

CITY OF SANTA FE PROCUREMENT CHECKLIST



Contractor Name: IndigenousWays dba Indigenous Solutions

Procurement/contract Title: Collaborative Impact grant 2023-2024

Procurement Method/Vehicle: Sole Source State Price Agreement/Existing Cooperative Request For Proposals(RFP) Invitation To Bid (ITB) Exempt: 13-1-98
 X Small Purchase (Contract Under \$60,000) Other: Request for Applications (look for det.)

Requesting Department: Arts and Culture **Staff Name:** Melissa Velasquez

Procurement Requirements:


Procurement files shall be maintained for all purchases and contracts, regardless of the method of procurement. The procurement files shall contain the basis on which the awards are made, all submitted bids/proposals, all evaluation materials (bid tabs or Evaluation Committee Reports), scoresheets, quotations, and all other documentation related to or prepared in conjunction with evaluations, negotiations, and the award processes. The procurements shall contain written determinations from the Requesting Departments, signed by the Chief Procurement Officers (this document), setting forth the reasoning for the contract award decisions before submitting them to the Committees.

REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING (CPD)

YES	N/A		YES	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Written Determination (srvs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Quote(s) (3 Valid & Current for Over 20k)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	RFP - Confidential info to be provided to GB by CPD Buyer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	BAR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ITB (include bid tab)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FIR
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance (srvs)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cooperative Agreements and GSAs and Statewide Price Agreements (include the cover page to show valid data, page, and items to be purchased)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Horizon Declination or Screenshot of horizonsofnewmexico.org/services.html (srvs)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Summary of Contract (only on contracts)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current Santa Fe Business Registration (or Exemption if no tax)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Executed Contract or Price Agreement (legal and contractor must sign before purchasing approves)			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chief Procurement Officer (or designee) Approval for Exempt from Procurement (use memo on our site)			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Evaluation Committee Report (RFPs only)			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Signed Sole Source Determination, Vendor Written Quote, SS Letter from Contractors, and 30 Days Email			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	>20k = Memo addressed to City Manager (Under 150K) Committees/City Council (Over 150K)			

Melissa Velasquez

Department Point of Contact


Chelsey Johnson (Mar 25, 2024 15:28 MDT)

Department Director



Chief Procurement Officer

ITT Representative

Arts Services Coordinator

Title

3.8.24

Date

Mar 25, 2024

Date

Mar 25, 2024

Date

Title

Date



City of Santa Fe, New Mexico

Memorandum



DATE: March 8, 2024

TO: John W. Blair, City Manager JB

VIA: Emily Oster, Finance Department Director EKO
JoAnn Lovato, Chief Procurement Officer JL
Rich Brown, Community Development Department Director RB
Chelsey Johnson, Arts and Culture Director CJ

FROM: Melissa Velasquez, Art Services Coordinator MV

ITEM AND ISSUE:

Request for the Approval of Collaborative Impact Personal Services Agreement in the Total Amount of \$30,000 for Indigenous Solutions DBA IndigenousWays, expiration June, 30, 2024. Melissa Velasquez, Arts and Culture Department, mrvelasquez@santafenm.gov, 505.955.6707

BACKGROUND AND SUMMARY:

On January 04, 2023 the City of Santa Fe, Arts & Culture Department solicited quotes for the Cultural Investment Funding Program for Collaborative Impact (CI). Responses were due on March 08, 2023 and received seven (7) completed responses.

On Monday, May 8, 2023 a review panel convened to review the written applications to rank based on the criteria below:

- Artistic Excellence : 40 points possible
- Marketing Impact Relevance: 40 points possible
- Culture Connects and Sustainability: 20 points possible

Out of the seven (7) applications received three (3) organizations were selected for funding, IndigenousWays, Museum of Dance, and Santa Fe Symphony Orchestra & Chorus

PROCUREMENT METHOD:

Small purchase, General Services determination

CONTRACT NUMBER:

Munis contract number is 3204185.

FUNDING SOURCE:

The funding source is:

Fund Name/Number: Arts & Culture Admin/Fund 213

Munis Org Name/Number: Arts & Culture Admin/2132775

Munis Object Name/Number: Advertising /561850

ACTION REQUESTED:

Arts & Culture Department respectfully requests your review and approval.



Santa Fe Arts & Culture Department - Collaborative Impact FY 2023- 2024

IndigenousWays

Application #CI-FY240008

Primary Contact:

Elena M Higgins

Phone:

(505) 795-2543

Email:

hello@indigenouways.org

Applicant Information

Please identify a lead applicant and supply their contact info. One organization must function as the lead.

Lead Organization Name

IndigenousWays

Lead Organization Executive Director Name

Elena Higgins

Lead Organization Executive Director Email

hello@indigenouways.org

Lead Organization Executive Director Phone

505-795-2543

Authorizing Official Name

Michelle Redmond

Authorizing Official Email

redmonds6178@gmail.com

Authorizing Official Phone

505-471-1477

Project/Program Leader Name

Natasha Terry

Project/Program Leader Email

tash@indigenouways.org

Project/Program Leader Phone

505-795-2499

Primary Grant Contact Name

Elena Higgins

Primary Grant Contact Email

hello@indigenouways.org

Primary Grant Contact Phone



Santa Fe Arts & Culture Department - Collaborative Impact FY 2023- 2024

IndigenousWays

Application #CI-FY240008

Primary Contact:

Elena M Higgins

Phone:

(505) 795-2543

Email:

hello@indigenouways.org

505-795-2543

List all the arts and culture non-profits and partners involved in the project. Each project should have a lead organization and at least one arts and culture partner. Additional organizations do not have to be arts-based, but cannot be the contracting partner. Describe the role and responsibility of each collaborating partner, including a list of all participating staff.

Lead:

IndigenousWays

Partners:

Tewa Women United

Institute of American Indian Arts

WiseFools, NM

Santa Fe Indian School

New Mexico School for the Deaf

Poeh Cultural Center

Meow Wolf



Santa Fe Arts & Culture Department - Collaborative Impact FY 2023- 2024

IndigenousWays

Application #CI-FY240008

Primary Contact:

Elena M Higgins

Phone:

(505) 795-2543

Email:

hello@indigenouways.org

Project Narrative

Project Narrative of Collaborative Impact project.

Project Title

IndigenousWays Festival

Please provide a brief description of the Collaborative Project that is being considered for funding.

The IndigenousWays Festival (IWF) project will be a seasonal monthly festival starting August 2023 (and continuing in 2024), from 5-9pm in the Santa Fe Railway Park on the Performance Green. IWF is returning from its 2022 successful inaugural year. The 2023 event under this grant will be Friday, August 18th during Indian Market. 2024 performances under this grant will take place the first Friday of May, and June.

IWF is a multi-level event, including mainstage performances of established and emerging Indigenous musicians and multifaceted performance artists. The larger festival includes studio artists, workshops, vendors, food trucks, face-painting and other activities designed to engage a broad range of community involvement. The children's playgrounds and non-profit festivities encourage families and friends to gather, creating an ambiance of community and family.

Please provide a full description of your collaborative project. Include listing of partnering organizations.

IndigenousWays leads in established and new collaborations and coalition-building with other non-profits in a series of music and arts events utilizing hybrid technology at the IndigenousWays Festival (IWF). IWF will support and showcase Native American /Indigenous (NAI) musicians, poets, comedians, and traditional storytellers in the arts and music. Our platforms provide positive outlets for our presenters to speak to social issues of past, present, and future that impacts a variety of communities. In the tribal lands of the O'ga P'ogeh Owingeh (Santa Fe), activities will be presented at free monthly staged festivals, which will also be streamed live through social networks, and recorded and archived. American Sign Language interpreters available for all programs.

Our communities need to focus on coalition-building to celebrate the vastness of and success of multi-cultural activities; not just in the commercial core of the cities, but also within and surrounding the communities. IndigenousWays is a Native-led NM non-profit organization, headquartered in Santa Fe (SF), that is dedicated to supporting and sharing philosophies through varied genres of native arts and creativity that is educational and entertaining.

The IWF will create opportunities for artists and healers to share Indigenous Wisdom and ways of understanding the complex world we live in. Through our coalitions with the Institute of American Indian Arts



Santa Fe Arts & Culture Department - Collaborative Impact FY 2023- 2024

IndigenousWays

Application #CI-FY240008

Primary Contact:

Elena M Higgins

Phone:

(505) 795-2543

Email:

hello@indigenouways.org

(IAIA) Performing Arts, Tewa Women United (TWU), Santa Fe Indian School (SFIS), and the New Mexico School for the Deaf (NMSD), we recognize that our communities need holistic healing and opportunities to rebuild trust and learn from one another. Traditional and contemporary Indigenous Wisdom are based resiliency, cooperation and building for upcoming generations.

The skills, experience, and collaborations from IAIA, SFIS, TWU, CSFACD, WESTAF, NMArts, and National Endowment of the Arts, Northern Rio Grande Heritage National Heritage Area and the Santa Fe Railyard Community Corporation will guide and weave together multiple sessions of traditional and contemporary cultural workshops for and by youth and elders. Throughout the main performances these workshops will include drum making, music, local plant medicines, basket making, weaving, art therapy, healing, talking circles, lectures, sharing, think tanks, lightning talks, sacred circles, writers' circles, storytellers circle, roundtable discussion, women's circle, youth circles, meditation, yoga, dance and movement and more. The main event from 5.30-9pm will include: well-known artists, musicians, activists, presenters, and storytellers.

The IWF will be video recorded and archived on our website as well as streamed live through all (seven) IW social media platforms. Many of our NAI communities, and all others we serve have low to no bandwidth, therefore; we record and archive our events onto our website for future viewing.

Event workshops will involve scholars, elders, youth and traditional artists who will integrate their experiences and perspectives including NAI language, history, diverse humanities sharing heritage, and traditions.

Although the performance and primary audiences and participants are Indigenous, our audiences include the non-native community, and the resulting cultural exchange is our larger goal, implemented through outreach to non-Indigenous communities in our presentations, publicity, and marketing. Finally, our August premiere event is timed to coincide with Santa Fe Indian Market; and aims to reach the largest tourist population in Santa Fe's year.



Santa Fe Arts & Culture Department - Collaborative Impact FY 2023- 2024

IndigenousWays

Application #CI-FY240008

Primary Contact:

Elena M Higgins

Phone:

(505) 795-2543

Email:

hello@indigenouways.org

Project Budget

Please enter the total cost of the project including the Collaborative Impact grant amount of \$30,000.

DEFINITIONS	Description
Artist Fees	Includes artists, performers, dancers, poets, other artistic talent
Contracted Fees	Includes writer, editor, videographer, producer, sound engineer, etc.
Production Fees	Includes equipment, software, etc related to the production of the collaborative project
Online Marketing	Costs of digital marketing
Social Media	Cost of social media platforms
Printed Materials	Cost of print materials
Graphic Design	Cost of marketing brand design and layouts
Administrative Fees	Includes staff time dedicated to project (CI grant funds should NOT be used for this)
Remaining Fees	Other costs associated with the Project

	Cash	City Request	In-kind
		\$30,000	
Artistic Fees	20,000	4,000	2,000
Contracted Fees	27,100	7,000	5,000
Production Expenses	31,750	6,500	6,000
Online Marketing	12,000	1,500	5,000
Social Media	3,000	1,000	500
Printed Materials	8,000	4,000	1,500
Graphic Design	5,000	2,000	1,000
Other	31,325	0	6,500
Administrative Fees	55,500	4,000	2,500
Remaining Fees	0	0	0
SubTotals:	193,675	30,000	30,000
Grand Totals:	193,675	30,000	30,000



Santa Fe Arts & Culture Department - Collaborative Impact FY 2023- 2024

IndigenousWays

Application #CI-FY240008

Primary Contact:

Elena M Higgins

Phone:

(505) 795-2543

Email:

hello@indigenousways.org

Project Budget Narrative

Describe each collaborating partner's contribution and expenses, etc.

IndigenousWays requests a grant amount of \$30,000 from City of Santa Fe Arts and Culture Department's (CSFACD) Collaborative Impact. If awarded, IW will utilize this grant to market and implement the 2023-2024 IWF. We appreciate this opportunity to be considered for the 2023-2024 grant cycle.

The Project Budget includes online marketing through collaborative partners, utilizing our partners' social media, and hybrid production expenses with videographers & sound teams.

Breakdown of Project Budget requests:

- * \$4,000 - artists (IWF musicians, presenters, artists and workshop facilitators);
- * \$7,000 - contract fees (ASL interpreters & video editors);
- * \$6,500 - Production expenses (Hybrid - 2 x videographers & sound teams);
- * \$1,500 - Online Marketing (Paid Media/Paid Advertising);
- * \$1,000 - social media (Paid Media/Paid Advertising);
- * \$4,000 Printed Material (printer fees);
- * \$2,000 - Graphic Design (Design on all IWF assets); and
- * \$4,000 for administrative fees.

Our partners represent the extension of existing collaborations in the community with other organizations, businesses, artists, musicians and presenters who align with IW's mission and who have contributed to the success of past projects, including the 2022-2023 IndigenousWays Festival, 2021 Indigenous Healing Festival (IHF) - 2021 (online), 2019 & 2018 (in person at IAIA).

IW is responsible for securing all capital and media contributions for IWF through business sponsorships. Our partners contribute their time and expertise, rather than direct financial support. All participating committee members, including their staff and students, are in-kind contributions with their time and resources. Their voluntary assistance reduces the financial burden on production efforts.

Collaborating with our partner organizations creates additional valuable incentives, including access to each other's networks (databases and social media platforms). This gives four times more marketing and promoting power to advertise the IWF. The collaborating organizations raise our event profile in SF, throughout Indian Country and the world! A target goal combining all the organizations' networks have potential for 800 attendees for the monthly in-person series, 1,500 attendees on the Zoom live platform, and 3,000 live streamed through nine IW social media pages.

Please note: IW income has increased significantly each year. In 2019 revenue was \$40,000. In 2020 was



Santa Fe Arts & Culture Department - Collaborative
Impact FY 2023- 2024

IndigenousWays

Application #CI-FY240008

Primary Contact:

Elena M Higgins

Phone:

(505) 795-2543

Email:

hello@indigenouways.org

\$124,000. In 2021 revenues were \$156,000, and our 2022 revenues were \$260,000. Our 2023 revenues are on target to reach \$390,000.



THE CITY OF
SANTA FE
—★—
ARTS & CULTURE
DEPARTMENT

**CULTURAL INVESTMENT FUNDING PROGRAM
AWARD NOTIFICATION**

ORGANIZATION NAME: IndigenousWays

AWARD YEAR: 2023-2024

APPLICATION NUMBER: TMI-C-FY240012

AWARD CATEGORY: Traditional Marketing Impact Category C

AWARD AMOUNT: \$10,000.00

DATE OF AWARD NOTIFICATION: 05/15/2023

PERIOD OF PERFORMANCE: 07/01/2023-06/28/2024

AWARD PURPOSE: IndigenousWays Wisdom Circle

For any questions regarding this notification or general questions about the
Cultural Investment Funding Program please contact
Erminia M. Tapia, 505-955-6707, emtapia@santafenm.gov



Santa Fe Arts & Culture Department - Collaborative Impact FY 2023- 2024

The Santa Fe Symphony Orchestra & Chorus

Application #CI-FY240010

Primary Contact:

Emma Scherer

Phone:

(505) 983-3530

Email:

escherer@santafesymphony.org

Applicant Information

Please identify a lead applicant and supply their contact info. One organization must function as the lead.

Lead Organization Name

The Santa Fe Symphony Orchestra & Chorus

Lead Organization Executive Director Name

Emma Scherer

Lead Organization Executive Director Email

escherer@santafesymphony.org

Lead Organization Executive Director Phone

5059833530

Authorizing Official Name

Emma Scherer

Authorizing Official Email

escherer@santafesymphony.org

Authorizing Official Phone

5059833530

Project/Program Leader Name

Emma Scherer

Project/Program Leader Email

escherer@santafesymphony.org

Project/Program Leader Phone

5059833530

Primary Grant Contact Name

Emma Scherer

Primary Grant Contact Email

escherer@santafesymphony.org

Primary Grant Contact Phone



Santa Fe Arts & Culture Department - Collaborative Impact FY 2023- 2024

The Santa Fe Symphony Orchestra & Chorus
Application #CI-FY240010

Primary Contact:	Emma Scherer
Phone:	(505) 983-3530
Email:	escherer@santafesymphony.org

5059833530

List all the arts and culture non-profits and partners involved in the project. Each project should have a lead organization and at least one arts and culture partner. Additional organizations do not have to be arts-based, but cannot be the contracting partner. Describe the role and responsibility of each collaborating partner, including a list of all participating staff.

Lead Partners plan and execute the Art + Sol Winter Festival, managing the project, participants, marketing, public relations, funding, and budgeting. Lead Partners are: The Santa Fe Symphony Orchestra & Chorus; Performance Santa Fe, SF Pro Musica. Partner Organizations agree to cross-promote Art + Sol and include their performance or event in the calendar of events. Partner Organizations are: the Lensic, SF Playhouse, Chatter, CloudTop Comedy, Meow Wolf, SF Music Collective, Canyon Road Assoc.



Santa Fe Arts & Culture Department - Collaborative Impact FY 2023- 2024

The Santa Fe Symphony Orchestra & Chorus Application #CI-FY240010

Primary Contact:
Phone:
Email:

Emma Scherer
(505) 983-3530
escherer@santafesymphony.org

Project Narrative

Project Narrative of Collaborative Impact project.

Project Title

February 9-19, 2024 Art + Sol Santa Fe Winter Arts Festival

Please provide a brief description of the Collaborative Project that is being considered for funding.

The Art + Sol Festival is a ten-day festival celebrating all that makes Santa Fe a fabulous winter destination for arts and culture. In 2023, its inaugural year, Art + Sol brought together 19 organizations (nine nonprofits, five galleries) which put on performances, art walks, and events across Santa Fe over a nine-day period. In 2024, the Festival will include even more participating organizations in drawing visitors to Santa Fe to enjoy arts, culture, and all that this beautiful city has to offer.

Please provide a full description of your collaborative project. Include listing of partnering organizations.

The 2024 Art + Sol Festival will include the original 19 participating organizations in addition to other performers, producers, galleries, museums, and businesses. The goal of the Festival is to enrich the winter culture offerings in Santa Fe and attract visitors during a traditionally quiet time of the year.

By using a festival format - which is well known to visitors and locals alike - Art + Sol generated sold-out performances, artistic tourism, and support of Santa Fe as a cultural destination. The project is led by three organizations: Performance Santa Fe, Santa Fe Pro Musica, and The Santa Fe Symphony Orchestra & Chorus. Partner organizations include the Lensic, Chatter, Santa Fe Music Collective, Cloud Top Comedy, WiseFool New Mexico, Santa Fe Playhouse, and the Canyon Road Association. In addition to evening and matinee performances, Art + Sol put on a free educational program showcase with New Mexico School for the Arts, Moving Arts Española, the Nacha Mendez Scholarship for Girls of Color, and the Santa Fe Youth Symphony Association.

In 2024, prospective partners include Aspen Santa Fe Ballet, International Museum of Dance, NDI New Mexico, NM Actors Lab, and IndigenousWays. These organizations represent just a few of the interested partners for 2024. Several organizations work with underserved communities and audiences throughout Santa Fe and Northern New Mexico.

Art + Sol is committed to serving its community, including underserved populations, and aims to advance the values of diversity, equity, inclusion, and access for all Santa Feans. In 2024, Art + Sol plans to include a production fund for small organizations who wish to participate in the artistic offerings. This production fund will assist with venue rental and artist fees.



Santa Fe Arts & Culture Department - Collaborative Impact FY 2023- 2024

The Santa Fe Symphony Orchestra & Chorus
Application #CI-FY240010

Primary Contact: Emma Scherer
Phone: (505) 983-3530
Email: escherer@santafesymphony.org

Project Budget

Please enter the total cost of the project including the Collaborative Impact grant amount of \$30,000.

DEFINITIONS	Description
Artist Fees	Includes artists, performers, dancers, poets, other artistic talent
Contracted Fees	Includes writer, editor, videographer, producer, sound engineer, etc.
Production Fees	Includes equipment, software, etc related to the production of the collaborative project
Online Marketing	Costs of digital marketing
Social Media	Cost of social media platforms
Printed Materials	Cost of print materials
Graphic Design	Cost of marketing brand design and layouts
Administrative Fees	Includes staff time dedicated to project (CI grant funds should NOT be used for this)
Remaining Fees	Other costs associated with the Project

	Cash	City Request	In-kind
		\$30,000	
Artistic Fees	5,000	0	0
Contracted Fees	1,500	0	0
Production Expenses	0	0	0
Online Marketing	28,580	15,000	0
Social Media	0	0	0
Printed Materials	48,300	15,000	175,200
Graphic Design	4,000	0	4,000
Other	0	0	0
Administrative Fees	5,513	0	0
Remaining Fees	4,500	0	0
SubTotals:	97,393	30,000	179,200
Grand Totals:	97,393	30,000	179,200



Santa Fe Arts & Culture Department - Collaborative Impact FY 2023- 2024

The Santa Fe Symphony Orchestra & Chorus

Application #CI-FY240010

Primary Contact:

Emma Scherer

Phone:

(505) 983-3530

Email:

escherer@santafesymphony.org

Project Budget Narrative

Describe each collaborating partner's contribution and expenses, etc.

Each Art + Sol Festival collaborating partner is responsible for its own performance revenues and artistic and production expenses, including marketing both its own event as well as helping to publicize Art + Sol. The Festival serves as an extended marketing and PR arm for the collective of organizations. The bulk of the Festival's budget, therefore, comprises print, radio, and digital advertising, as well as television, direct mail, website, posters, and a PR campaign. A small portion of the budget is dedicated to a communications and production assistant, the education showcase event, and a Festival-opening welcome event. The Festival leadership is responsible for raising funds to cover all of these collective Festival expenses.

The 2023 Festival was grateful to media partners KHFM and American General Media and the Santa Fe New Mexican which made very significant in-kind contributions, and the Festival leadership expects the same level of support from these organizations for the 2024 festival. Of the \$30,000 requested from the City Arts Commission, \$15,000 will be allocated to print marketing and \$15,000 to digital/online marketing.

In addition to this in-kind support, most revenues will be derived from grants from Santa Fe and New Mexico tourism and governmental funders. The Festival will also seek support from local businesses and private donors.



Santa Fe Arts & Culture Department - Collaborative Impact FY 2023- 2024

Museum of Dance

Application #CI-FY240002

Primary Contact:

Mrs. Hilary Palanza

Phone:

(520) 780-6672

Email:

palanza.hilary@gmail.com

Applicant Information

Please identify a lead applicant and supply their contact info. One organization must function as the lead.

Lead Organization Name

Museum of Dance

Lead Organization Executive Director Name

Museum of Dance

Lead Organization Executive Director Email

hilary.palanza@museumdance.org

Lead Organization Executive Director Phone

5207806672

Authorizing Official Name

Hilary Palanza

Authorizing Official Email

hilary.palanza@museumdance.org

Authorizing Official Phone

520-780-6672

Project/Program Leader Name

Gabriel

Project/Program Leader Email

gabriel.gonzales@museumdance.org

Project/Program Leader Phone

505-289-6572

Primary Grant Contact Name

Echo Cartagena

Primary Grant Contact Email

echo.cartagena@museumdance.org

Primary Grant Contact Phone



Santa Fe Arts & Culture Department - Collaborative Impact FY 2023- 2024

Museum of Dance

Application #CI-FY240002

Primary Contact:

Mrs. Hilary Palanza

Phone:

(520) 780-6672

Email:

palanza.hilary@gmail.com

603-236-6228

List all the arts and culture non-profits and partners involved in the project. Each project should have a lead organization and at least one arts and culture partner. Additional organizations do not have to be arts-based, but cannot be the contracting partner. Describe the role and responsibility of each collaborating partner, including a list of all participating staff.

Museum of Dance, New Mexico School for the Arts, National Dance Institute New Mexico, SITE Santa Fe, the University of New Mexico Dance Department, MeowWolf Tech Arts, Gather (Stanford), Earthseed Black Arts Alliance, Shandien Larance/the Lightening Boy Foundation, select administrative mentees and artists and their affiliates.



Santa Fe Arts & Culture Department - Collaborative Impact FY 2023- 2024

Museum of Dance

Application #CI-FY240002

Primary Contact:

Mrs. Hilary Palanza

Phone:

(520) 780-6672

Email:

palanza.hilary@gmail.com

Project Narrative

Project Narrative of Collaborative Impact project.

Project Title

Museum of Dance's Northern New Mexico Cyclical Mentorship Program (CMP)

Please provide a brief description of the Collaborative Project that is being considered for funding.

Museum of Dance's Cyclical Mentorship program is an intergenerational cyclical administrative and artists mentorship experience to advance local and regional dance artists, through strategic, professional support, and culminating in cohesive public engagement. MOD will support regional dance artists to produce professional films, highlighting Santa Fe's natural beauty, culture, and historical sites; final products will be presented in regional NM theaters, SITE, and online at museumdance.org

Please provide a full description of your collaborative project. Include listing of partnering organizations.

The Museum of Dance will serve as the lead organization and contracting agent for CMP. MOD will connect seasoned performing arts administrators to students at NDI, NMSA, and UNM dance departments for administrative mentorship. These administrative mentees will then work to select local artists to produce a series of dance films, highlighting local and regional destinations in the Santa Fe area. The process of choreography, film capture, and film editing will be supported by technology leads at Meowwolf, MOD's film partners, and dance professionals at all of the institutions mentioned above. Finally, the professional films will be shown at SITE/theaters, and in partnership with the Museum of Dance lead technology advocate, GATHER (Stanford) who will publish the films online and make them available for international viewing. CMP not only advances student engagement and technical skills, but it involves a wide variety of local BIPOC dance agencies and includes vast public engagement.

This project aims to: bridge communities of emerging and established artists, offer resources and guidance to building a mentorship, and uplift the culture of Santa Fe while establishing a continuous resource/program for the community.

CMP enables artists at all stages in their careers to reevaluate or be introduced to the importance of mentorship from a cyclical point of view. Mentorship is aimed at connecting and advancing community artists' skills, from exploring their specific art forms to offering collective guidance from QTBIPOC+ administrative leaders. This training is necessary for artists to understand how to navigate the "business" aspect of the arts.

Our collaborative Cyclical Mentorship Program, or CMP includes four phases: Organize, Connect, Create, and Market. This CMP program is necessary for dance artists to understand how to navigate the "business" aspect of the performing arts, including how to produce outstanding final work and market it!



Santa Fe Arts & Culture Department - Collaborative Impact FY 2023- 2024

Museum of Dance

Application #CI-FY240002

Primary Contact:

Mrs. Hilary Palanza

Phone:

(520) 780-6672

Email:

palanza.hilary@gmail.com

July 2023- PHASE 1: Organize- Administrative Preparation

Location: Santa Fe, Albuquerque

Collaborators: Museum of Dance, NDI-NM, NMSA, UNM Dance Dept + Select student and entry-level performing arts admin

- Select Mentees and Mentors are matched by the MOD team: each mentee receives an administrative mentor
- Administrative outlines, timelines, and deliverables are co-created by mentees and their administrative mentors to introduce new dance films to the Northern New Mexico region and beyond. Special attention is placed on marketing incentives and timelines

August 2023- PHASE 2: Connect- Administrative mentees to Artists

Location: Santa Fe

Collaborators: Museum of Dance, NDI-NM, NMSA, UNM Dance Dept, Meowwolf Tech dept, Lightening Boy Foundation, Earthseed Black Arts Alliance, Select student and entry-level performing arts admin and select Arts Teams (see below).

- Administrative mentees select 2-5 local artist team leads (1 choreographer, 1 musician, 1 filmmaker) for the artistic development of the program
- Artist teams review and agree to all programmatic criteria standards, previously co-developed in July
- Artist teams are given timelines, a budget, and a required deliverable roster (dance film as product).
- Administrative mentees track the agreements and answer any questions before the "Create, Phase 3"

September-October 2023- PHASE 3: Create

Location: Destinations in and around Santa Fe

Collaborators: MOD, select artists and admin mentees, Meowwolf tech/film dept, UNM computer labs, SITE Santa Fe

- Films are created and edited by professional artistic teams
- MOD supports the editing process and final professional grade delivery through our MODCinema Team

November-December 2023- Phase 4: Market

Locations: Santa Fe, Albuquerque, and Taos

Collaborators: MOD, GATHER, all select artists + administrative mentees/mentors

- MOD admin mentees work with mentors and MOD Marketing teams to market (for two months) the film debut in December 2023 AND February 2024 to their constituents at film-presenting locations in Santa Fe, Albuquerque, and Taos



Santa Fe Arts & Culture Department - Collaborative Impact FY 2023- 2024

Museum of Dance

Application #CI-FY240002

Primary Contact:

Mrs. Hilary Palanza

Phone:

(520) 780-6672

Email:

palanza.hilary@gmail.com

Project Budget

Please enter the total cost of the project including the Collaborative Impact grant amount of \$30,000.

DEFINITIONS	Description
Artist Fees	Includes artists, performers, dancers, poets, other artistic talent
Contracted Fees	Includes writer, editor, videographer, producer, sound engineer, etc.
Production Fees	Includes equipment, software, etc related to the production of the collaborative project
Online Marketing	Costs of digital marketing
Social Media	Cost of social media platforms
Printed Materials	Cost of print materials
Graphic Design	Cost of marketing brand design and layouts
Administrative Fees	Includes staff time dedicated to project (CI grant funds should NOT be used for this)
Remaining Fees	Other costs associated with the Project

	Cash	City Request	In-kind
		\$30,000	
Artistic Fees	15,000	10,000	25,000
Contracted Fees	20,000	10,000	0
Production Expenses	10,000	5,000	0
Online Marketing	2,500	0	0
Social Media	2,000	0	0
Printed Materials	1,500	0	0
Graphic Design	1,500	0	0
Other	2,500	0	0
Administrative Fees	5,000	5,000	0
Remaining Fees	0	0	0
SubTotals:	60,000	30,000	25,000
Grand Totals:	60,000	30,000	25,000



Santa Fe Arts & Culture Department - Collaborative
Impact FY 2023- 2024

Museum of Dance

Application #CI-FY240002

Primary Contact:

Mrs. Hilary Palanza

Phone:

(520) 780-6672

Email:

palanza.hilary@gmail.com

Project Budget Narrative

Describe each collaborating partner's contribution and expenses, etc.

CASH: MOD and CMP partners will support \$15,000 in allocated funding toward our artists who will be participating in creating and producing the films. \$20,000 will go toward MOD and CMP contracted staff and contracted partners to develop the

CMP program in NM in FY23-24. Production of the films will include renting cameras and equipment at a discounted rate from our partners at Meowwolf and UNM for \$10,000.

CITY REQUEST: Santa Fe Arts and culture will support the Artistic and Contracted (administrative) support for 10k each, in addition to 5k support toward production expenses for the CMP films.

IN-KIND:

MOD will donate \$5,000 to mentor the mentees through social media incentives and their reach. \$15,000 MOD's Founder and CEO will offer worth of mentorship to mentees and artists in the process.

City of Santa Fe Contract

THIS AGREEMENT is made and entered into by and between the City of Santa Fe, herein after referred to as the "City", and **IndigenousWays** herein after referred to as the "Contractor."

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. "Work Product" means the Deliverables and all other writings, technology, inventions, discoveries, processes, techniques, methods, ideas, concepts, research, proposals, and materials, and all other work product of any nature whatsoever, that are created, prepared, produced, authored, edited, modified, conceived, or reduced to practice by Contractor solely or jointly with the City or others (a) in the course of performing the Services and all printed, physical, and electronic copies and other tangible embodiments of any of the foregoing.

C. "You" and "your" refers to (**IndigenousWays**). "We," "us" or "our" refers to the City and whose accounts are created under this Agreement.

2. **Scope of Work:**

COLLABORATIVE IMPACT

A. The Selected Collaborative, through the Contractor, shall perform the following work:

1) Create multi-disciplinary content that promotes storytelling and advances the artistic vibrancy and cultural assets of Santa Fe in unique ways that expand the promotion of Santa Fe to include Cultural Tourism, thus attracting a specific audience of visitors who more directly foster our creative economy.

2) Promote and market the City by utilizing the City's arts logo and credit line on all printed and online promotional material related to the project.

3) Provide a final report to the City providing of all activities undertaken including providing samples of digital content, marketing and promotional materials produced, number of impressions and value of promotion received, statistical and demographic information and an assessment of the successes, challenges and future opportunities related to the program.

4) Work Made For Hire; Assignment. Contractor acknowledges and agrees that any and all Work Product that may qualify as "work made for hire" as defined in the Copyright Act of 1976 (17 U.S.C. § 101) is hereby deemed "work made for hire" for the City and all copyrights therein shall automatically and immediately vest in the City.

3. **Compensation**

The City shall pay to the Contractor in full payment for services satisfactorily performed shall not exceed **thirty thousand dollars (\$ 30,000)** including New Mexico gross receipts tax. The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed **(\$30,000)**. This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the City when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided.

4. **Payment Provisions**

All payments under this Agreement are subject to the following provisions.

- A. Acceptance - In accordance with Section 13-1-158 NMSA 1978, the City shall determine if the product or services provided meet specifications. Until the products or services have been accepted in writing by the City, the City shall not pay for any products or services. Unless otherwise agreed upon between the City and the Contractor, within thirty (30) days from the date the City receives written notice from the Contractor that payment is requested for services or within thirty (30) days from the receipt of products, the City shall issue a written certification (by letter or email) of complete or partial acceptance or rejection of the products or services. Unless the City gives notice of rejection within the specified time period, the products or services will be deemed to have been accepted.
- B. Payment of Invoice - Upon acceptance that the products or services have been received and accepted, payment shall be tendered to the Contractor within thirty (30) days after the date of invoice. After the thirtieth day from the date that written certification of acceptance is issued, late payment charges shall be paid on the unpaid balance due on the contract to the Contractor at the rate of 1.5 % per month. Contractor may submit invoices for payment no more frequently than monthly. Payment will be made to the Contractor's designated mailing address. Payment on each invoice shall be due within 30 days from the date of the acceptance of the invoice. The City

agrees to pay in full the balance shown on each account's statement, by the due date shown on said statement.

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

6. **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.

7. **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.*

8. Logo and Credit Line.

A. The Contractor must include the City of Santa Fe logo on all printed and online publicity, promotion and program materials applicable to this Agreement. In immediate proximity to the logo, the following credit line must be clearly visible and readable: "Partially funded by the City of Santa Fe Arts & Culture Department and the 1% Lodgers Tax."

9. 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.

10. 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.

11. 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.

12. **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.

13. **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.

14. **Records and Audit**

During the term of this Agreement and for three 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.

15. **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.

16. **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.

17. **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.

18. **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.

19. **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.

20. **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.

21. **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.

22. **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.

23. **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.

24. **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.

25. **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, § 38-3-1 (G). 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.

26. **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.

27. **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.

28. **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.

29. **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.

30. **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.

31. **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 \$1,000,000- per occurrence and \$1,000,000 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.

32. **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.

33. **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.

34. **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.

35. **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 or 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.

36. **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.

37. **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.

38. **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 of time 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.

39. **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:

Arts and Culture
Department PO
Box 909
Santa Fe, NM 87504

To the Contractor:

IndigenousWays
1020 Valerie Circle
Santa Fe, NM 87507
hello@indigenousways.org

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:
IndigenousWays
1020 Valerie Circle
Santa Fe, NM 87507
hello@indigenouways.org

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.

40. **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:

CONTRACTOR:

John Blair
John Blair (Mar 26, 2024 10:23 MDT)
JOHN BLAIR, CITY MANAGER

Elena Higgins 
NAME

DATE: Mar 26, 2024

IndigenousWays Executive Director
TITLE

DATE: 07/13/2023

CRS# 03-135532-00-3

Registration # 1900151741

ATTEST:

Gerilyn Cardenas
Gerilyn Cardenas (Apr 1, 2024 09:14 MDT)
CITY CLERK

XIV

CITY ATTORNEY'S OFFICE:

Marcos Martinez

Marcos Martinez (Jul 12, 2023 14:07 MDT)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster

EMILY OSTER, FINANCE DIRECTOR



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

BUSINESS REGISTRATION

Business Name: INDIGENOUSWAYS

Business Location: 1020 VALERIE CIR
SANTA FE, NM 87507

Owner: Elena Higgins

License Number: 151741

Issued Date: February 20, 2024

Expiration Date: February 20, 2025

CRS Number: 03-135532-00-3

License Type: Business License - Renewable

Classification: Business Registration - Standard

Fees Paid: \$35.00

INDIGENOUSWAYS
P.O. BOX 4073 SE SW
SANTA FE, NM 87502-4703

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

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

TO BE POSTED IN A CONSPICUOUS PLACE



City of Santa Fe

Summary of Contract, Agreement, Amendment & Lease

All applicable fields to be completed by department (complete 1.b only if you are processing an amendment):

1.a Munis Contract: 3204185 Procurement # (RFP/ITB# If any):

Contractor: Indigenous Solutions DBA IndigenousWays

Procurement Method: Small Purchase RFP ITB Sole Source GSA Cooperative Exempt

Description/Title: Collaborative Impact - Cultural Investment Funding Program

Contract: Agreement: Term Lease/Rent: Amendment:

Start Date: upon approval Term End Date: 06/30/2024 Total Contract Amount: \$30,000.00

Approved by Council (If over the City Manager's approval threshold, you must go through GB) _____

Contract / Lease: _____

1.b Amendment #: _____ to the Original Contract/Lease # _____

Increase/(Decrease) Amount \$: _____

Extend Expiration Date to: _____

Approved by Council (If the original went through GB, all amendments must go through GB regardless of the amendment reason) Date: _____

Amendment is for: _____

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

On January 4, 2023 Arts & Culture opened the call for applications to apply for the Collaborative Impact Grant offered through the Cultural Investment Funding Program (CIFP). This is to acquire services to promote Santa Fe as an arts center through programming between two or more cultural non-profit organizations.

3. Procurement History:

 _____ Mar 25, 2024
Purchasing Officer Review: _____ Date: _____
Comment & Exceptions: _____

4. Funding Source: Arts & Culture Advertising Org / Object: 2132775.561850

Andy Hopkins _____ Mar 25, 2024
Budget Officer Approval: _____ Date: _____
Comment & Exceptions: _____

5. Grant History (if applicable):

Grants Administrator Approval: _____ Date _____

Staff Contact who Completed This Form: Melissa Velasquez Phone #: 505-955-6707

To be recorded by City Clerk: _____ Email: Clerk # _____

Date of Execution: _____

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/15/2024

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 East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945	CONTACT NAME: Will Maddux PHONE (A/C No. Ext): (530) 477-6521 E-MAIL ADDRESS: info@theeventhelper.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED IndigenousWays c/o Elena Higgins 1020 Valerie Cir Santa Fe NM 87507	INSURER A : Lloyds Syndicate 2623	NAIC # AA-1128623
	INSURER B : Lloyds Syndicate 623	AA-1126623
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

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

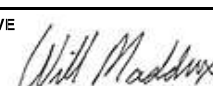
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			EH-771324-L3247531	05/03/2024 12:01 AM	05/04/2024 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES \$ 100,000
	<input checked="" type="checkbox"/> Host Liquor Liability						MED EXP (Any one person) \$ 5,000
	<input type="checkbox"/> Retail Liquor Liability	Y	N				PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 2,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						Deductible \$ 1,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
<input type="checkbox"/>	ANY AUTO						BODILY INJURY (Per person) \$
<input type="checkbox"/>	OWNED AUTOS ONLY	<input type="checkbox"/>	SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
<input type="checkbox"/>	HIRED AUTOS ONLY	<input type="checkbox"/>	NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N					OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	N / A				E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

Certificate holder listed below is named as additional insured per attached CG 20 26 04 13. Attendance: 500, Event Type: Festival & Cultural Event - Outdoor. Policy includes a 36 month Extended Reporting Period. Damage to Premises Rented (Other than Fire) included in the Each Occurrence Limit shown above.

CERTIFICATE HOLDER**CANCELLATION**

City of Santa Fe 200 Lincoln Ave Santa Fe NM 87501	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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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.
ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Schedule

<p>Name of Additional Insured Person(s) or Organization(s):</p> <p>City of Santa Fe 200 Lincoln Ave Santa Fe, NM 87501</p> <p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>
--

A. **SECTION II - WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. in the performance of your ongoing operations; or
2. in connection with your premises owned by or rented to you.

However:

1. the insurance afforded to such additional insured only applies to the extent permitted by law; and
2. if coverage provided to the Additional Insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these Additional Insureds, the following is added to **SECTION III - LIMITS OF INSURANCE**:

If coverage provided to the Additional Insured is required by a contract or agreement, the most we will pay on behalf of the Additional Insured is the amount of insurance:

1. required by the contract or agreement; or
2. available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/15/2024

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 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 Foresite Sports, Inc. DBA: Eventsured 3553 West Chester Pike #418 Newtown Square, PA 19073	CONTACT NAME: Eventsured Customer Service	
	PHONE (A/C No. Ext): 888-882-5902	FAX (A/C, No):
E-MAIL ADDRESS: info@eventsured.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Houston Casualty Company		42374
INSURED IndigenousWays Elena Higgins 1020 Valerie Circle Santa Fe, NM 87507	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	
	INSURER G:	

COVERAGES

CERTIFICATE NUMBER: TM331541

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			H23SE00155/TM331541	06/08/2024 12:01AM	06/09/2024 2:01AM	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
	<input checked="" type="checkbox"/>						PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 3,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 1,000,000
	DEDUCTIBLE			\$ 0				
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS							\$
	<input type="checkbox"/> NON-OWNED AUTOS							\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR						AGGREGATE	\$
	EXCESS LIAB							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DED							\$
	RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	OT-HER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N					E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

Additional Insureds must be venue managers or municipalities and are added with respect to our insureds operations only. Waiver of Subrogation (WOS) and Primary & Non-Contributory (PNC) wording applies only when coverage is purchased by the insured, required by written contract and as indicated below. This coverage is with respect to the Concert - Cultural to be held on 06/08/2024 - 06/08/2024 with 1000 attendees at Santa Fe Railyard Park 740 Cerrillos Road Santa Fe, NM 87505. Additional Insureds include: Santa Fe Railyard Park 740 Cerrillos Road Santa Fe, NM 87505; City of Santa Fe 200 Lincoln Avenue Santa Fe, NM 87501.

CERTIFICATE HOLDER**CANCELLATION**

City of Santa Fe 200 Lincoln Avenue Santa Fe, New Mexico	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 
--	--

Signature: 
Chelsey Johnson (Mar 16, 2024 13:54 MDT)

Email: cxjohnson@santafenm.gov

Signature: *Richard Brown*

Email: rdbrown@ci.santa-fe.nm.us










Cultural Investment program CI IndigenousWays FY23-24 (1)


Final Audit Report

2024-03-26


Created:	2024-03-25
By:	Kristy Miera (kamiera@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsD5rHZT5IAIAebYNUNLJJDo7T2Ddh4zw

"Cultural Investment program CI IndigenousWays FY23-24 (1)" History

-  Document created by Kristy Miera (kamiera@santafenm.gov)
2024-03-25 - 2:52:49 PM GMT
-  Document emailed to Chelsey Johnson (cxjohnson@santafenm.gov) for signature
2024-03-25 - 3:28:41 PM GMT
-  Email viewed by Chelsey Johnson (cxjohnson@santafenm.gov)
2024-03-25 - 3:30:17 PM GMT
-  Document e-signed by Chelsey Johnson (cxjohnson@santafenm.gov)
Signature Date: 2024-03-25 - 9:28:20 PM GMT - Time Source: server
-  Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature
2024-03-25 - 9:28:23 PM GMT
-  Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2024-03-25 - 11:15:52 PM GMT
-  Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Signature Date: 2024-03-25 - 11:16:19 PM GMT - Time Source: server
-  Document sent to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature. One of them to sign
2024-03-25 - 11:16:22 PM GMT
-  Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
2024-03-25 - 11:16:40 PM GMT

 Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)

Signature Date: 2024-03-25 - 11:16:59 PM GMT - Time Source: server

 Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature

2024-03-25 - 11:17:02 PM GMT

 Email viewed by EMILY OSTER (ekoster@santafenm.gov)


2024-03-26 - 3:17:41 PM GMT

 Document e-signed by EMILY OSTER (ekoster@santafenm.gov)


Signature Date: 2024-03-26 - 3:24:59 PM GMT - Time Source: server

 Document emailed to jwblair@santafenm.gov for signature


2024-03-26 - 3:25:02 PM GMT

 Email viewed by jwblair@santafenm.gov

2024-03-26 - 4:22:37 PM GMT

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

2024-03-26 - 4:23:21 PM GMT

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

Signature Date: 2024-03-26 - 4:23:23 PM GMT - Time Source: server

 Agreement completed.

2024-03-26 - 4:23:23 PM GMT

24-0254 Indigenous Ways dba Indigenous Solutions

Final Audit Report

2024-04-01

Created:	2024-03-27
By:	Xavier Vigil (xivigil@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6AYNbxKEYcf6Dht7-xy0pzzX_Oh73W_h

"24-0254 Indigenous Ways dba Indigenous Solutions" History

-  Document created by Xavier Vigil (xivigil@ci.santa-fe.nm.us)
2024-03-27 - 7:44:39 PM GMT- IP address: 63.232.20.2
-  Document emailed to Geralyn Cardenas (gfcardenas@santafenm.gov) for signature
2024-03-27 - 7:46:04 PM GMT
-  Email viewed by Geralyn Cardenas (gfcardenas@santafenm.gov)
2024-04-01 - 3:13:59 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Geralyn Cardenas (gfcardenas@santafenm.gov)
Signature Date: 2024-04-01 - 3:14:11 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.
2024-04-01 - 3:14:11 PM GMT