

**RECOVERY FUNDS SUBRECIPIENT
CONTRACT BETWEEN CITY OF SANTA FE AND
DOMESTIC VIOLENCE SPECIALISTS, LLC
FOR PROFESSIONAL SERVICES**

THIS AGREEMENT is made and entered into by and between the City of Santa Fe, herein after referred to as the “City”, and **Domestic Violence Specialists, LLC**, herein after referred to as the “Contractor.”

RECITALS

WHEREAS, the City, as a recipient of a State and Local Fiscal Recovery Funds (SLFRF) award, has substantial discretion to use the award funds in the ways that best suit the needs of the City if such use fits into one of the following four statutory categories:

1. To respond to the COVID-19 public health emergency or its negative economic impacts;
2. To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the recipient that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
3. For the provision of government services, to the extent of the reduction in revenue of such recipient due to the COVID–19 public health emergency, relative to revenues collected in the most recent full fiscal year of the recipient prior to the emergency; or
4. To make necessary investments in water, sewer, or broadband infrastructure;

WHEREAS this Contract falls within the first statutory category;

WHEREAS, recipients are responsible for ensuring that any procurement using SLFRF funds, or payments under procurement contracts using such funds, Coronavirus State and Local Fiscal Recovery Funds Compliance and Reporting Guidance are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, as applicable;

WHEREAS, the Uniform Guidance establishes in 2 CFR 200.319 that all procurement transactions for property or services must be conducted in a manner providing full and open competition, consistent with standards outlined in 2 CFR 200.320, which allows for non-competitive procurements only in circumstances where at least one of the conditions below is true: the item is below the micro-purchase threshold; the item is only available from a single source; the public exigency or emergency will not permit a delay from publicizing a competitive solicitation; or after solicitation of a number of sources, competition is determined inadequate; and

WHEREAS, Subrecipients under the SLFRF program are entities that receive a subaward from a recipient to carry out the purposes (program or project) of the SLFRF award on behalf of the recipient.

IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

1. **Definitions**

A. "Products and Services Schedule" refers to the complete list of products and services offered under this Agreement and the price for each. Product and service descriptions may be amended with the prior approval of the Agreement Administrator. New products and services shall not be added to the Products and Services Schedule.

B. "Business Hours" means 8:00 a.m. to 5:00 p.m. Mountain Time.

C. "Subrecipient" means an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. 2 C.F.R. § 200.1

D. "You" and "your" refers to **Domestic Violence Specialists, LLC**. "We," "us" or "our" refers to the City and whose accounts are created under this Agreement.

2. **Scope of Work**

A. The Contractor shall perform the work as follows:

- 1) Facilitate plans toward an integrated, multiagency 24/7 victim/survivor advocacy workflow system that is culturally and linguistically appropriate. Activities include:
 - Manage, review, and recommend funding applications for supplemental DV/IPV/HT advocacy services.
 - Manage contracts with selected services providers to carry out DV/IPV/HT advocacy services supplemental to those that already exist. Contract management includes monitoring progress, reviewing invoices, and reporting to program manager.
 - Work with contracted providers to formalize workflow agreements that ensure that warm handoffs to advocates are always available to law enforcement and emergency medical services personnel responding to 911 calls classified as domestic violence.
 - Establish agreements with short-term stay organizations (i.e. hotels) to enable crisis stabilization for victims immediately following an 911 call intervention.
 - Apply for a grant that would fund a full-time DV/IPV/HT advocate housed at Santa Fe Police Department.

- 2) Review and contribute to the updating and creation of SFPD and SFFD policies and procedures on domestic violence, human trafficking, sexual assault, and stalking. Policies and procedures should reflect current best practice and be congruent with extant plans and practices to promote first responders' safety and wellbeing.
- 3) Identify professional development needs for SFPD and SFFD and identify prospective contractors to deliver education and technical assistance related to DV, IPV, and HT.
- 4) Provide learning sessions for law enforcement and other first responders on any of the below topics. Education should be culturally relevant and apply a racial and gender equity lens.
 - Nature and scope of DV, IPV, and HT
 - Potential involvement of sexual assault, sexual exploitation, and stalking in DV, IPV, and HT
 - Indicators of DV, IPV, and HT at scene of call
 - How to screen for the presence of DV, IPV, and HT when responding to a call
 - How to conduct a lethality assessment when DV, IPV, or HT are detected
 - How to engage with the victim, perpetrator, and anyone else present in a trauma informed way
 - How to conduct a warm handoff to a victim advocate
- 5) Establish a domestic violence multidisciplinary team (MDT) process.

Activities include:

 - Draft best practice procedures for team members to follow that facilitate a) coordinated follow-up services and safety for identified adult victims of domestic violence and b) coordinated case management and accountability for adult perpetrators.
 - Identify prospective MDT members.
 - Facilitate MDT partnership agreements.
- 6) Provide technical assistance to health and human services providers on how to assess for DV/IPV/HT risk and victimization, and what to do if detected.
- 7) Provide additional technical assistance related to DV/IPV/HT as needed.
- 8) Provide tracking of expenditures and assurance of compliance to the 2 CFR 200 guidelines, as well as the ARPA Final Rule working in conjunction with the Grants Manager.

B. Number of people served; Degree of in protective factors for people at risk for violence degree of reduction in community violence; number of activities.

C. Domestic Violence Specialists, LCC understands that this contract represents a subaward of SLFRF funds, agrees to maintain records to satisfy all compliance requirements for use of SLFRF, and agrees to all reporting requirements for expenditures of SLFRF funds.

3. **Compensation**

A. The City shall pay to the Contractor in full payment for services satisfactorily performed at the rate of thirty-eight dollars (\$38.00) per hour, such compensation not to exceed (\$52,958.70), excluding gross receipts tax. The New Mexico gross receipts tax levied on the amounts payable under this Agreement totaling \$4,801.30 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 (\$57,760.00). All payments under this Agreement are subject to the following provisions.

B. Payment. The total compensation under this Agreement shall not exceed \$57,760.00, including New Mexico gross receipts tax. 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 services, in excess of the total compensation amount being provided.

C. Payment shall be made upon Acceptance of each Deliverable and upon the receipt and Acceptance of a detailed, certified Payment Invoice. Payment will be made to the Contractor's designated mailing address. In accordance with Section 13-1-158 NMSA 1978, payment shall be tendered to the Contractor within thirty (30) days of the date of written certification of Acceptance. All Payment Invoices MUST BE received by the City no later than fifteen (15) days after the termination of this Agreement. Payment Invoices received after such date WILL NOT BE PAID.

D. Retainage. Not Applicable – The Parties agree there is no retainage.

E. Performance Bond.
Not Applicable. The Parties agree there is no Performance Bond.

F. The contractor may use SLFRF funds to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024, if the award funds for the obligations incurred by December 31, 2024 are expended by December 31, 2026. Costs for projects incurred by the subrecipient prior to March 3, 2021 are not eligible, as provided for in

Treasury's final rule. Any funds not obligated or expended for eligible uses by the timelines above must be returned to Treasury, including any unobligated or unexpended funds that have been provided to subrecipients and contractors as part of the award closeout process pursuant to 2 C.F.R. 200.344(d).

4. **Term**

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED IN WRITING BY THE CITY. This Agreement shall begin on date approved by the City and end on June 30, 2024. In no event will the term exceed the duration allowed by statute, NMSA 1978, § 13-1-150.

5. **Default and Force Majeure**

The City reserves the right to cancel all or any part of any orders placed under this contract without cost to the City, if the Contractor fails to meet the provisions of this contract 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 sub-contractors due to any of the above, unless the City shall determine that the supplies or services to be furnished by the sub-contractor 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 paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this contract.

6. **Termination**

A. **Grounds.** The City may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the City's uncured, material breach of this Agreement.

B. **Notice: City Opportunity to Cure.**

1) Except as otherwise provided in Paragraphs 7.A and 17, the City shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.

2) Contractor shall give City written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the City's material breaches of this Agreement upon which the termination is based and (ii) state what the City must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the City does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the City does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.

3) Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the City; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the City; or (iii) the Agreement is terminated pursuant to Paragraph 17, "Appropriations", of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the City's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; 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. *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.*

7. 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 Paragraph 7 herein, or to agree to the reduced funding.

8. Status of Contractor

The Contractor, and Contractor's agents and employees, are independent Contractors for the City and are not employees of the City. The Contractor, and Contractor's 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 personally reportable by the Contractor for income tax purposes, including without limitation, self-employment tax and business income tax. The Contractor agrees not to purport to bind the City unless the Contractor has written authority to do so, and then only within the strict limits of that authority.

9. 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.

10. 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.

11. **Non-Collusion**

In signing this Agreement, the Contractor/Contractor certifies the Contractor/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.

12. **Inspection of Plant**

The City may inspect, at any reasonable time during Contractor's regular business hours and upon prior written notice, the Contractor's plant or place of business, or any subcontractor's plant or place of business, which is related to the performance of this contract.

13. **Commercial Warranty**

The Contractor agrees that the tangible personal property or services furnished under this Agreement shall be covered by the most favorable commercial warranties the Contractor gives to any customer for such tangible personal property or services, and that the rights and remedies provided herein shall extend to the City and are in addition to and do not limit any rights afforded to the City by any other clause of this order. Contractor agrees not to disclaim warranties of fitness for a particular purpose or merchantability.

14. **Condition of Proposed Items**

Where tangible personal property is a part of this Agreement, all proposed items are to be NEW and of most current production, unless otherwise specified.

15. **Records and Audit**

During the term of this Agreement and for five years thereafter, the Contractor shall maintain detailed records pertaining to the services rendered and products delivered. These records shall be subject to inspection by the City, the State Auditor and other appropriate state and federal authorities. 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.

16. **Appropriations**

The terms of this Agreement, and any orders placed under it, 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 legislature, this Agreement, and any orders placed under it, shall terminate upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. 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.

17. Release

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

18. 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 prior written approval by the City.

19. Conflict of Interest

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. The Contractor shall comply with any applicable provisions of the New Mexico Governmental Conduct Act and the New Mexico Financial Disclosures Act.

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 Paragraph 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 Paragraph 20 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 Paragraph 20 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.

20. **Approval of Contractor Representative(s)**

The City reserves the right to require a change in Contractor representative(s) if the assigned representative(s) are not, in the opinion of the City, adequately serving the needs of the City.

21. **Scope of Agreement; 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 agreements or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

22. **Notice**

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 bribes, gratuities and kickbacks.

23. **Equal Opportunity Compliance**

The Contractor agrees to abide by all federal and state laws, and local Ordinances, pertaining to equal employment opportunity. In accordance with all such laws, rules, and regulations, the Contractor agrees to assure 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.

24. **Indemnification**

The Contractor shall hold the City and its employees harmless and shall indemnify the City and its employees against any and all claims, suits, actions, liabilities and costs of any kind, including attorney's fees for personal injury or damage to property arising from the acts or omissions of the Contractor, its agents, officers, employees or subcontractors. The Contractor shall not be liable for any injury or damage as a result of any negligent act or omission committed by the City, its officers or employees.

25. **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.

26. **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, § 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.

27. **Limitation of Liability**

The Contractor's liability to the City, for any cause whatsoever shall be limited to the purchase price paid to the Contractor for the products and services that are the subject of the City's, claim. The foregoing limitation does not apply to paragraph 25 of this Agreement or to damages resulting from personal injury caused by the Contractor's negligence.

28. **Incorporation by Reference and Precedence**

If this Agreement has been procured pursuant to a request for proposals, this Agreement is derived from (1) the request for proposal, (including any written clarifications to the request for proposals and any City response to questions); (2) the Contractor's best and final offer; and (3) the Contractor's response to the request for proposals.

In the event of a dispute under this Agreement, applicable documents will be referred to for the purpose of clarification or for additional detail in the following order of precedence: (1) amendments to the Agreement in reverse chronological order; (2) the Agreement, including the scope of work and all terms and conditions thereof; (3) the request for proposals, including attachments thereto and written responses to questions and written clarifications; (4) the Contractor's best and final offer if such has been made and accepted by the City; and (5) the Contractor's response to the request for proposals.

29. **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.

30. **Inspection**

If this contract is for the purchase of tangible personal property (goods), final inspection and acceptance shall be made at Destination. Tangible personal property rejected at Destination

for non-conformance to specifications shall be removed at Contractor's risk and expense promptly after notice of rejection and shall not be allowable as billable items for payment.

31. **Inspection of Services**

If this contract is for the purchase of services, the following terms shall apply.

A. Services, as used in this Article, include services performed, workmanship, and material furnished or utilized in the performance of services.

B. The Contractor shall provide and maintain an inspection system acceptable to the City covering the services under this Agreement. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the City and for as long thereafter as the Agreement requires. The City has the right to inspect and test all services contemplated under this Agreement to the extent practicable at all times and places during the term of the Agreement. The City shall perform inspections and tests in a manner that will not unduly delay or interfere with Contractor's performance.

C. If the City performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of such inspections or tests.

D. If any part of the services do not conform with the requirements of this Agreement, the City may require the Contractor to re-perform the services in conformity with the requirements of this Agreement at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the City may:

- (1) require the Contractor to take necessary action(s) to ensure that future performance conforms to the requirements of this Agreement; and
- (2) reduce the contract price to reflect the reduced value of the services performed.

E. If the Contractor fails to promptly re-perform the services or to take the necessary action(s) to ensure future performance in conformity with the requirements of this Agreement, the City may:

- (1) by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the City that is directly related to the performance of such service; or
- (2) terminate the contract for default.

32. **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. 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.

C. 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.

33. **Impracticality of Performance**

A party shall be excused from performance under this Agreement for any period that the party is prevented from performing as a result of an act of God, strike, war, civil disturbance, epidemic, or court order, provided that the party has prudently and promptly acted to take any and all steps that are within the party's control to ensure performance. Subject to this provision, such non-performance shall not be deemed a default or a ground for termination.

34. **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.

35. **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.

36. **Patent, Copyright and Trade Secret Indemnification**

A. The Contractor shall defend, at its own expense, the City against any claim that any product or service provided under this Agreement infringes any patent, copyright to trademark in the United States or Puerto Rico, and shall pay all costs, damages and attorneys' fees that a court finally awards as a result of any such claim. In addition, if any third party obtains a judgment against the City based upon Contractor's trade secret infringement relating to any product or services provided under this Agreement, the Contractor agrees to reimburse the

City for all costs, attorneys' fees and amount of the judgment. To qualify for such defense and or payment, the City shall:

- 1) give the Contractor prompt written notice within 48 hours of any claim;
- 2) allow the Contractor to control the defense of settlement of the claim; and
- 3) cooperate with the Contractor in a reasonable way to facilitate the defense or settlement of the claim.

B. If any product or service becomes, or in the Contractor's opinion is likely to become the subject of a claim of infringement, the Contractor shall at its option and expense:

- 1) provide the City the right to continue using the product or service and fully indemnify the City against all claims that may arise out of the City's use of the product or service;
 - 2) replace or modify the product or service so that it becomes non-infringing;
- or,

3) accept the return of the product or service and refund an amount equal to the value of the returned product or service, less the unpaid portion of the purchase price and any other amounts, which are due to the Contractor. The Contractor's obligation will be void as to any product or service modified by the City to the extent such modification is the cause of the claim.

37. **Survival**

The Agreement paragraphs titled "Patent, Copyright, Trademark, and Trade Secret Indemnification; Indemnification; and Limit of Liability" shall survive the expiration of this Agreement. Software licenses, leases, maintenance and any other unexpired Agreements that were entered into under the terms and conditions of this Agreement shall survive this Agreement.

38. **Disclosure Regarding Responsibility**

A. Any prospective Contractor and any of its principals who enter into a contract greater than sixty thousand dollars (\$60,000.00) with any City for professional services, tangible personal property, services or construction agrees to disclose whether the Contractor, or any principal of the Contractor's company is presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body.

B. Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.

C. The Contractor shall provide immediate written notice to the City if, at any time during the term of this Agreement, the Contractor learns that the Contractor's disclosure was at any time erroneous or became erroneous by reason of changed circumstances.

D. A disclosure that any of the items in this requirement exist will not necessarily result in termination of this Agreement. However, the disclosure will be considered in the determination of the Contractor's responsibility and ability to perform under this Agreement.

Failure of the Contractor to furnish a disclosure or provide additional information as requested will be grounds for immediate termination of this Agreement pursuant to the conditions set forth in Paragraph 7 of this Agreement.

E. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of a Contractor is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of business dealings.

F. The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts during the term of this Agreement. If during the performance of the contract, the Contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the Contractor must provide immediate written notice to the City. If it is later determined that the Contractor knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the City may terminate the involved contract for cause. Still further the City may suspend or debar the Contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the City.

39. **Suspension, Delay or Interruption of Work**

The City may, without cause, order the Contractor, in writing, to suspend, delay or interrupt the work in whole or in part for such period as the City may determine. The contract sum and contract time shall be adjusted for increases in cost and/or time associated with Contractor's compliance therewith. Upon receipt of such notice, Contractor shall leave the jobsite and any equipment in a safe condition prior to departing. Contractor must assert rights to additional compensation within thirty (30) days after suspension of work is lifted and return to work is authorized. Any compensation requested for which entitlement is granted and the contract sum adjusted, shall have profit included (for work completed) and for cost only (not profit) for Contractor costs incurred directly tied to the suspension itself and not otherwise covered by Contract remedy. Any change in Total Compensation must be reflected in an Amendment executed pursuant to Section 8 of this Agreement.

40. **Notification**

Either party may give written notice to the other party in accordance with the terms of this Paragraph. Any written notice required or permitted to be given hereunder shall be deemed to have been given on the date of delivery if delivered by personal service or hand delivery or three (3) business days after being mailed.

To the City:

Sophie Andar | 500 Market Street, Santa Fe, NM, 87501 | sxandar@santafenm.org

To the Contractor:

Mollie Leila Kelly, Domestic Violence Specialists, LLC
1218 Siler Rd., #307, Santa Fe, NM 87507 | leilaroseknows@gmail.com

Either party may change its representative or address above by written notice to the other in accordance with the terms of this Paragraph. The carrier for mail delivery and notices shall be the agent of the sender.

To the Contractor:
Mollie Leila Kelly, Domestic Violence Specialists, LLC
1218 Siler Rd., #307, Santa Fe, NM 87507 | leilaroseknows@gmail.com

41. Succession

This Agreement shall extend to and be binding upon the successors and assigns of the parties.

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:

John Blair

John Blair (May 17, 2023 10:51 MDT)

JOHN BLAIR, CITY MANAGER

DATE: May 17, 2023

CONTRACTOR:

Mollie Leila Kelly

Mollie Leila Kelly, Owner

DATE: 2/15/2023

CRS# 03610547003

Registration # 234292

ATTEST:

Kristine Bustos Mihelcic

KRISTINE BUSTOS MIHELICIC, CITY CLERK

CITY ATTORNEY'S OFFICE:

Marcos Martinez

Marcos Martinez (Feb 9, 2023 14:43 MST)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster

Emily K. Oster (May 12, 2023 18:20 MDT)

EMILY OSTER, FINANCE DIRECTOR

2400122.510400

Org. Name/Org#.

COM2224006

Project Ledger #

SAM.Gov Unique Entity ID:
YS2JSN6MFDK3

DOMESTIC VIOLENCE SPECIALISTS LLC

Unique Entity ID YS2JSN6MFDK3	CAGE / NCAGE 9JWD8	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Apr 17, 2024	
Physical Address 1218 Siler RD Unit 307 Santa Fe, New Mexico 87507-3672 United States	Mailing Address 1218 Siler RD Unit 307 Santa Fe, New Mexico 87507-3672 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District New Mexico 03	State / Country of Incorporation New Mexico / United States	URL (blank)

Registration Dates

Activation Date May 2, 2023	Submission Date Apr 18, 2023	Initial Registration Date Apr 4, 2023
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Entity Dates

Entity Start Date Feb 10, 2023	Fiscal Year End Close Date Dec 31
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Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure Sole Proprietorship	Entity Type Business or Organization	Organization Factors Limited Liability Company
Profit Structure For Profit Organization		

Socio-Economic Types

Minority Owned Business

Self Certified Small Disadvantaged Business

Woman Owned Business

Black American Owned

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments
No

Debt Subject To Offset
No

EFT Indicator
0000

CAGE Code
9JWD8

Points of Contact

Electronic Business

✎
Mollie Kelly, Owner

**1218 Siler Road 307
Santa Fe, New Mexico 87507
United States**

Government Business

✎
Mollie Kelly, Owner

**1218 Siler RD Unit 307
Santa Fe, New Mexico 87507
United States**

Service Classifications

NAICS Codes

Primary
Yes

NAICS Codes
813319

NAICS Title
Other Social Advocacy Organizations

Disaster Response

This entity does not appear in the disaster response registry.

Bid for Contractual Services

I. Introduction

The bid proposal (hereinafter referred as “Proposal”) is prepared by Leila Kelly, Domestic Violence Specialists, LLC (the “Contractor” hereinafter) specifically for The City of Santa Fe, Community Health and Safety Department; Youth and Family Services Division; Youth and Family Services Program Manager – Violence Prevention (the “Client” hereinafter), in order to define the planned project and determine its purpose, to indicate the goods and services to be provided, to set out the pricing principles and duration, and to determine other terms and conditions.

II. Contractor Information of the Parties

Leila Kelly, Domestic Violence Specialists, LLC
505-314-6037
leilaroseknows@gmail.com
1218 Siler Rd., #307
Santa Fe, NM 87507

City of Santa Fe, Community Health and Safety Department; Youth and Family Services Division; Youth and Family Services Program Manager - Violence Prevention
505-955-6236
sxandar@santafenm.gov

III. About the Project

Domestic Violence / Intimate Partner Violence / Human Trafficking (DV/IPV/HT) Intervention Services Specialist

The Purpose of the Project

The purpose of the project is, by defining Client’s activity and industry-specific needs, to contribute to the growth and development of the Client. Within this scope, the Contractor will provide professional consulting services to advance progress on meeting Critical Priorities Objectives #3 – 7 and High Priority Objective #8 of the 2022-2027 City of Santa Fe Violence Prevention Strategic Plan.

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Mollie Leila Rose Kelly, LMSW

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 - Self-Starter
 - Grant Writing
 - Public Speaking
 - Speechwriting
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Michelle Obama



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/15/2023

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. 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 Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	CONTACT NAME: PHONE (A/C, No, Ext): (855) 222-5919 FAX (A/C, No): E-MAIL ADDRESS: support@nextinsurance.com														
INSURED Domestic Violence Specialists, LLC 1218 Siler Rd Unit 307 Santa Fe, NM 87507	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Next Insurance US Company</td><td>16285</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></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: Next Insurance US Company	16285	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** 426311084 **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
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:	X		NXTRLQY37J-00-GL	02/15/2023	02/15/2024	EACH OCCURRENCE \$1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00 MED EXP (Any one person) \$15,000.00 PERSONAL & ADV INJURY \$1,000,000.00 GENERAL AGGREGATE \$2,000,000.00 PRODUCTS - COMP/OP AGG \$2,000,000.00 \$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	X		NXTRLQY37J-00-GL	02/15/2023	02/15/2024	Each Occurrence: \$1,000,000.00 Aggregate: \$2,000,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Certificate Holder is City of Santa Fe. This Certificate Holder is an Additional Insured on the General Liability policy per the Additional Insured Automatic Status Endorsement. General Liability coverage applies for Business Consulting operations. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

CERTIFICATE HOLDER City of Santa Fe 500 Market St Santa Fe, NM 87501	LIVE CERTIFICATE  Click or scan to view	CANCELLATION 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
Treasury Department
200 Lincoln Ave.
Santa Fe, New Mexico 87504-0909
505-955-6551

BUSINESS REGISTRATION

Business Name: DOMESTIC VIOLENCE SPECIALISTS
DBA: DOMESTIC VIOLENCE
SPECIALISTS

Business Location: 1218 SILER RD UNIT 307
SANTA FE, NM 87507-3672

Owner: DOMESTIC VIOLENCE SPECIALISTS

License Number: 234292

Issued Date: February 10, 2023

Expiration Date: February 10, 2024

CRS Number: 03610547003

License Type: Business License - Renewable

Classification: Business Registration - Standard

Fees Paid: \$35.00

DOMESTIC VIOLENCE SPECIALISTS
1218 SILER RD UNIT 307
SANTA FE, NM 87507-3672

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

**CHSD and YFSD Admin and Planning Support
PROCUREMENT TRACKING LOG**

(Purchase at \$60,000 or under)

Vendor Name:						
Email:						
Phone:						
Bid Quote:						
Date Contacted:						
Outcome:						

	Domestic Violence Specialists	Elizabeth E. Silva	Cerise Consulting	Rod Kaskalla
	leilroseknows@gmail.com	elizabethsilva505@gmail.com	mollie@ceriseconsultants.com	rkaskalla@nambepueblo.org
	505.314.6037	505.977.5200	(401) 524-4450	505.455.5593
	\$57,760.00	\$156,000.00	\$0.00	\$0.00
	1.10.23	1.10.23	1.10.23	1.10.23
	Provided Bid	Provided Bid	No Bid Provided	No Bid Provided

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Michelle Obama

**Bid for Youth and Family Services Division:
VPU Administrative Support Specialist
Start Date: ASAP**



About Elizabeth C. Silva, LLC

Elizabeth C. Silva, PhD has worked in racial, gender and class equity movements for over 20 years; trained in queer women of color grassroots activism, interdisciplinary research, and intersubjective analysis Elizabeth C. Silva, LLC (ECS) is dedicated to the depth of experience needed when working in a variety of roles in higher education, government and independent research. ECS specializes in collaborative cross-sector approaches, and multidisciplinary methods, to leverage multi-sector partnerships for complex social solutions. Centering relationality, lived experience and best practices in program development; ECS brings a rare skill set to project management and development built around social awareness. ECS spearheads innovative work positioning communities most impacted as central to developing non-traditional approaches to shared power and community lead collaborative action.

ECS has an approach that centers those most affected and those with lived experience as leaders in the solutions. In preventing and breaking the cycle of violence, focus and accountability must be built into the model for victim, perpetrator, and community healing. This spectrum of prevention includes training those who are service providers.

Skills Specific to Administrative Support Specialist:

- community service provider contract management
- administrative details of grant management (private + federal)
- grassroots youth organizing + national youth partner collaborative
- APD point of contact + weekly crime report (Duke City Stat/Homicide Review)
- supervision and contract management
- system/community trust + partnerships
- planning and supporting community events
- group training + facilitation expert

Elizabeth holds a PhD in Education Culture and Society (University of Utah), a MA in Language Literacy Sociocultural Studies (University of New Mexico) and a BA in Sociology and Spanish with a minor in Psychology (University of New Mexico). She was a founding sister of Young Women United and has participated in countless social justice; community based organizing work, and government program development. Please see resume for complete background.

Project Description

Elizabeth C. Silva, LLC will in collaboration with City of Santa Fe Youth and Family Services Division, Violence Prevention Program manager, in collaboration with diverse community stakeholders will:

- Manage, review, and recommend applications for funding youth gun and gang/group violence prevention services: ***With focus on outreach with local programs, services and organizations already doing violence prevention work to enhance services provided and national best practices.***
- Manage, review and recommend applications for funding behavioral health services poised to reduce risk for violence: ***With focus on outreach with local programs, services and organizations already providing proven behavioral health violence reduction services and based on proven best practices.***
- Manage contracts with selected service providers to carry out services. Contract management includes partnership-building, monitoring progress, reviewing invoices, documenting monthly expenditures, reporting, and offering continuous quality improvement (CQI) recommendations to program manager. ***With focus on oversight for collaborative partnerships and fostering relationships between service providers and cross departmentally within government and law enforcement.***
- Provide technical assistance to community violence intervention and prevention service providers to help ensure CQI and best practice. ***Establish regular meetings, check-ins and feedback circles between VPU and service providers with opportunities for service providers to be in conversation to support wrap around services.***
- Maintain VPU contact list. ***To be updated monthly.***
- Maintain local violent incident log. ***To be updated bi-weekly in partnership with reporting entities, ensuring confidentiality, HIPAA, and City of Santa Fe regulation.***
- Participate in community violence prevention stakeholder meetings. ***Support collaborative partnerships, community feedback, best practices and successes, maintain regular attendance.***
- Communicate with community violence prevention stakeholders as needed. ***With focus on transparency, collaboration and improving wrap around services.***

Up to 75% of work will be done remotely (percentage negotiable depending on pandemic regulations).

Time of Performance

Services of the Contractor shall commence upon bid approval, and shall be undertaken immediately through June 2024.

Compensation

Elizabeth C. Silva, LLC, will bill for services rendered at a rate eighty-five dollars \$85.00 per hour for a total cost of \$59,999.000, including \$4,987.00 in gross receipts tax.

From: [ANDAR, SOPHIE X.](#)
To: [ANDAR, SOPHIE X.](#)
Cc: [SANCHEZ, JULIE J.](#)
Bcc: margaretmwillen@yahoo.com; eir@pvs.k12.nm.us; roxmarquez@salud.unm.edu; rkaskalla@nambepueblo.org; bobb@practicepeace.net; jdarling@sandwich.net; wrhema@sfnewmexican.com; tarrais@texico.org; debrabravyant10@gmail.com; sagebirdtranslations@gmail.com; korina@interfaithshelters.org; granilloarts@gmail.com; dr.alex.jacobs@gmail.com; j1995@hotmail.com; yvonnetsandoval@gmail.com; jacks@jacksmcnamara.net; fatima.vanhattum@gmail.com; cervyndipity@gmail.com; iennifer.spektor@gmail.com; katythemedley@gmail.com; waterhummingbirdhouse@gmail.com; maya-f@nmceh.org; pkitson@youthshelters.org; mlromero@sfps.k12.nm.us; CommonGround@newmexico.com; Annie.Rasquin; elizabeth@casafirst.org; korina@interfaithshelters.org; sheilainsantafe@gmail.com; field-katherine@rvbh.com; jnromero@santafecountynm.gov; juliea.ball@lpsnm.us; dchin@unm.edu; JONES, ROLLIN T.; LORD, ADAM D.; ehoffman@cisnm.org; ibergen@cisnm.org; mkat@cisnm.org; Kathleen.Tunney@stvin.org; cdegado@santafecountynm.gov; AULT, NICOLE L.; everette@sisgroupnm.com; lizabeth@santafeyouthworks.org; leilroseknows@gmail.com; director@esperanzashelter.org; lsanchez@thelifelink.org; naja.druva@lccs-nm.org
Subject: DV/IPV/HT Intervention Services Specialist - Small Bid Request
Date: Tuesday, December 27, 2022 4:52:00 PM
Attachments: [DV-IPV-HT Objectives.pdf](#)

Domestic Violence / Intimate Partner Violence / Human Trafficking (DV/IPV/HT) Intervention Services Specialist – Small Bid Request

Good afternoon,

The Youth and Family Services Division is requesting quotes on a small bid for part-time, up to 20 hours per week, professional consulting services to advance progress on meeting Critical Priorities Objectives #3 – 7 and High Priority Objective #8 of the 2022-2027 City of Santa Fe Violence Prevention Strategic Plan. Working under the supervision of the Youth and Family Services Division violence prevention program manager and in collaboration with the Santa Fe Police Department (SFPD), Fire Department (SFFD), and diverse community stakeholders, the specialist's responsibilities are to:

1. Facilitate plans toward an integrated, multiagency 24/7 victim/survivor advocacy workflow system that is culturally and linguistically appropriate. Activities include:
 - Manage, review, and recommend funding applications for supplemental DV/IPV/HT advocacy services.
 - Manage contracts with selected services providers to carry out DV/IPV/HT advocacy services supplemental to those that already exist. Contract management includes monitoring progress, reviewing invoices, and reporting to program manager.
 - Work with contracted providers to formalize workflow agreements that ensure that warm handoffs to advocates are always available to law enforcement and emergency medical services personnel responding to 911 calls classified as domestic violence.
 - Establish agreements with short-term stay organizations (i.e. hotels) to enable crisis stabilization for victims immediately following an 911 call intervention.
 - Apply for a grant that would fund a full-time DV/IPV/HT advocate housed at Santa Fe Police Department.
2. Review and contribute to the updating and creation of SFPD and SFFD policies and procedures on domestic violence, human trafficking, sexual assault, and stalking. Policies and procedures should reflect current best practice and be congruent with extant plans and practices to promote first responders' safety and wellbeing.
3. Identify professional development needs for SFPD and SFFD and identify prospective contractors to deliver education and technical assistance related to DV, IPV, and HT.
4. Provide learning sessions for law enforcement and other first responders on any of the below

topics. Education should be culturally relevant and apply a racial and gender equity lens.

- Nature and scope of DV, IPV, and HT
 - Potential involvement of sexual assault, sexual exploitation, and stalking in DV, IPV, and HT
 - Indicators of DV, IPV, and HT at scene of call
 - How to screen for the presence of DV, IPV, and HT when responding to a call
 - How to conduct a lethality assessment when DV, IPV, or HT are detected
 - How to engage with the victim, perpetrator, and anyone else present in a trauma informed way
 - How to conduct a warm handoff to a victim advocate
5. Establish a domestic violence multidisciplinary team (MDT) process. Activities include:
- Draft best practice procedures for team members to follow that facilitate a) coordinated follow-up services and safety for identified adult victims of domestic violence and b) coordinated case management and accountability for adult perpetrators.
 - Identify prospective MDT members.
 - Facilitate MDT partnership agreements.
6. Provide technical assistance to health and human services providers on how to assess for DV/IPV/HT risk and victimization, and what to do if detected.
7. Provide additional technical assistance related to DV/IPV/HT as needed.
- 8.

The contract would be ARPA funded with an as soon as possible start date and an end date of June 30, 2024.

Proposals or quotes will be accepted until 5pm on Friday, January 13th. Submissions should be electronically sent to Sophie Andar at sxandar@santafenm.gov.

Additional information that would be required to enter into a business agreement: Registration in the City of Santa Fe Munis financial system (within the first 5 days of offer), unexpired City of Santa Fe business license, unexpired insurance with the City named as the binder, and Combined Reporting System (CRS) ID number.

Kind regards,
Sophie

.....

Sophie Andar, Ed.D., CHES

Youth and Family Services Program Manager – Violence Prevention

City of Santa Fe
Community Health and Safety Department
Youth and Family Services Division

Mobile: (505) 690-3855 | Desk: (505) 955-6236 | Email: sxandar@santafenm.gov

-

From: "SANCHEZ, JULIE J." <jsanchez@santafenm.gov>
Date: Tuesday, December 27, 2022 at 4:51 PM
Cc: "ANDAR, SOPHIE X." <sxandar@santafenm.gov>
Subject: FW: DV/IPV/HT Intervention Services Specialist - Small Bid Request

Good afternoon,
Please see the bid request below and share with interested parties.

Best,
Julie

From: ANDAR, SOPHIE X. <sxandar@santafenm.gov>
Sent: Tuesday, December 27, 2022 4:14 PM
To: SANCHEZ, JULIE J. <jsanchez@santafenm.gov>
Subject: DV/IPV/HT Intervention Services Specialist - Small Bid Request

**Domestic Violence / Intimate Partner Violence / Human Trafficking (DV/IPV/HT)
Intervention Services Specialist – Small Bid Request**

Good afternoon,

The Youth and Family Services Division is requesting quotes on a small bid for part-time, up to 20 hours per week, professional consulting services to advance progress on meeting Critical Priorities Objectives #3 – 7 and High Priority Objective #8 of the 2022-2027 City of Santa Fe Violence Prevention Strategic Plan. Working under the supervision of the Youth and Family Services Division violence prevention program manager and in collaboration with the Santa Fe Police Department (SFPD), Fire Department (SFPD), and diverse community stakeholders, the specialist's responsibilities are to:

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 - Establish agreements with short-term stay organizations (i.e. hotels) to enable crisis stabilization for victims immediately following an 911 call intervention.
 - Apply for a grant that would fund a full-time DV/IPV/HT advocate housed at Santa Fe Police Department

From: [ANDAR, SOPHIE X.](#)
To: [ANDAR, SOPHIE X.](#)
Cc: [SANCHEZ, JULIE J.](#)
Bcc: [margaretnwillen@yahoo.com](#); [ejr@pvs.k12.nm.us](#); [roxmarquez@salud.unm.edu](#); [rkaskalla@nambepueblo.org](#); [bobb@practicepeace.net](#); [jdarling@sandwich.net](#); [wrhema@sfnwmexican.com](#); [tarrais@texico.org](#); [debrabryant10@gmail.com](#); [sagebirdtranslations@gmail.com](#); [korina@interfaithsheltersf.org](#); [granilloarts@gmail.com](#); [dr.alex.jacobs@gmail.com](#); [j1995@hotmail.com](#); [yvonnetsandoval@gmail.com](#); [jacks@jacksmcnamara.net](#); [fatima.vanhattum@gmail.com](#); [cervndipity@gmail.com](#); [jennifer.spektor@gmail.com](#); [kabythemedley@gmail.com](#); [waterhummingbirdhouse@gmail.com](#); [maya-f@nmceh.org](#); [joey-h@nmceh.org](#); [elijah-j@nmceh.org](#); [pkilton@youthshelters.org](#); [h hoffman@youthshelters.org](#); [mlomero@sfps.k12.nm.us](#); [CommonGround@newmexico.com](#); [annie@casafirst.org](#); [veronica@casafirst.org](#); [jessica@casafirst.org](#); [michele@casafirst.org](#); [elizabeth@casafirst.org](#); [sheilainsantafe@gmail.com](#); [field-katherine@rvbh.com](#); [inromero@santafecountynm.gov](#); [julia.ball@lpsdm.us](#); [besafeomega@gmail.com](#); [JONES, ROLLIN T.](#); [LORD, ADAM D.](#); [ehoffman@cismn.org](#); [jbergen@cismn.org](#); [mkatz@cismn.org](#); [Kathleen.Tunney@stvin.org](#); [cdelgado@santafecountynm.gov](#); [AULT, NICOLE L.](#); [everette@sisgroupnm.com](#); [roberto@sisgroupnm.com](#); [lizbeth@santafeyouthworks.org](#); [leilarseknows@gmail.com](#); [director@esperanzashelter.org](#); [lsanchez@thelifelink.org](#); [mlomahaptewa@thelifelink.org](#); [naja.druva@lccs-nm.org](#); [mirodcadiz@findsolace.org](#); [johnny@fathersnewmexico.org](#); [lupe.salazar67@gmail.com](#); [rjmarti35@gmail.com](#); [eric.chavez@mail.house.gov](#); [gail.starr@abqsane.org](#); [dgarvin@nmcadv.org](#); [pwiseman@nmcadv.org](#); [training@nmcadv.org](#); [elizabethsilva505@gmail.com](#); [marcela@somosunpuebounido.org](#); [kourtney.andar@gmail.com](#); [max4martin@yahoo.com](#); [dking@southwestcare.org](#); [jasonqrinage@gmail.com](#); [jiroybal@cabq.gov](#); [TUCKER, MARIA E.](#); [WEIDNER, ELIZABETH M.](#); [HERNANDEZ, CHRISTA](#); [Ismael.Gutierrez@usw.salvationarmy.org](#); [NARANJO, KATLYN D.](#); [jcirolia@anchorum.org](#); [tamara.tb@gmail.com](#); [maria@themountaincenter.org](#); [tony@themountaincenter.org](#); [marge@themountaincenter.org](#); [laura@themountaincenter.org](#); [misty@themountaincenter.org](#); [daniel@themountaincenter.org](#); [john@themountaincenter.org](#); [phil@themountaincenter.org](#); [kelly@themountaincenter.org](#); [sarah@themountaincenter.org](#); [aikoaillen2@gmail.com](#); [debbie.psychpa@gmail.com](#); [lara@innercompassconsultingllc.com](#); [Melissa Silver](#); [ksiegman@youthshelters.org](#); [psii@icloud.com](#); [natalie@aspensolutions.consulting](#); [acoghlan@aspensolutions.consulting](#); [mollie@ceriseconsultants.com](#); [kathleendoll101@gmail.com](#); [brian@sernasolutionsllc.com](#); [lbnewmexico@gmail.com](#)
Subject: Violence Prevention Unit Small Bid Requests Due 1/13/23
Date: Tuesday, January 10, 2023 10:50:00 AM
Attachments: [DV-IPV-HT Objectives.pdf](#)
[CofSF VP Strategic Plan Objs. 1-3.pdf](#)

Dear Community Partners,

The Violence Prevention Unit (VPU) at the City of Santa Fe is seeking small bids on the below three opportunities. **Proposals or quotes will be accepted until 5pm on Friday, January 13th.**

Submissions should be emailed to Sophie Andar at sxandar@santafenm.gov. All contracts will be ARPA funded with an as soon as possible start date and an end date of June 30, 2024. Additional information required to enter into a business agreement includes: registration in the City of Santa Fe Munis financial system (within the first 5 days of offer), unexpired City of Santa Fe business license, unexpired insurance with the City named as the binder, and CRS number.

Thank you for your interest, and please help us spread the word!

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.....
.....

1. VPU Administrative Support Specialist

The Youth and Family Services Division is requesting quotes on a small bid for contracted part-time professional administrative services to advance progress on the 2022-2027 City of Santa Fe Violence Prevention Strategic Plan. The ideal candidate will have expertise in contract management and community health, positive youth development, violence prevention, health promotion, and/or education or social services program implementation.

Working under the supervision of the Youth and Family Services Division violence prevention program manager and in collaboration with diverse community stakeholders, the VPU administrative support specialist's responsibilities are to:

1. Manage, review, and recommend applications for funding youth gun and gang/group violence prevention services.
 2. Manage, review, and recommend applications for funding behavioral health services poised to reduce risk for violence.
 3. Manage contracts with selected service providers to carry out services. Contract management includes partnership-building, monitoring progress, reviewing invoices, documenting monthly expenditures, reporting, and offering continuous quality improvement (CQI) recommendations to program manager.
 4. Provide technical assistance to community violence intervention and prevention service providers to help ensure CQI and best practice.
 5. Maintain VPU contact list.
 6. Maintain local violent incident log.
 7. Participate in community violence prevention stakeholder meetings.
 8. Communicate with community violence prevention stakeholders as needed.
-
-
-

2. Domestic Violence / Intimate Partner Violence / Human Trafficking (DV/IPV/HT) Intervention Services Specialist

The Youth and Family Services Division is requesting quotes on a small bid for part-time, up to 20 hours per week, professional consulting services to advance progress on meeting Critical Priorities Objectives #3 – 7 and High Priority Objective #8 of the 2022-2027 City of Santa Fe Violence Prevention Strategic Plan. Working under the supervision of the Youth and Family Services Division violence prevention program manager and in collaboration with the Santa Fe Police Department (SFPD), Fire Department (SFFD), and diverse community stakeholders, the specialist's responsibilities are to:

1. Facilitate plans toward an integrated, multiagency 24/7 victim/survivor advocacy workflow system that is culturally and linguistically appropriate. Activities include:
 - Manage, review, and recommend funding applications for supplemental DV/IPV/HT advocacy services.
 - Manage contracts with selected services providers to carry out DV/IPV/HT advocacy services supplemental to those that already exist. Contract management includes monitoring progress, reviewing invoices, and reporting to program manager.
 - Work with contracted providers to formalize workflow agreements that ensure that warm handoffs to advocates are always available to law enforcement and emergency medical services personnel responding to 911 calls classified as domestic violence.
 - Establish agreements with short-term stay organizations (i.e. hotels) to enable crisis stabilization for victims immediately following an 911 call intervention.
 - Apply for a grant that would fund a full-time DV/IPV/HT advocate housed at Santa Fe Police Department.
2. Review and contribute to the updating and creation of SFPD and SFFD policies and procedures on domestic violence, human trafficking, sexual assault, and stalking. Policies and procedures should reflect current best practice and be congruent with extant plans and practices to promote first responders' safety and wellbeing.
3. Identify professional development needs for SFPD and SFFD and identify prospective contractors to deliver education and technical assistance related to DV, IPV, and HT.

4. Provide learning sessions for law enforcement and other first responders on any of the below topics. Education should be culturally relevant and apply a racial and gender equity lens.
 - Nature and scope of DV, IPV, and HT
 - Potential involvement of sexual assault, sexual exploitation, and stalking in DV, IPV, and HT
 - Indicators of DV, IPV, and HT at scene of call
 - How to screen for the presence of DV, IPV, and HT when responding to a call
 - How to conduct a lethality assessment when DV, IPV, or HT are detected
 - How to engage with the victim, perpetrator, and anyone else present in a trauma informed way
 - How to conduct a warm handoff to a victim advocate
5. Establish a domestic violence multidisciplinary team (MDT) process. Activities include:
 - Draft best practice procedures for team members to follow that facilitate a) coordinated follow-up services and safety for identified adult victims of domestic violence and b) coordinated case management and accountability for adult perpetrators.
 - Identify prospective MDT members.
 - Facilitate MDT partnership agreements.
6. Provide technical assistance to health and human services providers on how to assess for DV/IPV/HT risk and victimization, and what to do if detected.
7. Provide additional technical assistance related to DV/IPV/HT as needed.

3. **Evaluation Specialist**

The Youth and Family Services Division is requesting quotes on a small bid for part-time professional evaluation services to advance progress on meeting Critical Priority Objectives #1-3 of the 2022-2027 City of Santa Fe Violence Prevention Strategic Plan. The ideal candidate will have expertise in health data collection and analysis, performance measurement, and program evaluation.

Working under the supervision of the Youth and Family Services Division violence prevention program manager and in collaboration with diverse community stakeholders, the evaluator's responsibilities are to:

1. Apply best practice to ensure that the Violence Prevention Unit (VPU) pursues data-informed strategy and continuous quality improvement.
2. Develop qualitative and quantitative data collection, analysis, and dissemination plans that will support long-term violence problem analysis and intervention planning.
3. Investigate local application of a violent death review team and a routine collaborative problem analysis as potential fit models to determine specific risk dynamics, needs, available resources, and appropriate violence reduction strategies.
4. Use inclusive participatory practices to elicit and identify needs and assets related to violence and its prevention from diverse community stakeholders.
5. Monitor and track VPU progress using best practice evaluation methods.
6. Assist community providers in designing and carrying out program evaluation plans for VPU funded violence prevention activities.
7. Research program and evaluation components of leading municipal and county offices of violence prevention to inform VPU development.

Deliverables:

- A process evaluation plan designed to monitor and track VPU progress.
- Violence data collection, analysis, and dissemination plan with a justification for how the plan can be applied to future violence problem analysis and intervention planning for the County and City of Santa Fe.
- Report describing best practices in violent death review team and routine collaborative problem analysis methods; the potential pros and cons of local application of the two approaches to determine specific risk dynamics, needs, available resources, and violence reduction strategies; and recommendations for moving forward with an approach suited to reduce risk for violent death and injury in the County and City of Santa Fe.
- A slide deck presentation describing program evaluation fundamentals to violence prevention service providers.
- Written guidance describing program evaluation fundamentals to violence prevention service providers, including sample tools for effectively measuring behavior change.
- Report summarizing notable programmatic and evaluation approaches municipal and county offices of violence prevention are taking to deal effectively with multiple forms of violence. Particular attention should be paid to efforts to deal with violence comprehensively and to effective childhood victimization, sexual violence, intimate partner violence, domestic violence, and human trafficking prevention initiatives.
- Quarterly VPU process evaluation reports.

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Again, proposals or quotes will be accepted until 5pm on Friday, January 13th. Submissions should be emailed to Sophie Andar at sxandar@santafenm.gov. All contracts will be ARPA funded with an as soon as possible start date and an end date of June 30, 2024. Additional information required to enter into a business agreement includes: registration in the City of Santa Fe Munis financial system (within the first 5 days of offer), unexpired City of Santa Fe business license, unexpired insurance with the City named as the binder, and CRS number.

Thank you for your interest, and please help us spread the word!

Sophie

.....

Sophie Andar, Ed.D., CHES

Youth and Family Services Program Manager – Violence Prevention

City of Santa Fe

Community Health and Safety Department

Youth and Family Services Division

Mobile: (505) 690-3855 | Desk: (505) 955-6236 | Email: sxandar@santafenm.gov

-



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From: RODRIGUEZ, BRITTANY C. <bcrodriguez@santafenm.gov>
Sent: Thursday, January 19, 2023 4:28 PM
To: ANDAR, SOPHIE X. <sxandar@santafenm.gov>; HERNANDEZ, CHRISTA
<chernandez@santafenm.gov>
Subject: RE: Contractor Evaluation

Please see attached! My notes are brief so please also let me know if I need to add more.

Brittany Rodriguez, MPH
Youth and Family Services Program Manager – Homeless Services
City of Santa Fe

Contractor Bid Evaluation Form

Reviewer: Brittany Rodriguez

Position: Domestic Violence / Intimate Partner Violence / Human Trafficking (DV/IPV/HT)
Intervention Services Specialist

1. Applicant Name: Elizabeth Silva

Please rate the applicant's apparent level of experience for each of following activities from 1 to 5, with 5 being the highest rating:

- Contract management: 4
- Crisis intervention: 2
- Domestic violence victim advocacy: 2
- Trainings on domestic violence: 4

Choosing from the following categories, how would you classify the contractor's rate?

- Very low
- Reasonable
- **Very high**

Please share any comments either in favor or opposed to hiring this contractor:

May have qualifications that better align within consulting for higher level policy making, program evaluation and planning Educational background reflects a heavy research role.

2. Applicant Name: Leila Rose

Please rate the applicant's apparent level of experience for each of following activities from 1 to 5, with 5 being the highest rating:

- Contract management: 4
- Crisis intervention: 5
- Domestic violence victim advocacy: 5
- Trainings on domestic violence: 5

Choosing from the following categories, how would you classify the contractor's rate?

- Very low
- Reasonable
- Very high

Please share any comments either in favor or opposed to hiring this contractor:

Has applicable and direct service experience which can be invaluable in consulting/program development and execution. Has ties to the community from previous work experience which demonstrates an expertise in the field. I am in favor of this applicant for the posted role.

From: HERNANDEZ, CHRISTA <chernandez@santafenm.gov>

Sent: Thursday, January 19, 2023 5:44 PM

To: RODRIGUEZ, BRITTANY C. <bcrodriguez@santafenm.gov>; ANDAR, SOPHIE X. <sxandar@santafenm.gov>

Subject: RE: Contractor Evaluation

Attached is my evaluation.

Thank you!

Christa Hernandez

Youth and Family Services Program Manager

City of Santa Fe | Community Health and Safety Department | Youth and Family Services Division

Office: (505) 955-6728 | Cell: 505-629-3054 | Email: chernandez@santafenm.gov

Contractor Bid Evaluation Form

Reviewer: Christa Hernandez

Position: Domestic Violence / Intimate Partner Violence / Human Trafficking (DV/IPV/HT)
Intervention Services Specialist

3. Applicant Name: Elizabeth Silva

Please rate the applicant's apparent level of experience for each of following activities from 1 to 5, with 5 being the highest rating:

- Contract management: 3
- Crisis intervention: 3
- Domestic violence victim advocacy: 2
- Trainings on domestic violence: 4

Choosing from the following categories, how would you classify the contractor's rate?

- Very low
- Reasonable
- **Very high**

Please share any comments either in favor or opposed to hiring this contractor:

Candidate has extensive research and policy experience with limited experience working in the violence intervention field. Their expertise might be more relevant and impactful serving in a different capacity within this field of work.

4. Applicant Name: Leila Rose

Please rate the applicant's apparent level of experience for each of following activities from 1 to 5, with 5 being the highest rating:

- Contract management: 4
- Crisis intervention: 5
- Domestic violence victim advocacy: 5
- Trainings on domestic violence: 4

Choosing from the following categories, how would you classify the contractor's rate?

- Very low
- **Reasonable**
- Very high

Please share any comments either in favor or opposed to hiring this contractor:

Candidate has relevant degrees and direct work experience in crisis intervention and providing trainings on trauma and domestic violence. They have served as a case manager and victim advocate while working with vulnerable populations and making referrals to resources. They have worked within the community and have an understanding of the resources and challenges individuals face in accessing services.

.....

Contractor Bid Evaluation Form

Reviewer: Sophie Andar

Position: Domestic Violence / Intimate Partner Violence / Human Trafficking (DV/IPV/HT)
Intervention Services Specialist

5. Applicant Name: Elizabeth Silva

Please rate the applicant's apparent level of experience for each of following activities from 1 to 5, with 5 being the highest rating:

- Contract management: 4
- Crisis intervention: 1
- Domestic violence victim advocacy: 2
- Trainings on domestic violence: 3

Choosing from the following categories, how would you classify the contractor's rate?

- Very low
- Reasonable
- **Very high**

Please share any comments either in favor or opposed to hiring this contractor:

The candidate is a very strong applicant for the VPU Admin Support Specialist role. Her areas of expertise seem to be social justice education and community violence intervention. She lacks crisis intervention and domestic violence advocacy expertise, which is required for this role. Her hourly rate is too costly for what has been budgeted to this role.

6. Applicant Name: Leila Rose

Please rate the applicant's apparent level of experience for each of following activities from 1 to 5, with 5 being the highest rating:

- Contract management: 4
- Crisis intervention: 5
- Domestic violence victim advocacy: 5
- Trainings on domestic violence: 5

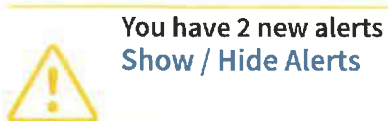
Choosing from the following categories, how would you classify the contractor's rate?

- Very low
- Reasonable
- Very high

Please share any comments either in favor or opposed to hiring this contractor:

The candidate has extensive knowledge of local organizations and systems engaged with domestic violence response. Her direct service experience and clinical social work degree make her best suited for the role between the two applicants.

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☒ All Words [i](#)

☐ Exact Phrase [i](#)

e.g. 123456789, Smith Corp

"Mollie Kelly" ×

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Purpose of Registration ▼

Entity Type ▼

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Location ▼

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City of Santa Fe, New Mexico

Memorandum



DATE: March 7, 2023

TO: John Blair, City Manager

VIA: Emily Oster, Finance Department Director
Travis Dutton-Leyda, Chief Procurement Officer
Kyra Ochoa, Community Health and Safety Department Director
Maria Sanchez-Tucker, Community Services Director
Julie Sanchez, Youth and Family Services Division Director

FROM: Sophie Andar, Youth and Family Services Program Manager

KO

MT

SA

ITEM AND ISSUE:

Request for the Approval of a Professional Services Agreement in the Total Amount of \$57,760 for a part-time Domestic Violence/Intimate Partner Violence/Human Trafficking (DV/IPV/HT) Intervention Services Specialist from the soonest start date possible to June 30, 2024; Domestic Violence Specialists, LLC; Sophie Andar, sxandar@santafenm.gov, (505) 955-6236.

BACKGROUND AND SUMMARY:

Critical Priority Objective 3 of the City of Santa Fe Violence Prevention Plan 2022-2027 is to build on existing program to establish sustained advocacy for domestic violence, sexual assault, and/or human trafficking survivors (DV/SA/HT) that is culturally and linguistically appropriate, trauma informed, and available on a 24/7 on-call basis. Goals set to achieve this objective include:

- By spring 2023, assess the extent to which other local crisis intervention services provide DV/SA/HT advocacy, and what in what capacity.
- By spring 2023, determine if and how DV/SA/HT advocacy can be integrated in into CONNECT, the Alternative Response Unit (ARU), MIHO, the Santa Fe Crisis Center, NMCa and other extant crisis intervention and case management services.
- By spring 2023, contract with project specialist to apply for grant that would establish a full-time DV/SA/HT advocate housed at either Santa Fe Police Department or the Office of Social Initiatives and Special Projects.
- By spring 2023, work collaboratively with SFPD to develop an RFA for augmentation of supervised DV/SA/HT advocacy services.
- By summer 2023, contract with selected services providers to carry out enhanced DV/SA/HT advocacy services.

Critical Priority Objective 3 of the plan is to establish a multidisciplinary team (MDT) process to ensure:

- a. follow-up services and safety for identified adult victims of domestic violence and
- b. coordinated case management and accountability for adult perpetrators.

Employment of a contracted part-time Domestic Violence/Intimate Partner Violence/Human Trafficking (DV/IPV/HT) Intervention Services Specialist is needed to advance progress on Critical Priority Objectives 3 and 5. The contractor's core function will be to facilitate plans toward an integrated, multiagency 24/7 victim/survivor advocacy workflow system that is culturally and linguistically appropriate.

PROCUREMENT METHOD:

To procure a contractor for this contract under \$60,000.00, the Youth and Family Services Division sent email announcements to more than 100 recipients describing the work and requesting quotes on small bids for contracted part-time professional consulting services. Two bids were received for the intervention services specialist. A review panel held an evaluation meeting. Panelists unanimously agreed on the selected applicant for being better qualified and affordable. Neither Cerise Consulting nor Rod Kaskalla submitted bids.

CONTRACT NUMBER:

The FY23 Munis contract number is **3203908**.

PROJECT LEDGER:

The project ledger number is COM222400G

FUNDING SOURCE:

The funding source is:

Fund Name/Number: Fund 240

Munis Org Name/Number: Human Services/2400122

Munis Object Name/Number: Grants and Services/510400

ACTION REQUESTED:

Department Name respectfully requests your review and approval.

Signature: 
Julie Sanchez (Mar 7, 2023 16:38 MST)

Email: jjsanchez@santafenm.gov

Signature: 
Kyra Ochoa (Mar 7, 2023 16:49 MST)

Email: krochoa@santafenm.gov

Signature: *Maria Tucker*

Email: metucker@santafenm.gov



CITY OF SANTA FE PROCUREMENT CHECKLIST

Contractor Name: Domestic Violence Specialists, LLC

Procurement Title: Professional Services Agreement

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 Community Health & Safety Staff Name Melissa Perea

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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	All documentation presented to Committees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other:

Melissa Perea

Contracts Administrator 02/20/2023

Department Rep Printed Name (attesting that all information included)

Title

Date

Contracts Supervisor

Mar 13, 2023

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 contract.



City of Santa Fe

Real Estate Summary of Contracts, Agreements, Amendments & Leases

Section to be completed by department

1. Munis Contract # 3203908

Contractor: Domestic Violence Specialists, LLC

Description: Professional Service Agreement between the City of Santa Fe and Domestic Violence Specialists, LLC for a part-time DV/IPV/HT Intervention Services Specialists

Contract ☒ Agreement ☐ Lease / Rent ☐ Amendment ☐

Term Start Date: When Signed Term End Date: 06/30/2024

☐ Approved by Council Date: _____

Contract / Lease: Professional Services Agreement

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: _____

Andy Hopkins

Mar 13, 2023

Purchasing Officer Review: _____ Date: _____

Comment & Exceptions: Small agreement under \$60k - Quotes received

4. Funding Source: PSA / Human Services

Org / Object: 2400122/510400

Andy Hopkins

Mar 10, 2023

Budget Officer Approval: _____ Date: _____

Comment & Exceptions: Project Ledger # COM222400G

Staff Contact who completed this form: Melissa Perea

Phone # (505) 955-6826

Email: maperea@santafenm.gov

To be recorded by City Clerk:

Clerk # _____

Date of Execution: _____

23-0228 Domestic Violence Specialists

Final Audit Report

2023-05-17

Created:	2023-05-12
By:	Xavier Vigil (xivigil@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIe5EcG2WrPQuofXFLNh66w5wFG_aUON7

"23-0228 Domestic Violence Specialists" History

 Document created by Xavier Vigil (xivigil@ci.santa-fe.nm.us)

2023-05-12 - 9:09:29 PM GMT- IP address: 63.232.20.2

 Document emailed to ekoster@santafenm.gov for signature

2023-05-12 - 9:10:44 PM GMT

 Email viewed by ekoster@santafenm.gov

2023-05-13 - 0:18:03 AM GMT- IP address: 104.47.65.254

 Signer ekoster@santafenm.gov entered name at signing as Emily K. Oster


2023-05-13 - 0:20:06 AM GMT- IP address: 63.232.20.2

 Document e-signed by Emily K. Oster (ekoster@santafenm.gov)

Signature Date: 2023-05-13 - 0:20:08 AM GMT - Time Source: server- IP address: 63.232.20.2

 Document emailed to jwblair@santafenm.gov for signature


2023-05-13 - 0:20:09 AM GMT

 Email viewed by jwblair@santafenm.gov


2023-05-17 - 4:50:48 PM GMT- IP address: 216.207.130.218

 Signer jwblair@santafenm.gov entered name at signing as John Blair

2023-05-17 - 4:51:13 PM GMT- IP address: 216.207.130.218

 Document e-signed by John Blair (jwblair@santafenm.gov)

Signature Date: 2023-05-17 - 4:51:15 PM GMT - Time Source: server- IP address: 216.207.130.218

 Document emailed to Kristine Mihelcic (kmmihelcic@santafenm.gov) for signature

2023-05-17 - 4:51:17 PM GMT

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

2023-05-17 - 6:24:46 PM GMT- IP address: 104.47.65.254



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

Signature Date: 2023-05-17 - 6:25:05 PM GMT - Time Source: server- IP address: 63.234.242.126



Agreement completed.

2023-05-17 - 6:25:05 PM GMT



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