YES	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved Procurement Checklist (by Purchasing)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memo addressed to City Manager (under 60K) Committees/City Council (over 60K)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	State Price Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	RFP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Evaluation Committee Report
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ITB
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bib Tab
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Quotes (3 valid current quotes)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cooperative Agreement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sole Source Request and Determination Form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contractors Exempt Letter
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Purchasing Officers approval for exempt procurement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BAR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FIR
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Executed Contract, Agreement or Amendment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current Business Registration and CRS numbers on contract or agreement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Summary of Contracts and Agreements form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	All documentation presented to Committees
<input type="checkbox"/>	<input type="checkbox"/>	Other: <u>Sole Source Approval Attached</u>

David C. Tapia Contracts Administrator 12/08/2020

Department Rep Printed Name (attesting that all information included) Title Date

Fran Dunaway
Fran Dunaway (Jan 5, 2021 9:00 MST)

Purchasing Officer (attesting that all information is reviewed) Title Date

Include all other substantive documents and records of communication that pertain to the procurement and any resulting contract.



City of Santa Fe

Real Estate Summary of Contracts, Agreements, Amendments & Leases

Section to be completed by department

1. Munis Contract # 3201966

Contractor: Ciber Pathways (Krishna Payroll Services)

Description: Temp services necessary for continued support of payroll

Contract ☐ Agreement ☐ Lease / Rent ☐ Amendment ☒

Term Start Date: 04/30/2020

Term End Date: 06/30/2021

☐ Approved by Council

Date: _____

Contract / Lease:

Amendment # 1 to the Original Contract / Lease # 20-0310

Increase/(Decrease) Amount \$ 90,000.00

Extend Termination Date to: 06/30/2021

☐ Approved by Council

Date: _____

Amendment is for: Increase in compensation

2. **HISTORY of Contract, Amendments & Lease / Rent - Please Elaborate** (option: attach spreadsheet if multiple amendments)

Original contract funding is reaching completion of \$100,000.00 expended. However the City of Santa Fe still requires the support for payroll services. Amendment 1 will allow for continued compensation and support.

3. **Procurement History: Amendment #1 to contract 20-0310 (Increase Compensation)**

Jan D. Daway
Jan D. Daway (Jan 5, 2021 9:00 MST)

Jan 5, 2021

Purchasing Officer Review:

Date:

Comment & Exceptions:

4. **Funding Source: ERP**

Alexis Lotero
Alexis Lotero (Jan 5, 2021 08:51 MST)

Org / Object: 3253950.510340

Jan 5, 2021

Budget Officer Approval:

Date:

Comment & Exceptions: 3253950.510340 (3201966)

Staff Contact who completed this form: David C. Tapia

Phone # 955-5523

Email: dctapia@santafenm.gov

To be recorded by City Clerk:

Clerk # _____

Date of Execution: _____

**CITY OF SANTA FE
AMENDMENT No. 1 TO
THE PROFESSIONAL SERVICES AGREEMENT
ITEM#20-0310**

This AMENDMENT No. 1 (the "Amendment") amends the CITY OF SANTA FE PROFESSIONAL SERVICES AGREEMENT, dated June 30, 2021 (the "Agreement"), between the City of Santa Fe (the "City") and Ciber Pathway Inc. , (the "Contractor"). The date of this Amendment shall be the date when it is executed by the City and the Contractor whichever occurs last.

RECITALS:

- A. Under the terms of the Agreement, Contractor has agreed to provide services:
- a. Troubleshoot and provide technical support with issues in the Tyler Munis Payroll database.
 - b. Provide assistance with new payroll process.
 - c. Perform various analysis for better understanding and streamlining payroll functions.
 - d. Create and/or update documentation to reflect the changes made to the system as a result of problem solution for the Payroll division.
 - e. Assist in preparing data in the Payroll database.
 - f. Will assist with data validation and verification in Payroll database.
 - g. Assist in the development of materials for new Payroll systems and functions.
- B. Pursuant to Article 13 of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the Contractor agree as follows:

1. COMPENSATION.

Article 2, paragraph A of the Agreement is amended to increase the amount of compensation by a total of \$90,000.00 (including NMGR) So that Article 2, paragraph A reads in it's entirety as follows:

- A. The City shall pay to the Contractor in full payment for services satisfactorily performed pursuant to the Scope of Work at the rate of one hundred dollars per hour (\$105.00 per hour) in FY2021 (OR BASED UPON DELIVERABLES, MILESTONES, BUDGET, ETC.), **The total amount payable to the Contractor under this Amendment, including gross receipts tax and expenses, shall not exceed one hundred ninety thousand dollars (\$190,000.00) in FY2021. This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the City when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided.**

2. AGREEMENT IN FULL FORCE.

Except as specifically provided in this Amendment, the Agreement remains and shall remain in full force and effect, in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 1 to the Agreement as of the dates set forth below.

CITY OF SANTA FE:

Jarel LaPan Hill
Jarel LaPan Hill (Jan 5, 2021 14:39 MST)

JAREL LAPAN HILL, CITY MANAGER

DATE: Jan 5, 2021

ATTEST:

Kristen Mihlen

YOLANDA Y. VIGIL, CITY CLERK ^{GC}

CITY ATTORNEY'S OFFICE:

Marcos Martinez
Marcos Martinez (Dec 3, 2020 13:04 MST)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Mary McCoy

MARY MCCOY, FINANCE DIRECTOR

3253950.510340

Org. Name/Org.#

CONTRACTOR:
Ciber Pathway Inc.

Krishna Gajavelli

KRISHNA GAJAVELLI, PRESIDENT

DATE: 12/08/2020

CRS# 03-323501005

Registration #






2020 12 3 Amendment 1 Ciber Pathway Inc

Final Audit Report

2020-12-03

Created:	2020-12-03
By:	Irene Romero (ikromero@ci.santa-fe,nm.us)
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"2020 12 3 Amendment 1 Ciber Pathway Inc" History

-  Document created by Irene Romero (ikromero@ci.santa-fe,nm.us)
2020-12-03 - 6:44:25 PM GMT- IP address: 63.232.20.2
-  Document emailed to Marcos Martinez (mdmartinez@santafenm.gov) for signature
2020-12-03 - 6:45:02 PM GMT
-  Email viewed by Marcos Martinez (mdmartinez@santafenm.gov)
2020-12-03 - 8:04:07 PM GMT- IP address: 174.56.49.116
-  Document e-signed by Marcos Martinez (mdmartinez@santafenm.gov)
Signature Date: 2020-12-03 - 8:04:19 PM GMT - Time Source: server- IP address: 174.56.49.116
-  Agreement completed.
2020-12-03 - 8:04:19 PM GMT



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
12/18/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insureon (BIN Insurance Holdings LLC.) 30 N. LaSalle, 25th Floor, Chicago, IL 60602	CONTACT NAME: PHONE (A/C No. Ext): (800) 688-1984 FAX (A/C No): 877-826-9067 E-MAIL: ADDRESS:														
INSURED Ciber Pathway Inc 5601 NW 72nd Street Suite#178G, Oklahoma City, OK 73132	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Philadelphia Indemnity Insurance Company</td> <td>18058</td> </tr> <tr> <td>INSURER B: Philadelphia Indemnity Insurance Company</td> <td>18058</td> </tr> <tr> <td>INSURER C: Twin City Fire Insurance Company</td> <td>29459</td> </tr> <tr> <td>INSURER D: Hartford Multi-State</td> <td>00914</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Philadelphia Indemnity Insurance Company	18058	INSURER B: Philadelphia Indemnity Insurance Company	18058	INSURER C: Twin City Fire Insurance Company	29459	INSURER D: Hartford Multi-State	00914	INSURER E:		INSURER F:	
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INSURER F:															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			46SBMVU9841	5/10/2020	5/10/2021	EACH OCCURRENCE		
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						\$ 1,000,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						MED EXP (Any one person)	\$ 10,000	
	OTHER:						PERSONAL & ADV INJURY	\$ 1,000,000	
							GENERAL AGGREGATE	\$ 2,000,000	
							PRODUCTS - COM/PROP AGG	\$ 2,000,000	
								\$	
C	AUTOMOBILE LIABILITY			46SBMVU9841	5/10/2020	5/10/2021	COMBINED SINGLE LIMIT (Ea accident)		
	<input type="checkbox"/> ANY AUTO	<input type="checkbox"/> SCHEDULED AUTOS					\$ 1,000,000		
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per person)	\$	
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident)	\$	
							PROPERTY DAMAGE (Per accident)	\$	
								\$	
C	<input checked="" type="checkbox"/> UMBRELLA LIAB			46SBMVU9841	5/10/2020	5/10/2021	EACH OCCURRENCE		
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					\$ 6,000,000		
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000							AGGREGATE	\$ 6,000,000
								\$	
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			46WEGAA4F4L	5/11/2020	5/11/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$ 1,000,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000	
A	Fidelity Bond 3rd Party BKT			PHSD1516644	5/10/2020	5/10/2021	Each Occurrence	\$3,000,000	
B	Professional Liability (Errors and Omissions)			PHSD1526744	5/10/2020	5/10/2021	Occurrence/Aggregate	\$3,000,000 / \$3,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Ciber Pathway Inc 5601 NW 72nd Street, STE 178G Oklahoma City, OK 73132	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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CITY OF SANTA FE

PROFESSIONAL SERVICES CONTRACT
SYSTEM SUPPORT SERVICES

THIS AGREEMENT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the "City," and Ciber Pathway Inc., hereinafter referred to as the "Contractor," and is effective as of the date set forth below upon which it is executed by the Parties.

IT IS AGREED BETWEEN THE PARTIES:

1. Scope of Work.

A. The Contractor shall perform the following work:

- 1) Troubleshoot and provide technical support with issues in the Tyler Munis Payroll database.
- 2) Provide assistance with the new payroll process.
- 3) Perform various analysis for better understanding and streamlining payroll functions.
- 4) Create and/or update documentation to reflect the changes made to the system as a result of problem solution for the Payroll division.
- 5) Shall assist preparing data in the Payroll database.
- 6) Will assist with data validation and verification in the Payroll database.
- 7) Assist in the development of materials for the new payroll systems and functions.

B. Performance Measures.

Contractor shall substantially perform the following Performance Measures and as described in Attachment "1" attached hereto:

- 1) Provide technical system service support for the Payroll Division in Tyler Munis HCM and Financial system
- 2) Work with payroll team to ensure timely and accurate payroll processing.

The receipt of the deliverables contemplated under this Agreement shall assist the City in obtaining its goal(s) as set forth in its Strategic Plan for the Finance Department, Human Resources Department, and Land Use Department.

2. Compensation.

A. The City shall pay to the Contractor in full payment for services satisfactorily performed pursuant to the Scope of Work at the rate of one hundred dollars per hour (\$105.00 per hour) in FY2021 (OR BASED UPON DELIVERABLES, MILESTONES, BUDGET, ETC.), The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed one hundred thousand dollars (\$100,000.00) in FY2021. This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the City when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided.

B. Payment in FY2021 is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the City. All invoices MUST BE received by the City no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date WILL NOT BE PAID.)

C. Contractor must submit a detailed statement accounting for all services performed and expenses incurred. If the City finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, it shall provide the Contractor a letter of exception explaining the defect or objection to the services, and outlining steps the Contractor may take to provide remedial action. Upon certification by the City that the services have been received and accepted, payment shall be tendered to the Contractor within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. However, the City shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.

3. Term.

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. This Agreement shall terminate on **June 30, 2021** unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations). In accordance with Section 13-1-150 NMSA 1978, no contract term for a professional services contract, including extensions and renewals, shall exceed four years, except as set forth in Section 13-1-150 NMSA 1978.

4. Termination.

A. Termination. This Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. Except as otherwise allowed or provided under this Agreement, the City's sole liability upon such termination shall be to pay for acceptable work performed prior to the Contractor's receipt of the notice of termination, if the City is the terminating party, or the Contractor's sending of the notice of termination, if the Contractor is the terminating party;

provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor if the Contractor becomes unable to perform the services contracted for, as determined by the City or if, during the term of this Agreement, the Contractor or any of its officers, employees or agents is indicted for fraud, embezzlement or other crime due to misuse of City funds or due to the Appropriations paragraph herein. **THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE City's OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.**

B. Termination Management. Immediately upon receipt by either the City or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the City; 2) comply with all directives issued by the City in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the City shall direct for the protection, preservation, retention or transfer of all property titled to the City and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the City upon termination and shall be submitted to the City as soon as practicable.

5. Appropriations.

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the City Council for the performance of this Agreement. If sufficient appropriations and authorization are not made by the City Council, this Agreement shall terminate immediately 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. If the City proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

6. Status of Contractor.

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. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

7. Assignment.

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the City.

8. **Subcontracting.**

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Agreement, nor shall any subcontract obligate direct payment from the City.

9. **Release.**

Final payment of the amounts due under this Agreement shall operate as a release of the City, its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

10. **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.

11. **Product of Service – Copyright.**

All materials developed or acquired by the Contractor under this Agreement shall become the property of the City and shall be delivered to the City no later than the termination date of this Agreement. Nothing developed or produced, in whole or in part, by the Contractor under this Agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

12. **Conflict of Interest; Governmental Conduct Act.**

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978.

C. Contractor's representations and warranties in Paragraphs A and B of this Article 12 are material representations of fact upon which the City relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the City and notwithstanding anything in the Agreement to the contrary, the City may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this section.

13. **Amendment.**

A. This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the City proposes an amendment to the Agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Agreement, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

14. **Merger.**

This Agreement incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, Agreements and understandings have been merged into this written Agreement. No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

15. **Penalties for violation of law.**

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

16. **Equal Opportunity Compliance.**

The Contractor agrees to abide by all federal and state laws and rules and regulations, and Santa Fe City Code, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

17. **Applicable Law.**

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with Section 38-3-1 (G) NMSA 1978. By execution of this Agreement, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

18. **Workers Compensation.**

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers

Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the City.

19. Professional Liability Insurance. 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.

20. Other Insurance

If the services contemplated under this Agreement will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Agreement, the following insurance coverage(s), naming the City as additional insured.

A. Commercial General Liability insurance shall be written on an occurrence basis and be as broad as ISO Form CG 00 01 with limits not less than \$2,000,000 per occurrence and \$2,000,000 in the aggregate for claims against bodily injury, personal and advertising injury, and property damage. Said policy shall include broad form Contractual Liability coverage and be endorsed to name the City of Santa Fe ~~their officials, officers, employees, and agents~~ as additional insureds.

B. Business Automobile Liability insurance for all owned, non-owned automobiles, with a combined single limit not less than \$1,000,000 per accident.

C. Broader Coverage and Limits. The insurance requirements under this Agreement shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of Contractor hereunder.

Contractor shall maintain the above insurance for the term of this Agreement and name the City as an additional insured and provide for 30 days cancellation notice on any Certificate of Insurance form furnished by Contractor. Such certificate shall also specifically state the coverage provided under the policy is primary over any other valid and collectible insurance and provide a waiver of subrogation.

21. Records and Financial Audit.

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the City. The City shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the City to recover excessive or illegal payments

22. Indemnification.

The Contractor shall defend, indemnify and hold harmless the City from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the City.

23. 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.

24. Invalid Term or Condition.

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

25. Enforcement of Agreement.

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

26. Notices.

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the City:

Attn: Manuel Gonzales, ITT
200 Lincoln Ave. Santa Fe, NM 87504
mmgonzales@santafenm.gov

To the Contractor:

Ciber Pathway Inc.,
Attn: Krishna Gajavelli,
5601 NW 72nd Street, STE 178G, Warri Acres, OK 73132
krishna.gajavelli@ciberpathway.com

27. **Authority.**

If Contractor is other than a natural person, the individual(s) signing this Agreement on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

Jarel LaPan Hill

Jarel LaPan Hill (Jun 30, 2020 16:01 MDT)

JAREL LAPAN HILL, CITY MANAGER

DATE: _____

CONTRACTOR:

Ciber Pathway Inc

Krishna Gajavelli

KRISHNA GAJAVELLI, PRESIDENT

DATE: 06/16/2020

CRS# 03-323501005

Registration #

ATTEST:

Yolanda Y. Vigil
YOLANDA Y. VIGIL, CITY CLERK

DATE: 7-1-20

CITY ATTORNEY'S OFFICE:

Marcos Martinez

Marcos Martinez (Jun 16, 2020 11:10 MDT)

SENIOR ASSISTANT CITY ATTORNEY

DATE: _____

APPROVED:

Mary McCoy

MARY MCCOY, FINANCE DIRECTOR

10017001510300

Business Unit Line Item

DATE: _____






2020 06 16 PSA- Ciber Pathway Inc payroll Final

Final Audit Report

2020-06-16

Created:	2020-06-16
By:	Irene Romero (ikromero@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAp2bPDKUK2rv-Sub6X9nnA0GO1pCk_UH

"2020 06 16 PSA- Ciber Pathway Inc payroll Final" History

-  Document created by Irene Romero (ikromero@ci.santa-fe.nm.us)
2020-06-16 - 5:08:30 PM GMT- IP address: 63.232.20.2
-  Document emailed to Marcos Martinez (mdmartinez@santafenm.gov) for signature
2020-06-16 - 5:09:07 PM GMT
-  Email viewed by Marcos Martinez (mdmartinez@santafenm.gov)
2020-06-16 - 5:09:26 PM GMT- IP address: 67.0.219.65
-  Document e-signed by Marcos Martinez (mdmartinez@santafenm.gov)
Signature Date: 2020-06-16 - 5:10:26 PM GMT - Time Source: server- IP address: 67.0.219.65
-  Signed document emailed to Irene Romero (ikromero@ci.santa-fe.nm.us) and Marcos Martinez (mdmartinez@santafenm.gov)
2020-06-16 - 5:10:26 PM GMT



ci Santa Fe

Adobe Sign



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/4/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insureon Insureon (BIN Insurance Holdings LLC.) 30 N. LaSalle, 25th Floor, Chicago, IL 60602		CONTACT NAME: PHONE (A/C, No, Ext): (800) 688-1984 FAX (A/C, No): 877-826-8067 E-MAIL ADDRESS:	
INSURED Ciber Pathway Inc 5601 NW 72nd Street Suite#178G, Oklahoma City, OK, 73132		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Twin City Fire Insurance Company	NAIC # 28459
		INSURER B: Philadelphia Indemnity Insurance Company	18058
		INSURER C: The Hartford	30104
		INSURER D: Philadelphia Indemnity Insurance Company	18058
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYYY)	POLICY EXP DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		46SBMVUS841	5/10/2019	5/10/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		46SBMVUS841	5/10/2019	5/10/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		46SBMVUS841	5/10/2019	5/10/2020	EACH OCCURRENCE \$ 6,000,000 AGGREGATE \$ 6,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N No	46WECAAF4L	5/11/2019	5/11/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liability (Errors and Omissions)		PHSD1420397	5/10/2019	5/10/2020	Occurrence/Aggregate \$3,000,000 / \$3,000,000
D	Fidelity Bond 3rd Party BKT		PHSD1417815	5/10/2019	5/10/2020	Each Occurrence \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Ciber Pathway Inc
 5601 NW 72nd Street, STE 178G Oklahoma City, OK 73132

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



City of Santa Fe
Treasury Department
200 Lincoln Ave.
Santa Fe, New Mexico 87504-0909
505-955-6551

BUSINESS REGISTRATION

Business Name: CIBER PATHWAY INC

DBA: CIBER PATHWAY INC

Business Location: 5601 NW 72nd ST Suite 178 G
Warracres, OK 73132

Owner: KRISHNA GAJAVELLI

License Number: 221913

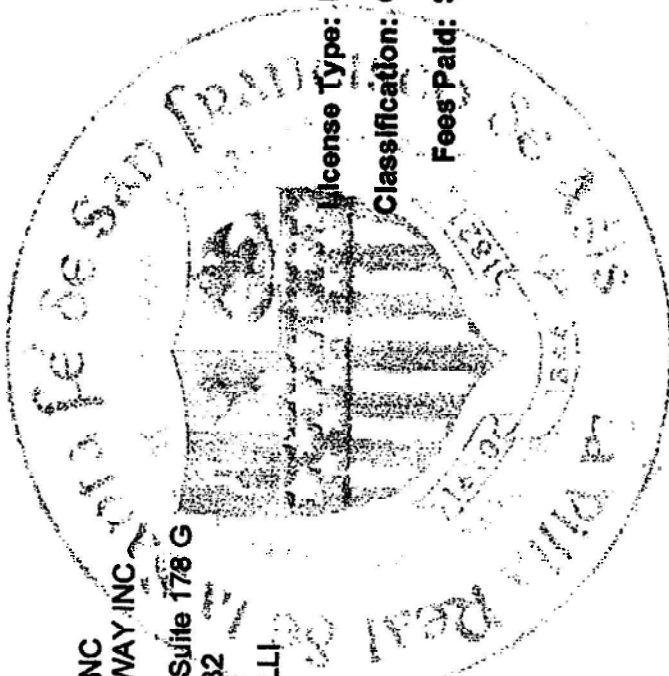
Issued Date: December 03, 2019

Expiration Date: December 31, 2020

License Type: Business License - Renewable

Classification: Out of Jurisdiction Business License

Fees Paid: \$10.00



CIBER PATHWAY INC
5601 NE 72nd ST Suite 178 G
Warracres, OK 73132

THIS IS NOT A CONSTRUCTION PERMIT OR SIGN PERMIT.
APPROPRIATE PERMITS MUST BE OBTAINED FROM THE CITY
OF SANTA FE BUILDING PERMIT DIVISION PRIOR TO
COMMENCEMENT OF ANY CONSTRUCTION OR THE
INSTALLATION OF ANY EXTERIOR SIGN.

THIS REGISTRATION/LICENSE IS NOT TRANSFERRABLE TO
OTHER BUSINESSES OR PREMISES.

TO BE POSTED IN A CONSPICUOUS PLACE










Complete Krishna Contract Unsigned

Final Audit Report

2020-06-30

Created:	2020-06-30
By:	Carolynn Roibal (cloibal@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAADcpnS8UkSTUIQkIQwjsiDw2Q8jDWir2

"Complete Krishna Contract Unsigned" History

-  Document created by Carolynn Roibal (cloibal@ci.santa-fe.nm.us)
2020-06-30 - 8:47:19 PM GMT- IP address: 63.232.20.2
-  Document emailed to Alexis Lotero (aclotero@santafenm.gov) for signature
2020-06-30 - 8:49:56 PM GMT
-  Email viewed by Alexis Lotero (aclotero@santafenm.gov)
2020-06-30 - 8:52:18 PM GMT- IP address: 23.103.201.254
-  Document e-signed by Alexis Lotero (aclotero@santafenm.gov)
Signature Date: 2020-06-30 - 8:52:52 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to Fran Dunaway (fadunaway@santafenm.gov) for signature
2020-06-30 - 8:52:54 PM GMT
-  Email viewed by Fran Dunaway (fadunaway@santafenm.gov)
2020-06-30 - 9:43:33 PM GMT- IP address: 23.103.201.254
-  Document e-signed by Fran Dunaway (fadunaway@santafenm.gov)
Signature Date: 2020-06-30 - 9:44:38 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to Mary McCoy (mtmccoy@santafenm.gov) for signature
2020-06-30 - 9:44:40 PM GMT
-  Email viewed by Mary McCoy (mtmccoy@santafenm.gov)
2020-06-30 - 9:49:04 PM GMT- IP address: 23.103.200.254
-  Document e-signed by Mary McCoy (mtmccoy@santafenm.gov)
Signature Date: 2020-06-30 - 9:49:40 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to Jarel LaPan Hill (jlapanhill@santafenm.gov) for signature
2020-06-30 - 9:49:42 PM GMT




POWERED BY
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 Email viewed by Jarel LaPan Hill (jlapanhill@santafenm.gov)

2020-06-30 - 10:00:52 PM GMT - IP address: 23.103.200.254

 Document e-signed by Jarel LaPan Hill (jlapanhill@santafenm.gov)

Signature Date: 2020-06-30 - 10:01:18 PM GMT - Time Source: server- IP address: 63.232.20.2

 Signed document emailed to Fran Dunaway (fadunaway@santafenm.gov), Jarel LaPan Hill (jlapanhill@santafenm.gov), Carolynn Roibal (croibal@ci.santa-fe.nm.us), Alexis Lotero (alotero@santafenm.gov), and 3 more


2020-06-30 - 10:01:18 PM GMT



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City of Santa Fe, New Mexico

memo

DATE: June 24, 2020
TO: Mary McCoy, Finance Director
FROM: 
Manuel Gonzales, ERP Program Manager

RE: Ciber Pathway INC Service Agreement for system operations and supports services for the Resource Planning Systems (ERP) Fin Munis, HCM, EnerGov and Kronos
ATTACHMENTS: Product and Service Agreement

Requesting approval for the Ciber Pathway Service Agreement, which will oversee the daily systems operations and support services for the Tyler Technologies Enterprise Resource Planning System (ERP) and Work with the payroll team to ensure timely and accurate payroll processing, troubleshoot and provide technical support with issues in the Tyler Munis Payroll database, provide assistance with the new payroll process, perform various analysis for better understanding and streamlining payroll functions, create and/or update documentation to reflect the changes made to the system as a result of problem solution for the Payroll division, shall assist preparing data in the Payroll database, will assist with data validation and verification in the Payroll database, assist in the development of materials for the new payroll systems and functions.

The Ciber Pathway Service Agreement is essential toward the progress of the ERP applications and providing technical end user support for the City of Santa Fe and its customers.

The amount of the Ciber Pathway Service Agreement is \$100,000.00, and for a term period to end anytime upon thirty (30) days written notice to Ciber Pathway.

SOLE SOURCE REQUEST AND DETERMINATION FORM

This sole source request form must be submitted to the City of Santa, Purchasing Division for authorization, determination and processing by the Chief Procurement Officer (CPO).

Please ensure to complete this form in its entirety - () must be completed.*

*Date: 4/22/20

*Prepared By Manuel Gonzales

*Title ITT Program Manager

*Vendor Name Ciber PathWay

*Address: 5601 NW 72nd Street, STE 178G

*City: War Acres

*State: OK

*Zip Code: 73132

*Description of Goods/Service to be procured:

*Estimated Cost:

Term of Contract:
(One (1) year from award)

*Sole Source Request Justification Questions 1-4.

1. Explain the purpose/need of purchase. Ensure to include a thorough scope of work for the services, construction or items of tangible personal property (if this is an amendment request to an existing contract, attach current contract).

The Contractor shall preform technical and functional support for the Payroll Division in the new Tyler Munis Financial System by performing the following work as required:

1. Work with the payroll team to ensure timely and accurate payroll processing.
2. Troubleshoot and provide technical support with issues in the Tyler Munis Payroll database.
3. Provide assistance with the new payroll process.
4. Preform various analysis for better understanding and streamlining payroll functions.
5. Create and/or update documentation to reflect the changes made to the system as a result of problem solution for the Payroll division.
6. Shall assist preparing data in the Payroll database
7. Will assist with data validation and verification in the Payroll database.
8. Assist in the development of materials for the new payroll systems and functions.

2. Provide a detailed explanation of the criteria developed and specified by the department as necessary to perform and/or fulfill the contract.



The contractor has affirmed sole source for the services, construction or items of tangible personal property (*Attach memo from vendor*). Provide documentation of due diligence for other possible vendors/contractors to provide the requested services/goods proved unsuccessful; or



Other: explanation of the reasons, qualifications, proprietary rights or unique capabilities (*unique and how this uniqueness is substantially related to the intended purpose of the contract*) of the prospective contractor that makes the prospective contractor *the one source* capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the "best" source or the "least costly" source. Those factors do not justify a "sole source.") *Unique and how this uniqueness is substantially related to the intended purpose of the contract.*

The complex services required by the City of Santa Fe going forward must be built upon the prior service and expertise demonstrated by Ciber Pathway Inc in various systems that City currently utilizes (Kronos for time keeping, JD Edwards E1 for HCM, Tyler Munis for Financials) on day to day basis for payroll processing, budgeting, financials management and employee time tracking. As the current service provider Ciber Pathway Inc is positioned to understand what has been developed to date, what work is needed to advance the project forward and support post implementation. Only Ciber Pathway Inc possesses the knowledge of the City's Tyler Munis HCM/Payroll implementation, Software Package, Configuration and Payroll processing. Ciber Pathway Inc has wide range expertise in implementing, supporting and upgrading ERP products (PeopleSoft, JDEdwards, Tyler Munis), Time Tracking systems like Kronos and other reporting tool that are added benefits to City of Santa Fe.

3. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

1. Contractor provided assistants with migration of the old payroll system into the new Tyler Munis Financial Payroll database.
2. Understanding of current essential payroll functions.
3. Understanding of the new Tyler Munis Financial Payroll database.
4. Familiar with Tyler Munis Technical support.
5. Familiar with Payroll Division processes and procedures.
6. Contractor assisted with development of the new Tyler Munis Financial Payroll Database.
7. Contractor assisted with data validation and verification in the new Payroll database.

***Approvals:**

Based on the above facts, the City of Santa Fe Purchasing Officer has made the determination that the justification for a Sole Source procurement is in accordance with the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978 and shall be posted for a 30-day period prior to award.

Fran Dunaway, CPO 4/28/20

Fran Dunaway, CPO Date
Purchasing Officer for the
City of Santa Fe

Pursuant to the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above referenced contractor were received. *This Sole Source determination will be valid for a period of one (1) year from the date of the award.*

Jessica J. Chavez, CPO

Fran Dunaway, CPO Date
Purchasing Officer for the
City of Santa Fe

***Required Attachments:**

**Letter from Contractor acknowledging they are the only source (on their business letterhead and signed by the head of business or financial operations),*

**Quote from sole source Contractor*

**Agenda Item to be presented to City Council if over \$60,000 for Professional Services and \$60,000 for Goods and Non-Professional Services*

Signature: Geralyn Cardenas
Geralyn Cardenas (Jan 5, 2021 10:18 MST)

Email: gfcardenas@santafenm.gov

CM IT 20-0310 AMENDMENT 1 REQUEST FOR APPROVAL 3

Interim Agreement Report


2021-01-05


Created:	2020-12-30
By:	Jimmy Tapia (jptapia@ci.santa-fe.nm.us)
Status:	Out for Signature
Transaction ID:	CBJCHBCAABAAAn-4lpV7caD3iuiK56jdphParcsY8_bJj


Agreement History


Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.


"CM IT 20-0310 AMENDMENT 1 REQUEST FOR APPROVAL 3" History


 Document created by Jimmy Tapia (jptapia@ci.santa-fe.nm.us)
2020-12-30 - 3:09:17 PM GMT- IP address: 63.232.20.2


 Document emailed to Alexis Lotero (aclotero@santafenm.gov) for signature
2020-12-30 - 3:20:35 PM GMT


 Email viewed by Alexis Lotero (aclotero@santafenm.gov)
2021-01-05 - 3:48:16 PM GMT- IP address: 104.47.65.254

 Document e-signed by Alexis Lotero (aclotero@santafenm.gov)
Signature Date: 2021-01-05 - 3:51:15 PM GMT - Time Source: server- IP address: 63.232.20.2

 Document emailed to Fran Dunaway (fadunaway@santafenm.gov) for signature
2021-01-05 - 3:51:18 PM GMT

 Email viewed by Fran Dunaway (fadunaway@santafenm.gov)
2021-01-05 - 3:59:39 PM GMT- IP address: 104.47.65.254

 Document e-signed by Fran Dunaway (fadunaway@santafenm.gov)
Signature Date: 2021-01-05 - 4:00:04 PM GMT - Time Source: server- IP address: 63.232.20.2

 Document emailed to Geralyn Cardenas (gfcardenas@santafenm.gov) for signature
2021-01-05 - 4:00:07 PM GMT




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 Email viewed by Geralyn Cardenas (gfcardenas@santafenm.gov)

2021-01-05 - 5:16:37 PM GMT- IP address: 104.47.64.254

 Document e-signed by Geralyn Cardenas (gfcardenas@santafenm.gov)

Signature Date: 2021-01-05 - 5:18:50 PM GMT - Time Source: server- IP address: 63.232.20.2

 Document emailed to Mary McCoy (mtmccoy@santafenm.gov) for signature


2021-01-05 - 5:18:53 PM GMT

 Email viewed by Mary McCoy (mtmccoy@santafenm.gov)

2021-01-05 - 5:19:55 PM GMT- IP address: 104.47.64.254

 Document e-signed by Mary McCoy (mtmccoy@santafenm.gov)

Signature Date: 2021-01-05 - 7:03:46 PM GMT - Time Source: server- IP address: 63.232.20.2

 Document emailed to Yolanda Vigil (yyvigil@santafenm.gov) for signature

2021-01-05 - 7:03:48 PM GMT









CM IT 20-0310 AMENDMENT 1 REQUEST FOR APPROVAL 3 re-2

Final Audit Report

2021-01-07

Created:	2021-01-05
By:	Jimmy Tapia (jptapia@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAdLI_SqDXD4eTpq3BI86CqOx8MATTKy6M

"CM IT 20-0310 AMENDMENT 1 REQUEST FOR APPROVAL 3 re-2" History

-  Document created by Jimmy Tapia (jptapia@ci.santa-fe.nm.us)
2021-01-05 - 7:10:30 PM GMT- IP address: 63.232.20.2
-  Document emailed to Jarel LaPan Hill (jlapanhill@santafenm.gov) for signature
2021-01-05 - 7:12:36 PM GMT
-  Email viewed by Jarel LaPan Hill (jlapanhill@santafenm.gov)
2021-01-05 - 8:03:49 PM GMT- IP address: 104.47.65.254
-  Document e-signed by Jarel LaPan Hill (jlapanhill@santafenm.gov)
Signature Date: 2021-01-05 - 9:39:44 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to Kristine Mihelcic (kmmihelcic@santafenm.gov) for signature
2021-01-05 - 9:39:52 PM GMT
-  Email viewed by Kristine Mihelcic (kmmihelcic@santafenm.gov)
2021-01-07 - 2:02:01 AM GMT- IP address: 104.47.65.254
-  Document e-signed by Kristine Mihelcic (kmmihelcic@santafenm.gov)
Signature Date: 2021-01-07 - 2:07:09 AM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.
2021-01-07 - 2:07:09 AM GMT