

CITY OF SANTA FE

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the “City,” and **IT Connect**, hereinafter referred to as the “Contractor,” and is effective as of the date set forth below upon which it is executed by the Parties.

**RECITALS**

**WHEREAS**, the Chief Procurement Officer of the City has made the determination that this Agreement is in accordance with the provisions of the New Mexico Procurement Code (NMSA 1978, 13-1-28 et seq.) pursuant to NMSA 1978, § 13-1-95.2.E; and NMSA 1978, § 13-1-111.

**WHEREAS**, the Contractor is one of such requisite and qualifications and is willing to engage with the City for professional services, in accordance with the terms and conditions hereinafter set out, and the Contractor understanding and consenting to the foregoing is willing to render such professional services as outlined in the Agreement; and

**WHEREAS**, the Contractor does hereby accept its designation as Project Management, rendering services related to Project Management and IT Related Projects for the City, as set forth in this Agreement; and

**WHEREAS**, it is agreed by the parties that the performance of the professional services is for a period of twelve months from signature approval, as directed by the City.

**NOW, THEREFORE**, the parties hereby agree as follows:

**1. Scope of Work.**

The Contractor shall provide the following services-for the City:

A. Senior Business Analyst / Project Coordinator

- 1) Apply critical thinking to gathered requirements.
- 2) Clarify questions from the technology team to align software solutions to business needs and business requirements.
- 3) Translate technical requirements into layman’s terms to validate solutions meet intended use.

- 4) Create documentation, such as requirements for specifications and update as needed
- 5) Analyzing and resolving complex business issues.
- 6) Assist the project manager with project planning
- 7) Assist project manager with scheduling and planning
- 8) Facilitates information gathering sessions
- 9) Assist in the in the tracking and management of open issues and assists in planning for resolution.
- 10) Supports establishment of test plans, test cases and executes testing.
- 11) Support with end user training.

*B. Performance Measures.*

Contractor shall substantially perform the following Performance Measures:

- 1) Stakeholder Satisfaction-Document all requirements and the business solution such that all stakeholders understand them clearly to go about their tasks. This would include feedback from stakeholders on the Senior Business Analyst quality leadership, documentation and requirements and any analysis documentation or reports.
- 2) Quality of Project documentation or reports- Project documentation should be clear and concise. The documentation or reports should be produced with the mindset of immediate utilization.
- 3) Time-How much time did the Senior Business Analyst take to identify and Understand the client's key problems and design a solution and send for approval. How much time was spent on rework on the same item or task? If approval is delayed on the client's side this does not negatively affect the Senior Business Analyst's performance.
- 4) Implementation of Recommendation-In order to show improvement in the productivity the recommendations made by the Senior Business Analyst and project team to the stakeholders should increase in productivity and efficiency in daily production. Assess the impact of the solution on various stakeholders and be able to display the effectiveness of the Senior Business Analyst.

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 on Attachment 1 Deliverable Table.

**2. Standard of Performance; Licenses.**

A. The Contractor represents that Contractor 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.

**2. Compensation.**

A. The City shall pay to the Contractor in full payment for services satisfactorily performed at the rate of fifteen thousand two hundred dollars (\$15,200.00) per month, such compensation not to exceed (\$182,400.00), including gross receipts tax. The New Mexico gross receipts tax levied on the amounts payable under this Agreement totaling (\$15,162.00) shall be paid by the City to the Contractor. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed (One Hundred Ninety Seven Five Hundred Sixty Two dollars (\$197,562.00)). 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 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 thirty (30) 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 **12 months from signature approval** unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations). The City

reserves the right to renew the contract on an annual basis by mutual Agreement not exceed a total of four (4) years in accordance with NMSA 1978, §§ 13-1-150 through 152.

**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. Entire Agreement.**

This Agreement, together with any other documents incorporated herein by reference and all related Exhibits and Schedules constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to the subject matter. In the event of any inconsistency between the statements in the body of this Agreement, and the related Exhibits and Schedules, the statements in the body of this Agreement shall control.

**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 NMSA 1978, sec. 38-3-2 . 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.

**D.** 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:  
City of Santa Fe  
1600 St. Michaels Drive Building #24  
Santa Fe, NM 87501

To the Contractor:  
IT Connect Inc.  
7505 Mallard Way, Unit F  
Santa Fe, NM 87507

**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.

**28. 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.

**29. Non-Collusion.**

In signing this Agreement, the Contractor certifies the Contractor has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the City's Chief Procurement Officer.

**30. Default/Breach.**

In case of Default and/or Breach by the Contractor, for any reason whatsoever, the City may procure the goods or services from another source and hold the Contractor responsible for any resulting excess costs and/or damages, including but not limited to, direct damages, indirect damages, consequential damages, special damages and the City may also seek all other remedies under the terms of this Agreement and under law or equity.

**31. Equitable Remedies.**

The Contractor acknowledges that its failure to comply with any provision of this Agreement will cause the City irrevocable harm and that a remedy at law for such a failure would be an inadequate remedy for the City, and the Contractor consents to the City 's obtaining from a court of competent jurisdiction, specific performance, or injunction, or any other equitable relief in order to enforce such compliance. The City's rights to obtain equitable relief pursuant to this Agreement shall be in addition to, and not in lieu of, any other remedy that the City may have under applicable law, including, but not limited to, monetary damages.

**32. Default and Force Majeure.**

The City reserves the right to cancel all or any part of any orders placed under this Agreement without cost to the City, if the Contractor fails to meet the provisions of this Agreement and, except as otherwise provided herein, to hold the Contractor liable for any excess cost occasioned by the City due to the Contractor's default. The Contractor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Contractor; such causes include, but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the City shall determine that the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery scheduled. The rights and remedies of the City provided in this Clause shall not be exclusive and are in addition to any other rights now being provided by law or under this Agreement.

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:

CONTRACTOR:  
IT Connect Inc.

John Blair  
John Blair (Apr 24, 2023 12:28 MDT)  
\_\_\_\_\_  
JOHN BLAIR, CITY MANAGER

Brian E. Hardy  
\_\_\_\_\_  
NAME  
Executive Vice President  
\_\_\_\_\_  
TITLE

DATE: John Blair  
John Blair (Apr 24, 2023 12:28 MDT)  
\_\_\_\_\_

DATE: Apr 10, 2023  
\_\_\_\_\_  
CRS# 03-036593-00-7  
\_\_\_\_\_  
Registration # \_\_\_\_\_

ATTEST:

Kristine Bustos

KRISTINE BUSTOS MIHELICIC, CITY CLERK XIV

CITY ATTORNEY'S OFFICE:

Marcos Martinez

Marcos Martinez (Apr 10, 2023 09:16 MDT)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster

Emily K. Oster (Apr 20, 2023 16:09 MDT)

EMILY OSTER, FINANCE DIRECTOR

Org. Name/Org#.ITT ENTERPRISE RESOURCE PLANNING 3253950

510310

AH  
AH



ITConnect, Inc.  
 7505 Mallard Way, Unit F  
 Santa Fe, NM 87507  
 505\_428\_2828 P

# Estimate

Date	Estimate #
3/23/2023	10193

Name / Address
City of Santa Fe 200 Lincoln Ave Santa Fe, NM 87501

Rep	Contract Number	P.O. No.	Project
ML-	25N-C104-ALL		Business Analyst/Proj...

Description	Qty	Cost	Total
Senior Business Analyst/Project Coordinator (12-months)	12	15,200.00	182,400.00T
Estimate is valid for 30 days.		<b>Gross Receipts Tax (8.3125%)</b>	\$15,162.00
		<b>Total</b>	\$197,562.00

1. **Scope of Work.**

A. Senior Business Analyst / Project Coordinator

- Apply critical thinking to gathered requirements.
- Clarify questions from the technology team to align software solutions to business needs and business requirements.
- Translate technical requirements into layman's terms to validate solutions meet intended use.
- Create documentation, such as requirements for specifications and update as needed
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- Facilitates information gathering sessions
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Contractor shall substantially perform the following Performance Measures:

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- 2) Quality of Project documentation or reports- Project documentation should be clear and concise. The documentation or reports should be produced with the mindset of immediate utilization.
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## **ACCEPTANCE OF PROPOSAL AND OFFER AND CONTRACT AWARD**

RFP NUMBER: 2020-25

RFP DESCRIPTION: Information Technology and Related, Products and Services

CONTRACT NUMBER: 2020-25N-C104-ALL

### **CONTRACT**

This contract award is being made by Cooperative Educational Services (“CES”), 4216 Balloon Park Rd. NE, Albuquerque, New Mexico 87109 effective this 20th day of April 2020, to ITConnect, Inc. with its principal office located at PO Box 31999, Santa Fe, NM 87594, pursuant to the above referenced CES conducted Request for Proposal (“RFP”) or Request for Bids (“RFB”) procurement, and Contract Holder accepts the award and enters into this contract pursuant to the following terms and conditions.

### **RECITALS**

Cooperative Educational Services (CES) is a cooperative procurement agency created by a Joint Powers Agreement as authorized by Section 11-1-1, et. seq., N.M.S.A., 1978, and Section 13-1-135 and procures tangible personal property, services and construction services (“Products, Services and/or Construction Services”) pursuant to the New Mexico Procurement Code for the benefit of its Members and Participating Entities. The Members consist of public educational institutions in New Mexico that are signatories to a Joint Powers Agreement establishing CES as their procurement agency. The Participating Entities are governmental and 501(C) (3) organizations that have entered into Participating Entity Agreements with CES which allow them to take advantage of the procurement efforts of CES.

The undersigned (“Contract Holder”) has successfully responded to a RFP or RFB published by CES in accordance with the Procurement Code, ( 13-1-103, 111, 112), and Contract Holder is being awarded this RFP or RFB contract by CES which allows Contract Holder to offer Products, Services and Construction Services in accordance with the terms and conditions set forth herein and in the RFP or RFB documents and this contract award.

### **CONTRACT TERMS**

1. The initial contract term shall be for four (4) calendar years from the effective contract award date April 20, 2020 through April 19, 2024. CES reserves the right to renew the Contract through a written amendment signed by all required signatories, but in any case, the Contract shall not exceed the total number of years allowed pursuant to NMSA 1978 13-1-150. CES reserves the right to offer month-to-month extensions if it is

determined by CES to be in the best interest of CES Members/Participating Entities.

2. Contract Holder agrees and acknowledges that the contract terms and provisions are those contained in the above referenced RFP or RFB and agrees to furnish all Products, Services and/or Construction Services in compliance with all terms, conditions, specifications of and amendments to this RFP or RFB. Contract Holder understands that his obligations under this RFP or RFB contract extend to CES Members and Participating Entities who are third party beneficiaries of this RFP or RFB procurement process. The Members/Participating Entities may negotiate with Contract Holder certain additional terms and conditions relating to the scope of services and other performance details. However, the terms and conditions of the RFP or RFB may not be altered or amended except with the approval of CES and in accordance with the State Procurement Code.

3. Contract Holder acknowledges and agrees that CES' purpose and function is to act as a cooperative procurement agent on behalf of its Members and Participating Entities so that they may take advantage of these procurement efforts. CES does not have any subsequent responsibility relating to the quality and fitness of any Products, or the performance of any Services and Construction Services by Contract Holder. Any purchase orders placed by a CES Member or Participating Entity with Contract Holder directly or through CES and any resulting contract between the Contract Holder and a CES Member or Participating Entity do not create any additional obligations on the part of CES.

4. For transactions which involve CES transmitting purchase orders from a Member/Participating Entity to Contract Holder, CES volunteers to act as a payment facilitator to make payments to Contract Holder with funds transferred to CES by the Member/Participating Entity in accordance with Member/Participating Entity's written instructions and to provide an accounting of all monies paid or received by CES pursuant to this Agreement. CES also volunteers to provide informal mediation services between Contract Holder and Member/Participating Entity in the event any dispute arises between them.

5. Contract Holder understand and agree that upon CES' receipt of funds from the Member/Participating Entity, CES has no right or authority to thereafter apply those funds to any purpose other than as instructed by Member/Participating Entity. CES shall incur no liability to Contract Holder except for liability arising from CES' own gross negligence or willful misconduct, to the extent allowed by New Mexico law. Through this procurement process, Contract Holder is authorized to provide the described Products, Services or Construction Services. CES has no obligation or right to involve itself with the manner or method by which Contract Holder provides these Products, Services or Construction Services.



6. To the extent allowed by New Mexico law, Contract Holder agrees to hold CES harmless from all costs, expenses, attorney fees and judgments based upon claims between a Member/Participating Entity and Contract Holder in connection with the specified Products, Services or Construction Services provided by Contract Holder

7. Contract Holder agrees that it will not assert any claim against CES in the event that a dispute arises regarding the alleged failure of Contract Holder or a Member/Participating Entity to perform as provided for in the RFP or RFB documents, any purchase order or other contract between Contract Holder and a Member/Participating Entity. This does not include claims against CES based upon the alleged gross negligence or intentional acts of CES.

8. Any liability incurred in connection with this Agreement shall be subject to the immunities and limitations of the New Mexico Tort Claims Act, §§ 41-4-1 et seq, NMSA 1978, as amended.

9. The Recitals are incorporated herein as contract terms.

Agreed effective the above date:

Cooperative Educational Services

David Chavez  
Printed Name

By:   
Executive Director

ITConnect, Inc.

Kareem Edwards

Printed Name  
DocuSigned by:  
By: Kareem Edwards 4/24/2020  
A499A8F17D1E4B9

Title: President

**ATTACHMENT A  
TO  
ACCEPTANCE OF PROPOSAL AND OFFER  
AND CONTRACT AWARD**

**SCOPE OF WORK**

The purpose of this publicly competed solicitation, and resulting contract, is to establish a cost-effective Master Agreement (“Agreement”) which complies with our Members’ procurement requirements and will provide CES Members and Participating Entities with, but not limited to equipment, planning, design, engineering, installation, integration, support, training, licensing (as applicable), parts, software, repair, service, hosted solutions, managed services, etc. of new or existing equipment and systems in the areas of, but limited to networking, telecommunications (LAN/WAN; wired and wireless, other unified communications), telephony, intercom, audio/video, CCTV/ IP, security, time management, detectors, (class)room electronic devices and management (pedagogical, notification, smart building et al), and other related systems.

*\*Omissions in RFP 2020-25 Information Technology and Related, Products and Services of any provision therein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services*

**ATTACHMENT B  
TO  
ACCEPTANCE OF PROPOSAL AND OFFER  
AND CONTRACT AWARD**

**PRICING**

- A. CES Members and Participating Entities will pay for products and services at the rates set forth in Attachment B.
- B. Any subsequent price changes or introduction of new products or services must be reviewed and approved by CES.
- C. **New Technology and Products:** New products or related services announced by the manufacturer and / or Contractor may be added to this existing contract. Pricing shall be equivalent to the percentage discount of other products. Contractors may replace or add product lines to an existing contract, if the line is replacing previous products; is substantially superior to the original products offered; is discounted in a similar or to a greater degree; and if the products meet the requirements of the original RFP. No products may be added to avoid competitive procurement procedures. CES can reject any additions, without cause.

<b>CES RFP # 2020-25</b> <i>Information Technology and Related, Products and Services</i>		<b>Cost Matrix - Line Item Pricing for Evaluation Purposes</b>										<b>Instructions:</b> • Complete this sheet in its entirety, as applicable, and upload with your proposal response. • Do not alter this spreadsheet or the system will not recognize it or accept. • All pricing must include CES' 12.5% Administration Fee • Read instructions doc. in the Cost Proposal tab under Response Format
<b>Company Name:</b> ITConnect												
<b>Product Name</b> - Cost per unit	<b>Product Description</b>	<b>Unit of Measure</b>	<b>Region 1</b>	<b>Region 2</b>	<b>Region 3</b>	<b>Region 4</b>	<b>Region 5</b>	<b>Region 6</b>	<b>Region 7</b>	<b>Region 8</b>		
Switch (networking) - Cost per unit	Based on one 48-port ethernet networking switch, gigabit, Half-Duplex, Full-Duplex, managed	ea.	2,099.00	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00		
Firewall (networking) - Cost per unit	Based on one Firewall, 16-port, 1Gbps	ea.	15,726.00	15,726.00	15,726.00	15,726.00	15,726.00	15,726.00	15,726.00	15,726.00		
UPS (networking) - Cost per unit	Uninterruptible Power Supply, rackmount 2U, 3000VA, LED status display	ea.	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00		
Server (networking) - Cost per unit	Rack server, two-socket, Windows Server 2019, Intel Xeon 2nd Generation processor, 4 TB SATA	ea.	3,599.00	3,599.00	3,599.00	3,599.00	3,599.00	3,599.00	3,599.00	3,599.00		
Network Systems Development and Design Consultant	A professional with experience and background in evaluating, consulting, designing and developing proposed solutions.	Cost per hour	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00		
Level I (remote)	Technician certified to provide IT help desk support • Labor Rates for projects not requiring NM Wage Rates or Davis Bacon	Cost per hour	39.50	39.50	39.50	39.50	39.50	39.50	39.50	39.50		
Level II (remote)	Technician certified to provide IT network support • Labor Rates for projects not requiring NM Wage Rates or Davis Bacon	Cost per hour	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00		
Level III (remote)	Technician certified to provide IT network engineering support • Labor Rates for projects not requiring NM Wage Rates or Davis Bacon	Cost per hour	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00		
Managed Services	Technician certified to provide IT network engineering support • Labor Rates for projects not requiring NM Wage Rates or Davis Bacon	Cost per hour	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00		
Level I (onsite)	Labor - Certified technician who can install, deploy helpdesk-type services. • Labor Rates for projects not requiring NM Wage Rates or Davis Bacon	Cost per hour	45.00	55.00	45.00	45.00	45.00	45.00	45.00	45.00		
Travel time RT	Travel time round trip from home location to worksite within the region for project not requiring State of NM or Federal Wage Rates - percent of regular time	Percent	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%		
Per diem rate	Per diem rate - meals and lodging per 24 hour period	Per Day	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00		
Mileage rate	Mileage rate for company-owned vehicles (car/medium duty truck)	Per Mile	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41		
Offeror's Support for CES Pricing	Offeror's Support for CES Pricing, Percent of difference between CES price and individual entity price. This represents the cost the vendor incurs to provide a performance and payment bond to the Member for an individual project when it is required. The Offeror is to indicate the percentage rate charged on the total cost of an individual project to obtain a bond, and the documentation to substantiate the rates.	Percent	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%		
Payment & Performance Bond Cost	Alternative Methods of Costing - percent of overhead/markup and profit added to cost.	Percent	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%		
Alternative Costing O/P	Discounts Offered Off Alternative Costing Methods (cost plus profit and overhead) Less Rate of Discount	% of O/P	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%		
Alternative Costing CES Discount		% of discount	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%		

WAN / LAN equipment	(name manufacturer in pricing pages to be uploaded as "Additional Pricing" in the "attachments" section	Discount off manufacturer's catalog or other price list(s)	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%
Telephony (Unified Communications)	(name manufacturer in pricing pages to be uploaded as "Additional Pricing" in the "attachments" section	Discount off manufacturer's catalog or other price list(s)	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%
Security (CCTV / IP cameras, etc.), Software and Supplies	(name manufacturer in pricing pages to be uploaded as "Additional Pricing" in the "attachments" section	Discount off manufacturer's catalog or other price list(s)	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Instructional (classroom) Audio and Video solutions / systems, software and products	(name manufacturer in pricing pages to be uploaded as "Additional Pricing" in the "attachments" section	Discount off manufacturer's catalog or other price list(s)	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%
Time Management (clocks) Systems, Software and Supplies	(name manufacturer in pricing pages to be uploaded as "Additional Pricing" in the "attachments" section	Discount off manufacturer's catalog or other price list(s)	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Fire and Security Alarm Systems, Software and Supplies	(name manufacturer in pricing pages to be uploaded as "Additional Pricing" in the "attachments" section	Discount off manufacturer's catalog or other price list(s)	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Detectors	(name manufacturer in pricing pages to be uploaded as "Additional Pricing" in the "attachments" section	Discount off manufacturer's catalog or other price list(s)	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Room (incl. classroom) electronic devices and management systems (pedagogical, notification, smart building et al), Software and Supplies	(name manufacturer in pricing pages to be uploaded as "Additional Pricing" in the "attachments" section	Discount off manufacturer's catalog or other price list(s)	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
VoIP Manufacturer Support	(name manufacturer in pricing pages to be uploaded as "Additional Pricing" in the "attachments" section	Discount off manufacturer's catalog or other price list(s)	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Software Maintenance Agreements	(name manufacturer in pricing pages to be uploaded as "Additional Pricing" in the "attachments" section	Discount off manufacturer's catalog or other price list(s)	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Training Fee on equipment offered	(name manufacturer in pricing pages to be uploaded as "Additional Pricing" in the "attachments" section	Cost per hour	150,00	150,00	150,00	150,00	150,00	150,00	150,00	150,00	150,00	150,00	150,00



## Contract Award Letter

March 19, 2020

IT Connect  
PO Box 31999  
Santa Fe, NM 87594

Re: ACCEPTANCE OF OFFER and CONTRACT AWARD For: \_\_\_\_\_

### **2020-25N-C104-ALL Information Technology and Related, Products and Services**

Dear Procurement Partner,

Cooperative Educational Services (CES) thanks you for responding to our 2020-25 solicitation. The responses have been reviewed and it is our pleasure to inform you that your company has been selected to provide the products and services indicated in your response.

The enclosed Acceptance of Offer and Contract Award, in conjunction with the RFP documents that you submitted with your proposal, constitute the Agreement between the parties. Please retain all documents for your records. The term of this Indefinite Quantity Contract Award as defined in NMSA 13-1-63; is for four (4) years from the date of this letter, Pursuant to 13-1-150 NMSA. **(March 19, 2024.)**

***It is the vendor's responsibility to keep pricing up-to-date, throughout the life of the contract.***

Sincerely Yours,

Cooperative Educational Services

A handwritten signature in blue ink that reads "David Chavez". The signature is written in a cursive style and is positioned above the printed name and title.

David Chavez  
Executive Director  
Ofc: 505.344.5470  
Fax: 505.344.9343



# City of Santa Fe, New Mexico

## Memorandum



**DATE:** April 11, 2023

**TO:** John Blair,  
City Manager  
Budget  
Purchasing

**VIA:** Emily Oster, Finance Department Director  
Travis Dutton-Leyda, Purchasing Officer  
Manuel Gonzales, ITT Department Director <sup>MG</sup><sub>MG</sub>

**FROM:** Michelle A. Gurule, Contracts Administrator *Mg*

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**ITEM AND ISSUE:**

ITT request for the Approval of Program Management and IT Related Project in the Total Amount of \$197,562.00 for Project Management Services for 12 months; (IT Connect);(Manuel Gonzales, [mmgonzales@santafem.gov](mailto:mmgonzales@santafem.gov) 505-955-5576)

**BACKGROUND AND SUMMARY:**

Project Management Services is needed to manage IT projects/programs through the complete project lifecycle. Oversee and administer project team. Develop and maintain project management plans. Provide direction to Subject Matter Experts (SMEs) on the items that need to be completed for project completion. Periodically meets with users on issues, observes, and critiques system users and provides additional training as required.

**PROCUREMENT METHOD:**

The procurement method is the Cooperative Educational Services 2020-25N-C104-ALL expires March 19, 2024.

**CONTRACT NUMBER:**

The FY23 Munis contract number is 3204019.

**FUNDING SOURCE:**

The funding source is:

**Fund Name/Number:** General Fund/Fund 325

**Munis Org Name/Number:** ITT Enterprise Resource Planning/3253950

**Munis Object Name/Number:** Service Contracts/510310

**ACTION REQUESTED:**

ITT respectfully requests your review and approval.



# CITY OF SANTA FE PROCUREMENT CHECKLIST

Contractor Name: IT Connect, Inc.

Procurement Title: Cooperative Educational Services 2020-25N-C104-ALL expires 03/19/24

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 Michelle A. Gurule

### 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

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

Michelle A. Gurule Contracts Administrator 04/11/23

Department Rep Printed Name (attesting that all information included)	Title	Date
	Contracts Supervisor	Apr 12, 2023

Purchasing Officer (attesting that all information is reviewed)	Title	Date
 <small>Manuel Gonzales (Apr 12, 2023 15:10 MDT)</small>	ITT Director	Apr 12, 2023

ITT Representative (attesting that all information is reviewed)	Title	Date

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





# City of Santa Fe

## Real Estate Summary of Contracts, Agreements, Amendments & Leases

### Section to be completed by department

1. Munis Contract # 3204019

Contractor: ITT Connect

Description: Project Management Services is needed to manage IT projects/programs through the complete project lifecycle. Oversee and administer project team. Develop and maintain project management plans. Provide direction to Subject Matter Experts (SMEs) on the items that need to be completed for project completion.

Contract  Agreement  Lease / Rent  Amendment

Term Start Date: 05/01/23 Term End Date: 05/01/24

Approved by Council Date: \_\_\_\_\_

### Contract / Lease:

Amendment # \_\_\_\_\_ to the Original Contract / Lease # \_\_\_\_\_

Increase/(Decrease) Amount \$ \_\_\_\_\_

Extend Termination Date to: \_\_\_\_\_

Approved by Council Date: \_\_\_\_\_

### Amendment is for:

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

3. **Procurement History:** Cooperative Agreement 2020-25N-C104-ALL expires March 19, 2024

[Signature] Apr 12, 2023  
Purchasing Officer Review: \_\_\_\_\_ Date: \_\_\_\_\_

Comment & Exceptions: Procured v à Coop

4. **Funding Source:** ITT Enterprise Resource Planning/Service Contracts **Org / Object:** 3253950-510310

Andy Hopkins Apr 12, 2023  
Andy Hopkins (Apr 12, 2023 14:07 MDT) Apr 12, 2023  
Budget Officer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comment & Exceptions: \_\_\_\_\_

Staff Contact who completed this form: Michelle A. Gurule Phone # 505-955-5533

Email: magurule@santafenm.gov

### To be recorded by City Clerk:

Clerk # \_\_\_\_\_

Date of Execution: \_\_\_\_\_



ITT Representative (attesting that all information is reviewed)

ITT Director

Apr 12, 2023

Title

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/06/2023

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.

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.

Table with columns for PRODUCER (Downey & Company), CONTACT NAME (Carolyn Nasi), PHONE, FAX, E-MAIL ADDRESS, INSURER(S) AFFORDING COVERAGE, and NAIC #.

COVERAGES CERTIFICATE NUMBER: 23/24 Multi 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.

Main table with columns: INSR LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Includes sections for Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

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

City of Santa Fe is recognized as additional insured as their interest appears, per policy provisions. 30-Day written cancellation notice applies. Coverage is Primary and Non-Contributory.

CERTIFICATE HOLDER

Table containing Certificate Holder information: City of Santa Fe, 200 Lincoln Avenue, Santa Fe, NM 87504.

CANCELLATION

Table containing Cancellation notice: 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: Jonathan B. Downey.



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

## BUSINESS REGISTRATION

**Business Name:** ITCONNECT INC  
DBA: ITCONNECT INC

**Business Location:** 7505 MALLARD WAY F  
SANTA FE, NM 87507

**Owner:** ITCONNECT INC

**License Number:** 155104

**Issued Date:** November 09, 2022

**Expiration Date:** November 09, 2023

**CRS Number:** 03-036593-007

**License Type:** Business License - Renewable

**Classification:** Contractor - Electrical

**Fees Paid:** \$35.00

ITCONNECT INC  
7505 MALLARD WAY F  
SANTA FE, NM 87507

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 TRANSFERABLE TO  
OTHER BUSINESSES OR PREMISES.

**TO BE POSTED IN A CONSPICUOUS PLACE**

**Signature:** Manuel Gonzales

Manuel Gonzales (Apr 11, 2023 14:57 MDT)

**Email:** [mmgonzales@ci.santa-fe.nm.us](mailto:mmgonzales@ci.santa-fe.nm.us)












# 23-0169 IT Connect

Final Audit Report

2023-04-24

Created:	2023-04-18
By:	Xavier Vigil (xivigil@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbU0qeSq-hJ6qs65xCKVL6LmPEoJF00Rw

## "23-0169 IT Connect" History

-  Document created by Xavier Vigil (xivigil@ci.santa-fe.nm.us)  
2023-04-18 - 7:48:43 PM GMT- IP address: 63.232.20.2
-  Document emailed to ekoster@santafenm.gov for signature  
2023-04-18 - 7:50:26 PM GMT
-  Email viewed by ekoster@santafenm.gov  
2023-04-20 - 10:05:47 PM GMT- IP address: 104.47.65.254
-  Signer ekoster@santafenm.gov entered name at signing as Emily K. Oster  
2023-04-20 - 10:09:06 PM GMT- IP address: 63.232.20.2
-  Document e-signed by Emily K. Oster (ekoster@santafenm.gov)  
Signature Date: 2023-04-20 - 10:09:08 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to jwblair@santafenm.gov for signature  
2023-04-20 - 10:09:10 PM GMT
-  Email viewed by jwblair@santafenm.gov  
2023-04-21 - 0:12:29 AM GMT- IP address: 166.137.163.31
-  Email viewed by jwblair@santafenm.gov  
2023-04-23 - 10:07:32 PM GMT- IP address: 104.47.65.254
-  Signer jwblair@santafenm.gov entered name at signing as John Blair  
2023-04-24 - 6:28:43 PM GMT- IP address: 63.232.20.2
-  Document e-signed by John Blair (jwblair@santafenm.gov)  
Signature Date: 2023-04-24 - 6:28:45 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to Kristine Mihelcic (kmmihelcic@santafenm.gov) for signature  
2023-04-24 - 6:28:48 PM GMT



 Email viewed by Kristine Mihelcic (kmmihelcic@santafenm.gov)

2023-04-24 - 10:41:47 PM GMT- IP address: 104.47.65.254

 Document e-signed by Kristine Mihelcic (kmmihelcic@santafenm.gov)

Signature Date: 2023-04-24 - 10:41:56 PM GMT - Time Source: server- IP address: 73.98.12.205

 Agreement completed.

2023-04-24 - 10:41:56 PM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.