



**Date:** October 29, 2024

**To:** John Blair, City Manager *John Blair*  
John Blair (Oct 30, 2024 18:08 MDT)

**Via:** Henri Hammond-Paul, Community Health and Safety Department Director

**From:** Julie Sanchez, Youth and Family Services Division Director *Julie Sanchez*

*Henri Hammond-Paul*  
HENRI HAMMOND-PAUL (Oct 29, 2024 11:56 MDT)

**Subject:** ARPA: Domestic Violence Services in a Sexual Assault Setting

**Vendor Name:** Solace Crisis Treatment Center

**Vendor Number:** 3508

---

**ITEM AND ISSUE:**

Youth and Family Services Division respectfully request your review and approval of an American Rescue Plan Act (ARPA) Recovery Funds Subrecipient Contract in the total amount of \$60,000 – excluding tax for Domestic Violence Case Management Services ending one year from city signature; (Solace Crisis Treatment Center/Community Health and Safety); (Julie Sanchez, [jjsanchez@santafenm.gov](mailto:jjsanchez@santafenm.gov), and 505-955-6678)

**Action Requested:** Approval of ARPA contract

**BACKGROUND AND SUMMARY:**

The City of Santa Fe dedicated \$1 million dollars of ARPA funds to address youth and community violence, nearly \$250,000 of that funding is for addressing issues of domestic violence and sexual assault in the city and each funded organization will work with the city's domestic violence response team (DVRT) in response and case management to support both victims and offenders.

The team will address violence as a public health problem; operate in a highly coordinated way across all government departments that deal with violence; collect, analyze, disseminate violent injury and death data; collaborate with community-based partners across sectors; and build institutional and community based capacity to prevent and respond effectively to violence over time.

**PROCUREMENT METHOD:**

The procurement method is RFQ 24030 which expires one year from the date of city signature.

**Chief Procurement Officer Approval:** *Julie Sanchez* **Date:** Oct 29, 2024

**Comment/Exceptions:** NMSA 1978, Section 13-1-125

**Supporting Information:**

**CONTRACT NUMBER:**

The FY25 Munis contract number is 3250260  
The FY25 Project ledger number is COM22400G

\$\$\$\$\$ SOURCE/REVENUE: ☒Expense ☐Revenue

The funding source is:

**Fund Name/Number:** Health and Human Services Fund/Fund 240

**Munis Org Name/Number:** Human Services/2400122

**Munis Object Name/Number:** Grants and Services/510400

If the project is grant funded? List grant award number: \_\_\_\_\_

**Grant Manager / Accounting Officer Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comment/Exceptions:** \_\_\_\_\_

**Project Ledger #:** \_\_\_\_\_

**Budget Officer Approval:** *Andy Hopkins* \_\_\_\_\_ **Date:** Oct 29, 2024

**Comment/Exceptions:** \_\_\_\_\_

**CAPITAL ASSET (will this procurement result in a tangible item that costs more than \$5,000?):**

☐Yes | ☒ No

**# (if known):** \_\_\_\_\_

**Repair or Replacement of Existing Equipment:**

☐Yes | ☒ No

If yes -> ☐Repair | ☐ Replacement

**Please explain:** \_\_\_\_\_

**Capital Project:**

(New and improvement projects that are going to cost \$10,000 or more)

☐ Yes | ☒ No

**Project Ledger #:** \_\_\_\_\_

**Anticipated length of project:** \_\_\_\_\_

**Asset Manager Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comment/Exceptions:** \_\_\_\_\_

**Department Approvals:**

IT Components: ☐ Yes | ☒ No

Vehicles: ☐ Yes | ☒ No

Facilities, Furniture, Fixtures, Equipment: ☐ Yes | ☐ No

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

Department Contract Administrator Contact Info: Justin Gonzales, Contract Administrator

**ATTACHMENTS:**

*Keep only those that pertain and delete the reset (including this message)*

Vendor's Quote

Santa Fe Business License

Certificate of Liability Insurance

Professional/General Services Contract

CPO Determination

Horizons declination

Sole Source Determination

Emergency Determination

Item# 24-0659  
Munis Contract# \_\_\_\_\_  
RFQ# 24030

**RECOVERY FUNDS SUBRECIPIENT  
CONTRACT BETWEEN CITY OF SANTA FE  
AND SOLACE SEXUAL ASSAULT SERVICES  
FOR PROFESSIONAL SERVICES FOR  
VIOLENCE RESPONSE SERVICES IN A SEXUAL ASSAULT SETTING**

**FEDERAL AWARD IDENTIFICATION**

In accordance with the Code of Federal Regulations (CFR), 2 C.F.R. Part 200.332 requires that the following information be provided to any Subrecipient of a federal award:

Federal Awarding Office	United States Department of the Treasury
Grant Program	Coronavirus State and Local Recovery Fund
Federal Award Identification Number	J9GYSPUAQJR9
Federal Award Date	June 9, 2021
Award End Date	September 30, 2026
Research and Development Award?	No
Federal Statutory Authority	3206 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (March 11, 2021), codified as 15 USC 9058d (15 U.S.C. 9058 (d))
Total Amount in Federal Award (this is not the amount in the grant agreement)	\$15,000,000.00

THIS AGREEMENT is made and entered into by and between the City of Santa Fe, herein after referred to as the “City”, and **Solace Sexual Assault Services** herein after referred to as the “Contractor” or “Subrecipient”

**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 1st 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 **Solace Sexual Assault Services**. "We," "us" or "our" refers to the City and whose accounts are created under this Agreement.

2. **Scope of Work**

The U.S. Department of Treasury "Treasury" has provided funds, through its SLFRF Program, to the City who is then subawarding this same funding to the subrecipient in accordance with this Agreement. The subrecipient shall perform the services and tasks described in the Scope of Work, attached as Exhibit A Subrecipients shall follow strict compliance with all applicable federal, state, or local laws, regulations, and administrative policies, including, but not limited to, the references above as well as the following:

- (a) subrecipient will comply with the Code of Federal Regulations (C.F.R.).
- (b) subrecipient will comply with 2 C.F.R. Part 200 - Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards as well as any specific federal departmental grant requirement in other sections of the C.F.R.
- (c) subrecipient will adhere to both the Federal Procurement Laws contained in 2 C.F.R. Part 200.318 to 200.326 as well as the State Procurement Laws for Political Subdivisions contained in the New Mexico Procurement Code.
- (d) subrecipient will adhere to the requirements of the Treasury's SLFRF Program.
- (e) subrecipient will adhere to the Scope of Work in Exhibit A.
- (f) subrecipient will comply with Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25 where applicable.
- (g) subrecipient will incorporate, where applicable, the contractual provision requirements outlined in 2 C.F.R. Part 200.326 which is further discussed in Section 7 of this Agreement.
- (h) subrecipient will comply, when applicable, with any applicable national policy requirements for federal grants which is further discussed in section 7 of this agreement.
- (i) subrecipient will not pay any contractor who is listed by the federal government as debarred and/or suspended which is further discussed in section 7 of this agreement. subrecipient agrees to alert the city immediately if a contractor working for the subrecipient becomes debarred or suspended.
- (j) Subrecipient acknowledges and agrees that the City is a “recipient” of SLFRF funds as such term is used in the SLFRF regulations, and subrecipient shall provide, upon the reasonable request of the City, financial and performance reports sufficient to demonstrate subrecipient’s compliance with SLFRF and as otherwise necessary for City to satisfy the subrecipient monitoring and management requirements of 2 C.F.R. Part 200.331 to 200.333.

Pursuant to information submitted to the City for inclusion in the Treasury's SLFRF Program, the subrecipient shall perform the following tasks:

- Properly procure and complete the project substantially as described in Exhibits A, Scope of Work. Any and all expenses associated with the project are the sole responsibility of the Subrecipient. The ownership of any property furnished hereunder will be the property of the subrecipient. The subrecipient shall have the sole responsibility to maintain possession of the said property, maintain the property, repair the property when needed and maintain any applicable insurance amounts. Any future costs related to these requirements remain the sole responsibility of the subrecipient. The subrecipient agrees to notify the City and the Treasury, in writing, and request the preferred method of disposition for any property or equipment purchased with federal funds if said property or equipment is no longer of use to the subrecipient. In addition, if an annual inventory is requested by the City then the subrecipient will provide prompt access to all inventory records.

### 3. **Compensation**

Compensation Schedule. The City shall pay to the Contractor based upon fixed prices for each Deliverable.

A. Payment. The total compensation under this Agreement shall not exceed sixty thousand dollars, (\$60,000) excluding 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.

B. 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.

C. 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 12 months from the date of the final signature. 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. **Reporting, Monitoring, and Review**

a. Requirements

The subrecipient is required to participate in monitoring and review activities necessary to assess the work performed under the Subaward and determine whether the Subrecipient has timely achieved the Scope of Work stated in Exhibit A to this Subaward. The ongoing monitoring of the subrecipient will reflect its assessed risk and include monitoring, identification of deficiencies, and follow-up to ensure appropriate remediation.

b. Risk Assessment

The risk assessment may include factors such as prior experience in managing Federal funds, previous audits, personnel, and policies or procedures for award execution and oversight.

c. Monitoring

Monitoring and review activities will be detailed in a Monitoring Plan based on the City's risk assessment of the subrecipient and will be provided to the subrecipient. The Monitoring Plan may include, but not be limited to, the subrecipient's technical progress compared to the intended milestones and deliverables; the subrecipient's actual expenditures compared to the approved budget, review of subrecipient's reimbursement requests including detailed backup documentation, or other subject matter specified by the City.

d. Performance and Final Status

Subrecipient shall submit all financial, performance and other reports to the city no later than forty-five (45) calendar days after the end of the initial term if no extension terms are exercised, or the final extension term exercised by the City, containing an evaluation and review of subrecipient's performance and the final status of subrecipient's obligations hereunder.

e. Violations Reporting

Subrecipient shall disclose, in a timely manner, in writing to the State and the Federal Awarding Agency, all violations of federal or State criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal Award. The State or the Federal Awarding Agency may impose any penalties for noncompliance allowed under 2 C.F.R. Part 180 and 31 U.S.C. 3321, which may include, without limitation, suspension or debarment.

f. Inspection

SUBRECIPIENT shall permit the City, the State, the federal government, and any other duly authorized agent of a governmental agency to audit, inspect, examine, excerpt, copy and transcribe SUBRECIPIENT Records during the Record Retention Period. SUBRECIPIENT shall make SUBRECIPIENT Records available during normal business hours at SUBRECIPIENT's office or place of business, or at other mutually agreed upon times or locations, upon no fewer than two Business Days' notice from the City, unless the City determines that a shorter period of notice, or no notice, is necessary to protect the interests of the City.

g. Final Audit Report

SUBRECIPIENT shall promptly submit to the City a copy of any final audit report of an audit performed on SUBRECIPIENT's records that relates to or affects this Agreement or the Work, whether the audit is conducted by SUBRECIPIENT or a third party. Additionally, if SUBRECIPIENT is required to perform a single audit under 2 C.F.R. Part 200.501, *et seq.*, then SUBRECIPIENT shall submit a copy of the results of that audit to the City within the same timelines as the submission to the federal government.

16. **Appropriations**

The terms of this Agreement, and any orders placed under it, are contingent upon sufficient appropriations and authorization being made by the Governing Body 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.

**D. Professional Liability Insurance.** Contractor shall maintain professional liability insurance throughout the term of this Contract providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Contractor shall furnish the City with proof of insurance of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Contract.

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: Youth and Family Services Division, 119 E. Marcy, Suite 101, Santa Fe, NM 87505

To the Contractor: Maria Jose Rodriguez Cadiz, Solace Sexual Assault Services, 6601 Valentine Way, Santa Fe, NM 87507

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: Maria Jose Rodriguez Cadiz, Solace Sexual Assault Services, 6601 Valentine Way, Santa Fe, NM 87507

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:

CONTRACTOR:

Solace Sexual Assault Services

John Blair  
John Blair (Oct 30, 2024 18:08 MDT)

JOHN BLAIR,  
CITY MANAGER

DATE: Oct 30, 2024

Maria Jose Rodriguez Cadiz  
Maria Jose Rodriguez Cadiz (Sep 18, 2024 08:55 MDT)

MARIA JOSE RODRIGUEZ CADIZ,  
EXECUTIVE DIRECTOR

DATE: Sep 18, 2024

CRS# 01-884645-00-9

Registration # 229620

ATTEST:

Andrea Salazar  
Andrea Salazar (Nov 20, 2024 10:40 MST)

CITY CLERK

XIV

CITY ATTORNEY'S OFFICE:

Pm Sep 18, 2024

ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster

FINANCE DIRECTOR



EXHIBIT A  
SCOPE OF WORK

A. The Contractor shall perform the work as follows:

The Contractor shall provide comprehensive case management services tailored to the unique needs of adult survivors of domestic violence, sexual assault, and human trafficking. These services are critical in facilitating the adult survivors' journey towards recovery and empowerment through a coordinated and holistic support system.

- a. Enhance the safety and well-being of adult survivors by delivering customized support.

B. Activities include:

- a. Crisis Intervention:

- 1. Offer immediate response services during a crisis to address safety, health, and emotional needs.
  - 2. Maintain availability for emergency consultations and interventions.

- b. Safety Planning:

- 1. Conduct thorough lethality and risk assessments to identify the immediate and long-term safety needs of adult survivors, encompassing all aspects of their well-being including physical, psychological, social, and economic safety.
  - 2. Develop individualized safety plans addressing the immediate and long-term safety needs of adult survivors.
  - 3. Provide guidance on legal protections and restraining orders, where applicable.

- c. Resource Coordination:

- 1. Comprehensive Needs Assessment: Conduct thorough assessments to identify the immediate and long-term needs of adult survivors, encompassing all aspects of their well-being including physical, psychological, social, and economic needs.
  - 2. Goal Setting and Progress Monitoring: Work with adult survivors to establish realistic and attainable goals for recovery and independence. Regularly review and adjust goals based on adult survivors' evolving needs and circumstances.

3. Identify and Coordinate Resources: Identify and coordinate access to community resources including housing, healthcare, legal, educational, and financial assistance.
  4. Facilitate Specialized Services: Facilitate connections with specialized service providers tailored to the adult survivors' specific circumstances, ensuring a personalized approach to recovery and support.
- d. The contractor will collaborate with various stakeholders to ensure a coordinated and comprehensive approach to supporting survivors.

C. Activities Include:

a. Multidisciplinary Collaboration:

1. Collaborate with various stakeholders including law enforcement, healthcare providers, legal services, and community organizations to ensure a coordinated approach to support adult survivors.
2. Participate in case conferences and team meetings to discuss cases, share insights, and develop integrated strategies for client support.

b. Active Participation in Collaborative Meetings:

1. Engage in regular collaborative meetings to enhance service delivery and discuss systemic issues affecting adult survivors.
2. Provide input on community needs and service gaps to help shape policy and community responses.

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

E. Reporting Includes:

- a. Quarterly reports detailing advocacy activities, survivor outcomes, and insights into program effectiveness.
- b. Bi-annual training reviews for staff to ensure adherence to the latest in trauma-informed care and case management best practices.
- c. Annual summary of service impacts, challenges faced, and strategic recommendations for future improvements.

- F. Solace Sexual Assault Services 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.



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

## BUSINESS REGISTRATION

**Business Name:** SOLACE CRISIS TREATMENT CENTER  
DBA: SOLACE CRISIS TREATMENT  
CENTER

**Business Location:** 6601 VALENTINE WAY  
SANTA FE, NM 87507

**Owner:** Dennis Letters

**License Number:** 229620

**Issued Date:** July 31, 2024

**Expiration Date:** July 31, 2025

**CRS Number:** 01884645009

**License Type:** Business License - Renewable

**Classification:** Business Registration - Standard

**Fees Paid:** \$35.00

SOLACE CRISIS TREATMENT CENTER  
6601 VALENTINE WAY  
SANTA FE, NM 87507

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

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

**TO BE POSTED IN A CONSPICUOUS PLACE**



SOLACRI-01

MMARTINEZ1

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/3/2024

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).

<b>PRODUCER</b> License # 0757776 <b>HUB International Insurance Services (SOW)</b> 2905 Rodeo Park Drive East Building 6, Suite 100 Santa Fe, NM 87505	<b>CONTACT NAME:</b> Johanna Sanchez <b>PHONE (A/C, No, Ext):</b> (505) 992-1849 <b>FAX (A/C, No):</b> (866) 487-3972 <b>E-MAIL ADDRESS:</b> johanna.sanchez@hubinternational.com																					
<b>INSURED</b>  <b>Solace Sexual Assault Services</b> 6601 Valentine Way Santa Fe, NM 87507	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A :</td><td>Great American Insurance Company</td><td>16691</td></tr><tr><td>INSURER B :</td><td>Great American Alliance Insurance Company</td><td>26832</td></tr><tr><td>INSURER C :</td><td>New Mexico Commercial Insurance Company</td><td>15996</td></tr><tr><td>INSURER D :</td><td>Coalition Insurance Company</td><td>29530</td></tr><tr><td>INSURER E :</td><td></td><td></td></tr><tr><td>INSURER F :</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	Great American Insurance Company	16691	INSURER B :	Great American Alliance Insurance Company	26832	INSURER C :	New Mexico Commercial Insurance Company	15996	INSURER D :	Coalition Insurance Company	29530	INSURER E :			INSURER F :		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A :	Great American Insurance Company	16691																				
INSURER B :	Great American Alliance Insurance Company	26832																				
INSURER C :	New Mexico Commercial Insurance Company	15996																				
INSURER D :	Coalition Insurance Company	29530																				
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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			PAC3161159-05	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 PROF ABUSE EB \$ 3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PAC3161159-05	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			UMB3161160-05	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	75470113	7/1/2024	7/1/2025	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.I. EACH ACCIDENT \$ 100,000 E.I. DISEASE - EA EMPLOYEE \$ 100,000 E.I. DISEASE - POLICY LIMIT \$ 500,000
A	Employee Theft			PAC3161159-05	7/1/2024	7/1/2025	Crime 92,300
D	Cyber/Privacy/Networ			C4MQ8438531CYBER2024	7/1/2024	7/1/2025	Limit 2,000,000

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

## CERTIFICATE HOLDER

## CANCELLATION

<b>City of Santa Fe</b> PO Box 909 Santa Fe, NM 87504-0909	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b> 
--	---

**From:** [DUTTON-LEYDA, TRAVIS K.](#)  
**To:** [SANCHEZ, JULIE J.](#); [Purchasing DET](#)  
**Subject:** RE: Request for a Determination {ARPA FUNDS}: Community Educator  
**Date:** Friday, February 16, 2024 5:58:52 PM  
**Attachments:** [image001.jpg](#)

---

Greetings,

The scope of work as written would be Professional Services. This determination relates only to that question and is no comment on whether the scope of work or procurement method meet all legal standards. I reserve the right to change this determination if the scope of work differs from the scope of work submitted for the original determination. This procurement must be conducted using the processes and procedures set forth by the City of Santa Fe, Central Purchasing, the Procurement Manual, and state statutes.

Please note:

- Save this email as a PDF and upload it into the corresponding Munis records.
- Check with WorkQuest dba Horizons of New Mexico ([mloehman@horizonsofnewmexico.org](mailto:mloehman@horizonsofnewmexico.org)) if this service appears on their approved list.
- If any of your request include anything that needs to be reviewed and preapproved by another city Department/Division, please send your SOW to the corresponding email address, and provide their response to this office when you submit your procurement request for processing.
  - IT components - [ereview@santafenm.gov](mailto:ereview@santafenm.gov)
  - Vehicles – [dmjaramillo@santafenm.gov](mailto:dmjaramillo@santafenm.gov)
  - Grants - [cajames@santafenm.gov](mailto:cajames@santafenm.gov)
  - Facilities, Furniture, Fixture, Equipment - [jsburnett@santafenm.gov](mailto:jsburnett@santafenm.gov)
- Ensure that the appropriate templates and forms are used [https://intranet.santafenm.gov/finance\\_1](https://intranet.santafenm.gov/finance_1) and documented [procedures/laws/rules](#) are followed. \_
- > \$20k per year, when processing this procurement, please ensure the procurement number issued by Munis and the procurement name are used in the appropriate documents and the subject of emails.
- If you are processing a procurement where the forecasted amount is => \$60k, per NMSA 1978, Section 13-1-102, if you aren't using a cooperative or existing contract, you must process an RFP.
- < \$20k per year, one quote is acceptable.
- From \$20k to \$60k per year, if you aren't using a cooperative or existing contract, you'll need to provide 3 quotes in your req. Must use the Munis Bid Module after 12/21/2023.
- Figure out your funding source and **inform Purchasing**. To ensure that the proper documents and language are used, it is important to identify the funding source for the subsequent contract. For instance, if federal funds are involved, the procurement request and subsequent contract must include the necessary federal language. Therefore, it is crucial to determine the funding source beforehand.

- Review the pages linked below to determine whether any of the existing price agreements/contracts or cooperative agreements are applicable to this request. You might be able to use an existing price agreement/contract to save time and money.
  - <https://www.generalservices.state.nm.us/state-purchasing/statewide-price-agreements/> (if you choose to use a Statewide, you do not need to ask Horizons if they can do the work. State Purchasing must offer the SOW to Horizons prior to placing the award on their website.)
  - <https://naspo.valuepoint.org/categories/>
  - <https://www.omniapartners.com/publicsector/contracts>
  - <https://www.buyboard.com/home.aspx>
  - <https://www.h-gac.com/Home>
  - <https://www.gsaelibrary.gsa.gov/>
  - <https://www.sourcewell-mn.gov/contract-search>
- Submit or send your request to the appropriate MS Teams channel or email address:
  - RFPs requests to <https://teams.microsoft.com/l/channel/19%3ad63b9c8b586d424fa5eed34177146ac5%40thread.tacv2/RFP%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f>
  - ITBs requests to <https://teams.microsoft.com/l/channel/19%3a48e1e4588c0440a09cfbd9b907ed42d4%40thread.tacv2/ITB%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f>
  - Determination requests to [purchasing\\_det@santafenm.gov](mailto:purchasing_det@santafenm.gov)
  - And all other requests to [purchasing@santafenm.gov](mailto:purchasing@santafenm.gov)

Thank you for submitting this scope of work for my review.

Regards,

Travis Dutton-Leyda  
 Chief Procurement Officer  
 City of Santa Fe  
 200 Lincoln Avenue  
 Santa Fe, NM 87501  
 505-629-8351  
[tkduttonleyda@santafenm.gov](mailto:tkduttonleyda@santafenm.gov)

<https://santafenm.gov/finance-2/purchasing-1>

Vision without action is merely a dream.  
 Action without vision passes the time.  
 Vision with action can change the world. ~ Joel A. Barker

---

**From:** SANCHEZ, JULIE J. <jjsanchez@santafenm.gov>

**Sent:** Friday, February 16, 2024 9:51 AM

**To:** Purchasing DET <purchasing\_det@santafenm.gov>

**Subject:** Request for a Determination {ARPA FUNDS}: Community Educator

Good Morning Purchasing Team,

The division is requesting your determination on the following ARPA funded scope of work. The division has budgeted between 20-25k for a one year contract.

**Scope of Work**

The Contractor shall specialize in the form(s) of violence and sector(s) indicated on their Offeror Pass/Fail Packet (packet) and perform “Community Educator,” which is defined as: Developing and delivering educational programs and training sessions tailored to diverse audiences, raising awareness through public campaigns, and creating educational materials.

The scope of work is to fulfill the following goals and activities:

- a. Develop and deliver educational programs and training sessions tailored to diverse audiences, raising awareness through public campaigns, and creating educational materials.
- b. Foster partnerships, collaborate with service providers, and ensure cultural sensitivity in all efforts.
- c. Collect data and evaluate the impact of education and awareness initiatives.
- d. Empower community members to recognize signs of DV/SA/HT, offer support, and actively engage in prevention efforts.
- e. Implement evidence-based intervention strategies, provide education and support, prioritize safety, accountability, and a trauma-informed approach, and establish crisis management protocols.
- f. Maintain confidential record-keeping and actively participate in program evaluation.
- g. Demonstrate cultural competence while collaborating with fellow service providers.
- h. Help build and sustain a coordinated and multi-agency crisis response.
- i. Increase victims' access to crisis intervention and ongoing support services, regardless of criminal, medical, or substance use status, in collaboration with relevant community partners.
- j. Participate on multidisciplinary teams and utilize reporting systems for coordinated care.
- k. Enhance existing or establish new working relationships with direct service providers to meet the needs of victims/survivors.
- l. Evaluate effectiveness using quantitative and qualitative outcome measures.
- m. Participate in collaborative meetings and technical assistance opportunities during the funding year for funded programs.

Best,  
Julie

Julie J. Sanchez  
Director, Youth and Family Services Division  
Community Health and Safety Department  
Office: (505) 955-6678 | Cell: (505) 570-7355 | Email: [jjisanchez@santafenm.gov](mailto:jjisanchez@santafenm.gov)

-





\*Disclaimer: This message and any attachments are intended for the use of the addresses(s) only and may be confidential and/or legally privileged. If the reader is not the intended recipient, DO NOT READ, notify sender and delete this message. In addition, be aware that any disclosure, copying, distribution or use of the contents of this message is strictly prohibited. The contents of this message, while possibly falling under the exceptions of the Inspection of Public Records ACT [NMSA Chapter 14, Article2] may be subject to inspection by the public.

DEPARTMENT / DIVISION NAME	DATE
Community Development/Community Health & Safety/Public Works/Finance	4/18/2022

Appropriation of American Rescue Plan (ARPA) Grants for various purposes - see attached memo and documentation.	{Complete section below if BAR results in a net change to ANY Fund}	
[BAR p. 1 of 2]	Fund(s) Affected	Fund Balance Increase/(Decrease)
	TOTAL:	

Andy Hopkins	4/18/2022	{Use this form for Finance Committee/ City Council agenda items ONLY}	<u>Alexis Lotero</u> Alexis Lotero (Apr 22, 2022 13:49 MDT)
Prepared By {print name}	Date	<b><u>CITY COUNCIL APPROVAL</u></b>	Budget Officer
N/A		City Council	N/A
Division Director Signature {optional}	Date	Approval Date	Finance Director {≤ \$5,000}
<i>Mary Mcay</i>			
Department Director Signature	Date	Agenda Item #:	N/A
			City Manager {≤ \$60,000}

Log # {Finance use <u>only</u> }:	[see BAR p. 1 for log/journal]
Journal # {Finance use <u>only</u> }:	[see BAR p. 1 for log/journal]

## City of Santa Fe, New Mexico

### BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME					DATE	
Community Development/Community Health & Safety/Public Works/Finance					4/18/2022	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE	
<b>EXPENDITURES</b>				{enter as <u>positive</u> #}	{enter as <u>negative</u> #}	
Economic Development / Comm Dev Grants / Other Consulting - College & Career Youth Workforce Corps	2402800	510340	ECD222400D	250,000		
Community Services / Human Services / Grants & Services - Direct Support for Non-Profits	2400122	510400	COM222400F	600,000		
Community Services / Human Services / Grants & Services - Behavioral Health & Community Violence Intervention Svcs	2400122	510400	COM222400G	1,000,000		
Public Works / Facilities / Comm Dev Grants / Furniture & Fixtures - COVID-Safe Retrofits for City Facilities	2400431	570600	PWD222400A	500,000		
Public Works / Parks Division / Comm Dev Grants / WIP Construction - Parks and Trails Improvements	2404150	572970	PWD222400B	1,300,000		
Emergency Management / Comm Dev Grants / Operating Supplies - Citywide PPE and Supplies for COVID Mitigation	2402850	530200	EMR222400B	150,000		
Finance / Comm Dev Grants / Professional Contracts - Administrative Expense	2401501	510300	FIN222400A	999,631		
<b>REVENUES</b>				{enter as <u>negative</u> #}	{enter as <u>positive</u> #}	
Economic Development / Comm Dev Grants / US Treasury ARPA Grant - College & Career Youth Workforce Corps	2402800	490615	ECD222400D	(250,000)		
Community Services / Human Services / US Treasury ARPA Grant - Direct Support for Non-Profits	2400122	490615	COM222400F	(600,000)		
Community Services / Human Services / US Treasury ARPA Grant - Behavioral Health & Community Violence Intervention	2400122	490615	COM222400G	(1,000,000)		
Public Works / Facilities / Comm Dev Grants / US Treasury ARPA Grant - COVID-Safe Retrofits for City Facilities	2400431	490615	PWD222400A	(500,000)		
Public Works / Parks Division / Comm Dev Grants / US Treasury ARPA Grant - Parks and Trails Improvements	2404150	490615	PWD222400B	(1,300,000)		
Emergency Management / US Treasury ARPA Grant - Citywide PPE and Supplies for COVID Mitigation	2402850	490615	EMR222400B	(150,000)		
Finance / Comm Dev Grants / US Treasury ARPA Grant - Administrative Expense	2401501	490615	FIN222400A	(999,631)		
<b>JUSTIFICATION:</b> (use additional page if needed) --Attach supporting documentation/memo				\$ -	\$ -	

Appropriation of American Rescue Plan (ARPA) Grants for various purposes - see attached memo and documentation.

[BAR p. 2 of 2]

{Complete section below if BAR results in a net change to ANY Fund}	
Fund(s) Affected	Fund Balance Increase/(Decrease)
<b>TOTAL:</b>	<b>0</b>

Andy Hopkins	4/18/2022	(Use this form for Finance Committee/ City Council agenda items ONLY)	[see BAR p. 1 for signatures]
Prepared By {print name}	Date	<b>CITY COUNCIL APPROVAL</b>  <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> City Council Approval Date   <div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div> </div> <div style="text-align: center;"> Agenda Item #:   <div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div> </div> </div>	Budget Officer
N/A			N/A
Division Director Signature {optional}	Date		Finance Director {≤ \$5,000}
[see BAR p. 1 for signatures]			N/A
Department Director Signature	Date		City Manager {≤ \$60,000}









# SolaceSAS Packet

Final Audit Report

2024-10-29

Created:	2024-10-29
By:	Justin Gonzales (jmgonzales@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAArb9tOs0_n6K5-uYRDlICthbQwvqIBMv9

## "SolaceSAS Packet" History

-  Document created by Justin Gonzales (jmgonzales@santafenm.gov)  
2024-10-29 - 4:21:52 PM GMT- IP address: 63.232.20.2
-  Document emailed to JULIE SANCHEZ (jjsanchez@santafenm.gov) for signature  
2024-10-29 - 4:23:57 PM GMT
-  Email viewed by JULIE SANCHEZ (jjsanchez@santafenm.gov)  
2024-10-29 - 4:25:32 PM GMT- IP address: 174.231.18.126
-  Document e-signed by JULIE SANCHEZ (jjsanchez@santafenm.gov)  
Signature Date: 2024-10-29 - 4:26:17 PM GMT - Time Source: server- IP address: 174.231.18.126
-  Document emailed to HENRI HAMMOND-PAUL (hmhammondpaul@santafenm.gov) for signature  
2024-10-29 - 4:26:20 PM GMT
-  Email viewed by HENRI HAMMOND-PAUL (hmhammondpaul@santafenm.gov)  
2024-10-29 - 5:56:13 PM GMT- IP address: 104.47.64.254
-  Document e-signed by HENRI HAMMOND-PAUL (hmhammondpaul@santafenm.gov)  
Signature Date: 2024-10-29 - 5:56:49 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.  
2024-10-29 - 5:56:49 PM GMT











# SolaceSAS-Packet

Final Audit Report

2024-11-06

Created:	2024-10-29
By:	JAMES EDWARDS (jwedwards@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAVx9GQAKjAgQJfZCdTiEe1YfVLEB4rs7a

## "SolaceSAS-Packet" History

-  Document created by JAMES EDWARDS (jwedwards@santafenm.gov)  
2024-10-29 - 9:31:13 PM GMT- IP address: 75.233.144.205
-  Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature  
2024-10-29 - 9:34:19 PM GMT
-  Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)  
2024-10-29 - 9:54:45 PM GMT- IP address: 104.47.65.254
-  Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)  
Signature Date: 2024-10-29 - 9:55:04 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document sent to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature. One of them to sign  
2024-10-29 - 9:55:09 PM GMT
-  Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)  
2024-10-29 - 10:09:49 PM GMT- IP address: 63.232.20.2
-  Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)  
Signature Date: 2024-10-29 - 10:11:41 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document sent to JOHN BLAIR (jwblair@santafenm.gov) and LAYLA ARCHULETTA-MAESTAS (lsarchulettamaestas@santafenm.gov) for signature. One of them to sign  
2024-10-29 - 10:11:45 PM GMT
-  Email viewed by JOHN BLAIR (jwblair@santafenm.gov)  
2024-10-31 - 0:07:36 AM GMT- IP address: 104.47.64.254
-  Signer JOHN BLAIR (jwblair@santafenm.gov) entered name at signing as John Blair  
2024-10-31 - 0:08:06 AM GMT- IP address: 216.207.130.218





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

Signature Date: 2024-10-31 - 0:08:08 AM GMT - Time Source: server- IP address: 216.207.130.218



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

2024-10-31 - 0:08:12 AM GMT



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

2024-11-04 - 3:26:27 PM GMT- IP address: 174.231.21.199



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

2024-11-06 - 0:25:12 AM GMT- IP address: 104.47.64.254



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

Signature Date: 2024-11-06 - 0:27:38 AM GMT - Time Source: server- IP address: 63.232.20.2



Agreement completed.

2024-11-06 - 0:27:38 AM GMT







# 24-0659 Solace Sexual Assault Services

Final Audit Report

2024-11-20

Created:	2024-11-20
By:	XAVIER VIGIL (xivigil@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUJwBby8mWKx2zr229zHGOOYRmBNHrK5t

## "24-0659 Solace Sexual Assault Services" History

-  Document created by XAVIER VIGIL (xivigil@santafenm.gov)  
2024-11-20 - 5:27:12 PM GMT- IP address: 63.232.20.2
-  Document emailed to axsalazar@santafenm.gov for signature  
2024-11-20 - 5:28:26 PM GMT
-  Email viewed by axsalazar@santafenm.gov  
2024-11-20 - 5:39:22 PM GMT- IP address: 104.47.64.254
-  Signer axsalazar@santafenm.gov entered name at signing as Andrea Salazar  
2024-11-20 - 5:40:37 PM GMT- IP address: 63.232.20.2
-  Document e-signed by Andrea Salazar (axsalazar@santafenm.gov)  
Signature Date: 2024-11-20 - 5:40:39 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.  
2024-11-20 - 5:40:39 PM GMT