




## The Purchasing Memo

**Date:**

**To:** Randy Randall, Interim City Manager

**From:** Sierra Vigil-Trujillo, Youth and Family Services Project Administrator   
Sierra Trujillo (Jan 23, 2025 14:44 MST)

**Via:** Henri Hammond Paul, Community Health and Safety Director   
HENRI HAMMOND-PAUL (Jan 24, 2025 12:14 MST)

Julie Sanchez, Youth and Family Services Director   
JULIE SANCHEZ (Jan 23, 2025 19:20 MST)

**Subject:** Intensive Community Monitoring Program

**Vendor Name:** YouthWorks

**Munis Vendor Number:** 2400

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### ITEM AND ISSUE:

The Community Health and Safety Department respectfully requests your review and approval of a professional services contract in the total amount of \$59,955 for Intensive Community Monitoring (ICM) services with YouthWorks to be terminated on June 30, 2025.

### CONTRACT NUMBER:

The FY25 Munis contract number is 3250188.

### BACKGROUND AND SUMMARY:

The Children and Youth Commission (CYC) is one of the City of Santa Fe's oldest standing committees which was formed by Resolution and then Ordinance to serve in an advisory capacity to the City Council concerning policy recommendations related to child development and youth issues. The Commission is tasked yearly with grant management, program planning, service integration, data analysis and program evaluation on alternative to detention programs that serve youth at risk or youth offenders. The Commission collaborates with the City of Santa Fe Youth and Family Services to support and enhance ongoing and upcoming projects.

Every year the CYC submits a CYFD juvenile justice grant for services in the City of Santa Fe. This year the board was awarded \$316,342 a year for the next 3 years, which includes \$59,955 for ICM program services in FY25. The ICM program serves as an alternative to detention by implementing immediate sanctions and enhanced supervision for juveniles who have committed an offense, allowing them to remain in the community while closely monitored.

The Youth and Family Services Division released RFQ 25022 in which YouthWorks was chosen as the recipient of the CYFD grant funds for ICM. Contracted funds will be used to pay for CYFD outlined services in ICM as follows:

- Intake/assessment for 34 youth x \$75 per youth
- Case management: 728 hours x \$50 per hour
- Family support: 170 hours x \$50 per hour
- Home visits 125 x \$50 per hour
- Provide discharge plan for 34 youth x \$100 per youth

- Administrative support (5% of grant total, based on each reimbursement)

**PRIOR APPROVALS AND SUPPORTING INFORMATION:**

**FUNDING SOURCE:**

**Fund Name/Number:** Law Enforcement/223

**Munis Org Name/Number:** Juvenile Justice Program/2230123

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

**Budget Officer / Designee:** Andy Hopkins **Date:** Jan 28, 2025

**Budget Officer Comment/Exceptions:** \_\_\_\_\_

**PROCUREMENT METHOD:**

The procurement method used was **NMSA 1978, Section 13-1-125, Small Purchase**

The Youth and Family Services Division released RFQ 25022; Intensive Community Monitoring Program.

**Chief Procurement Officer (CPO) / Designee:** [Signature] **Date:** Jan 28, 2025

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

**ASSOCIATED APPROVALS:**

**IT Components included?** ☐ Yes | ☒ No

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

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

**Vehicles included?** ☐ Yes | ☒ No

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

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

**Construction to City Facilities, Furniture, and/or Fixtures included?** ☐ Yes | ☒ No

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

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

**Is this an externally funded purchase?** ☒ Yes | ☐ No

**If yes, what is the issuing agency:** NM CYFD

**Project Ledger #:** YFD2522301

**Approval:** [Signature] **Title:** Grants Manager **Date:** Jan 29, 2025

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

**Is this a Capital Asset or Project?** ☐ Yes | ☐ No

**Project Ledger Number:** \_\_\_\_\_

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

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

**ATTACHMENTS:**

Horizons declination

CPO Service Determination Email

Procurement document: Screenshot of Munis Request for Quotes (RFQ)

Certificate of Liability Insurance (COI) (add City as an additional insured, project specifics, contact person, and primary project location)

Professional Services Contract

CITY OF SANTA FE  
PROFESSIONAL SERVICES CONTRACT

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

**RECITALS**

**WHEREAS**, the Chief Procurement Officer of the City has made the determination that this Agreement is in accordance with the provisions of the New Mexico Procurement Code (NMSA 1978, 13-1-28 et seq.) pursuant to NMSA 1978, section 13-1-125; and

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

The City and the Contractor hereby agree as follows:

**1. Scope of Work**

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

1. The Contractor shall provide the program services as set forth in the following scope of work:
  - 1) Provide Children, Youth, and Families Department (CYFD) Outlined services in Intensive Community Monitoring to youth aged 13-17:
    - a. Intake/assessment for 34 youth x \$75 per youth
    - b. Case management: 728 hours x \$50 per hour
    - c. Family support: 170 hours x \$50 per hour
    - d. Home visits: 125 visits x \$50 per visit
    - e. Provide discharge plan for 34 youth x \$100 per youth
    - f. Administrative support (5% of grant total, based on each reimbursement invoice total)
  - 2) Possible bi-monthly presentation to the Children and Youth Commission on the progress of the program.
  - 3) Monthly meetings with Youth and Family Services City staff on the progress of the program as requested.
  - 4) Ensure as appropriate, that providers serving underserved communities e.g. American Indian/Alaska Native, Hispanic, and African American including serving low to very low-income households are trained on racial equity, inclusion and responsiveness.



2. Performance Measures:

- 1) Contractor shall substantially perform the following based on Intensive Community Monitoring:  
Core Measures:

- 1) New youth admissions during this reporting period;
- 2) Number of program youth carries over from previous reporting period;
- 3) Total number of youth in the program;
- 4) Total number of youth who exited the program during the reporting period;
- 5) Number of youth who exited the program having completed the program requirements during the reporting period;
- 6) Percent of youth who successfully completed the program;
- 7) How many youth is your program designed to serve;
- 8) Number of current program youth who had an arrest during the reporting period;
- 9) Number of current program youth who were committed to a juvenile facility during the reporting period;
- 10) Number of youth who had a re-arrest during the reporting period;
- 11) Number of program youth who were re-committed during the reporting period;
- 12) Number of program youth who were re-sentenced/deceived a subsequent consequence during the reporting period;
- 13) Number of program youth with grant activity; and
- 14) Number of program youth who reported being satisfied with the program.

Program Specific Performance Measures:

- 1) Decreased recidivism; and
- 2) Less time served in detention during the follow-up period of thirty days.

Local Site-Specific Performance Measures:

- 1) Decrease of five percent (5%) in negative criminal behavior;
- 2) Increase of five percent (5%) in grades, attendance and overall behavior in school or educational setting;
- 3) Decreased number of contacts made with each client;
- 4) Number of clients who successfully complete the program requirements; and
- 5) Reduced recidivism six (6) months after exiting program

3. Deliverables:

- 1) Monthly program invoices are due to the City by the 10<sup>th</sup> of each month. At minimum, invoice documentation must include:
  - a. Any supporting documentation CYFD requires to verify the expense. This includes, but is not limited to invoices, receipts, time sheets, payroll registers, general ledger account reports.
- 2) Completes CYFD Data Collection Log which includes:
  - a. Individualized Client ID
  - b. Activity Log
  - c. Youth Registry:

- i. Demographics
  1. Name, Date of Birth, Address, City, State and Zip Code for each youth served;
  2. Race/Ethnicity
  3. Population Served:
    - a. At-Risk Youth;
    - b. First Time Offender;
    - c. Repeat Offender;
    - d. Sex Offender;
    - e. Status Offender; and
    - f. Violent Offender.
  4. Youth Currently in Detention;
  5. Gender:
    - a. Male;
    - b. Female; or
    - c. Transgender.
  6. Month and Year of Birth;
  7. Geographic Location:
    - a. Urban;
    - b. Tribal;
    - c. Rural; or
    - d. Frontier.
  8. Other Population Information:
    - a. Mental Health;
    - b. Substance Abuse;
    - c. Truant/Dropout; or
    - d. Pregnant.
  9. Surveys:
    - a. A Youth and Staff Survey will be conducted for each youth and recorded into the Salesforce Platform upon completion of each program.
- 3) Submit a final closeout report outlining all accomplishments, measurement of goals and objectives, and barriers to successful implementation or completion of this program within 10 days of the termination date of this Agreement. Contractor shall submit all reports on the Agency provided form and will not accept handwritten reports.
- 4) If Contractor's performance of the Scope of Work provides services/care to children, youths, or families in Agency custody or receiving services from CYFD (Clients), or if the performance of the scope of work requires Contractor's access to Client data, Contractor its staff, employees and other prospective subcontractors are required to:
  - a. Obtain a Background Check (a screen of the Children, Youth and Families Department's information databases, state and federal criminal records and any other reasonably reliable information about an applicant) in accordance with 8.8.3.2 NMAC. CYFD fingerprint-based criminal background checks for all staff and volunteers must be completed prior to directly working with youth.

- b. Receive and demonstrate through competency assessments and self-reporting that Contractor, its staff, employees, and other prospective subcontractors have received adequate training as identified in Attachment 1, Trauma-Responsive and Coaching Training Plan in accordance with *KEVIN S., et al. v. BLALOCK et al., No. 1:18-cv-00896*.

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

A. The Contractor does hereby accept its designation as a professional service, rendering services related to Intensive Community Monitoring for the City, as set forth in this Agreement. The Contractor represents that Contractor possesses the personnel, experience, and knowledge necessary to perform the services described under this Contract.

B. The Contractor agrees to obtain and maintain throughout the term of this Contract, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives, and subcontractors.

## **3. Compensation**

A. The City shall pay to the Contractor in full payment for services satisfactorily performed pursuant to the Scope of Work, up to a total of fifty-nine thousand, nine hundred fifty-five dollars **(\$59,955)** for FY25. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed (\$59,955).**

B. Payment. The total compensation under this Agreement shall not exceed **\$59,955** in FY25. **This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The Parties do not intend for the Contractor to continue to provide Services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the City when the Services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for Services provided in excess of the total compensation amount without this Agreement being amended in writing prior to services, in excess of the total compensation amount being provided.**

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

D. The Contractor may use CYFD Juvenile Justice Advisory Committee Grant funds to cover eligible costs incurred during the period that begins on July 1, 2024. Invoices for these services shall be subject to the payment terms outlined in this Agreement. Such invoices must be submitted to the Agency no later than thirty (30) days from the date of execution of this Agreement, The Contractor agrees to process these invoices in accordance with the payment terms set forth herein.

E. **Notice of Extended Payment Provision For Grant Funded Contracts.** This contract allows the owner to make payment within 45 days after submission of an undisputed request for payment.

#### 4. Term

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. This Contract shall terminate on **June 30, 2025** unless terminated pursuant to paragraph 5 (Termination) and paragraph 6 (Appropriations). The City reserves the right to renew this contract on an annual basis by mutual agreement not to exceed a total of four (4) years in accordance with NMSA 1978, Sections 13-1-150 through 152.

#### 5. Termination

- A. Grounds. The City may terminate this Agreement for convenience or cause. For contracts within their authority, the City Manager or their designee is authorized to provide the notice of termination, otherwise such notice of termination shall be provided by the Mayor or their designee as authorized by the Governing Body. 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) 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 6, "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.*

#### 6. Appropriations

The terms of this Contract are contingent upon sufficient appropriations and authorization being made by the Governing Body for the performance of this Contract. If sufficient appropriations and authorization are not made by the Governing Body, this Contract shall terminate immediately upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the City proposes an amendment to the Contract to unilaterally reduce funding, the Contractor shall have the option to terminate the Contract or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

## **7. Status of Contractor**

The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this Contract. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

## **8. Assignment**

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

## **9. Subcontracting**

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

## **10. Release**

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

## **11. Confidentiality**

Any confidential information provided to or developed by the Contractor in the performance of this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.

## **12. Product of Service -- Copyright**

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

## **13. Conflict of Interest; Governmental Conduct Act**

- A. The Contractor represents and warrants that it presently has no interest and, during the term of this Contract, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Contract.
- B. The Contractor further represents and warrants that it has complied with, and, during the term of this Contract, will continue to comply with, and that this Contract complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978.
- C. Contractor's representations and warranties in Paragraphs A and B of this Article are material representations of fact upon which the City relied when this Contract was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this

Contract, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Article were erroneous on the effective date of this Contract 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 Contract to the contrary, the City may immediately terminate the Contract.

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

#### **14. 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 Contract 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 Contract, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

#### **15. Entire Agreement.**

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

#### **16. Merger**

This Contract 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 contract.

All terms and conditions of the **RFQ #25022** and the Contractor's response to such document(s) are incorporated herein by reference and is included in the order of precedence.

No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Contract.

#### **17. Penalties for violation of law**

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

#### **18. Equal Opportunity Compliance**

The Contractor agrees to abide by all federal and state laws and rules and regulations, and Santa Fe City Code, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of,



or be otherwise subjected to discrimination under any program or activity performed under this Contract. If Contractor is found not to be in compliance with these requirements during the life of this Contract, Contractor agrees to take appropriate steps to correct these deficiencies.

### **19. Applicable Law**

The laws of the State of New Mexico shall govern this Contract, 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, section 38-3-2. By execution of this Contract, 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 Contract.

### **20. 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 Contract may be terminated by the City.

### **21. 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.

### **22. Other Insurance**

If the services contemplated under this Contract will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Contract, 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 a 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 Contract shall be the greater of (1) the minimum coverage and limits specified in this Contract, 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 Contract are sufficient to cover the obligations of Contractor hereunder.

C. Contractor shall maintain the above insurance for the term of this Contract 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.

### **23. Records and Financial Audit**

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

### **24. Indemnification**

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

### **25. New Mexico Tort Claims Act**

Any liability incurred by the City of Santa Fe in connection with this Contract 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 Contract modifies or waives any provision of the New Mexico Tort Claims Act.

### **26. Invalid Term or Condition**

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

### **27. Enforcement of Contract**

A party's failure to require strict performance of any provision of this Contract 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 Contract 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.

### **28. Notices**

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

To the City:	Youth and Family Services Division
	City of Santa Fe
	P.O. Box 909
	Santa Fe, NM 87504
	<a href="mailto:jjsanchez@santafenm.gov">jjsanchez@santafenm.gov</a>



To the Contractor: YouthWorks  
100 Cordova Place #415  
Santa Fe, NM 87505  
[melynn@santafeyouthworks.org](mailto:melynn@santafeyouthworks.org)

### **29. Authority**

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

### **30. Non-Collusion**

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

### **31. Default/Breach**

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

### **32. Equitable Remedies**

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

### **33. Default and Force Majeure**

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


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

CITY OF SANTA FE:

  
Randy Randall (Feb 3, 2025 08:59 MST)  
RANDY RANDALL,  
INTERIM CITY MANAGER

CONTRACTOR:

Youthworks

  
Melynn Schuyler, Executive Director

DATE: Jan 17, 2025

NMBTIN: 02-471161-00-6

ATTEST:

  
ANDREA SALAZAR (Feb 3, 2025 11:13 MST)  
ANDREA SALAZAR, CITY CLERK *XIV*

CITY ATTORNEY'S OFFICE:

  
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

  
FINANCE DIRECTOR

## **Attachment 1- Trauma Responsive Care and Services Training**

The New Mexico Children, Youth and Families Department (CYFD) seeks to achieve safety, permanency, and well-being of children by implementing systems and services that are *trauma responsive*; providing *community-based therapeutic supports in the most family-like setting* understanding the importance of and maintaining the *cultural connections and tribal sovereignty* of children, families, and tribes; honoring and centering *youth and family voice and choice*; and ensuring we use *collaborative, team-based* decision-making with families. We are committed to building a workforce worthy of trust through continual *professional growth and development* and a standard of *cultural humility practice*.

To achieve this, our contractors must understand and apply the required principles of trauma responsive care to their programming, policy and procedures and interactions with all children/youth and their families, especially those children/youth in or at risk of entering state custody and their families. Those who contract with CYFD are mandated to:

1. Complete training on trauma responsive care and service delivery. Contractor staff will complete the curriculum determined to be most appropriate for their job position and level of interaction with children/youth and families as identified by the cross-department (Human Services Department and CYFD) training committee. Training shall be completed within the first three (3) months of hire and annually thereafter.
2. Approved trainings and training requirements on trauma responsive care and service delivery, as identified by the cross-department (Human Services Department and CYFD) training committee, are outlined in a separate document. For trainings on trauma responsive care and service delivery not previously identified/or approved by the HSD-CYFD training committee, Contractor may submit request for approval to its Program Manager.
3. Contractor staff include those who have direct contact with children/youth (ages 0-21) in state custody or at-risk children/youth, administrative staff and Management or Executive level position (“leaders”).
4. In each invoice, Contractors will:
  - report current leaders and staff who have direct contact with children who have worked for the Contractor for more than 6 months, and
  - provide certification of completion for those who have completed the initial training requirements.
5. At least 70 percent of Contractor’s staff must have completed required trauma responsive training as outline in a separate document within three (3) months of hire for Contractor to continue invoicing for services.
6. Trauma responsive care and service delivery training completed by Contractor staff prior to hire, and if taken, less than six (6) months prior to hire, may be submitted for approval of the HSD-CYFD training committee, via Contractor’s Program Manager.
7. When scope of work is being performed by Subcontractor, Contractors are responsible for ensuring that the subcontractor’s staff receive the mandated trauma responsive care and service delivery training.

CYFD will:

1. Facilitate access to the mandated trauma responsive care and service delivery training so Contractor staff can meet the minimum requirements.

2. For trainings on trauma responsive care and service delivery not previously identified/or approved by the HSD-CYFD training committee, Contractor may submit request for approval to its Program Manager. Program Manager will route the request to cross-department HSD-CYFD training committee for approval and provide written notice of its decision within ten (10) working days following receipt of the request.









# Intensive Community Monitoring CYFD JJAC Contract- YouthWorks V2-Final CAO

Final Audit Report

2025-01-22

Created:	2025-01-17
By:	Amy Cawthon (amcawthon@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhAx0hmNmrAp_zpzHVGZfuWIFuWDwKjK

## "Intensive Community Monitoring CYFD JJAC Contract- YouthWorks V2-Final CAO" History

-  Document created by Amy Cawthon (amcawthon@santafenm.gov)  
2025-01-17 - 9:58:15 PM GMT- IP address: 63.232.20.2
-  Document emailed to melyn schuyler (melyn@santafeyouthworks.org) for signature  
2025-01-17 - 9:59:26 PM GMT
-  Email viewed by melyn schuyler (melyn@santafeyouthworks.org)  
2025-01-17 - 10:19:19 PM GMT- IP address: 66.249.84.225
-  Document e-signed by melyn schuyler (melyn@santafeyouthworks.org)  
Signature Date: 2025-01-17 - 10:21:07 PM GMT - Time Source: server- IP address: 174.247.176.126
-  Document emailed to Rebecca Mnuk-Herrmann (ramnukherrmann@santafenm.gov) for signature  
2025-01-17 - 10:21:09 PM GMT
-  Email viewed by Rebecca Mnuk-Herrmann (ramnukherrmann@santafenm.gov)  
2025-01-22 - 6:58:06 PM GMT- IP address: 104.47.65.254
-  Document e-signed by Rebecca Mnuk-Herrmann (ramnukherrmann@santafenm.gov)  
Signature Date: 2025-01-22 - 6:58:30 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.  
2025-01-22 - 6:58:30 PM GMT



# City of Santa Fe New Mexico

## Finance Department



### Project Ledger Request Form

Date of Request: 07/23/2024

Project Title: CYFD JJAC Alternatives to Detention

Project Type: ☐ CIP ☒ Grant ☐ Internal Tracking

Department: Community Health and Safety Project Manager: Sierra Vigil Trujillo Ext: 6824

Project Date Range: 07/01/2024 to 06/30/2027 ☐ Create Fixed Asset

Project ID: YFD2522301

Grant ID: S2513

Approved By: MB 08/06/2024

(Finance Use Only)

☒ Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: Children, Youth and Families Dept % of Funding: 60

MUNIS ORG: 2230123 MUNIS OBJ: 490250 Awarded Amount: \$949,026

Funding Source: Local Match % of Funding: 40

MUNIS ORG: 2560122 MUNIS OBJ:  Awarded Amount: 126,537.00

#### **Expense String Phase:**

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: SEE LIST MUNIS ORG: 2230123/ MUNIS OBJ:

Please see attached word document

#### **Grants Only** (list all grants if applicable): FY25-31642, FY26 316342, FY27 31642

Grantor Name: CYFD 25.690.3000.79637 JJS FOR(FY 25-27) Awarded Amount: 949026.00

AR Charge Code: 2230123.490250 ☐ Grant funds multiple projects  
(Complete a form for each project)

Grantor Id:  Federal CFDA (if applicable): N/A

Grantor Name:  Awarded Amount:

AR Charge Code:  ☐ Grant funds multiple projects  
(Complete a form for each project)

Grantor Id:  Federal CFDA (if applicable):

(If grants please provide all grant award documents with form)

☒ Attached Grant Documentation

Expense String Phase:

Youth & Family	2230123	Juvenile Justice Program	500110	Salaries (General)	- \$58,800
Youth & Family	2230123	Juvenile Justice Program	503100	FICA	- \$41,262 (cover benefits, HR will determine)
Youth & Family	2230123	Juvenile Justice Program	503150	Retirement (PERA)	-
Youth & Family	2230123	Juvenile Justice Program	503200	Employee Health Insurance	-
Youth & Family	2230123	Juvenile Justice Program	503250	Retiree Health Care	-
Youth & Family	2230123	Juvenile Justice Program	503350	Workers' Comp	-
Youth & Family	2230123	Juvenile Justice Program	503400	City Share Dental Insurance	-
Youth & Family	2230123	Juvenile Justice Program	510340	Other Consulting	-
Youth & Family	2230123	Juvenile Justice Program	510400	Grants and Services	- \$215,300
Youth & Family	2230123	Juvenile Justice Program	560550	In State Transportation	- \$500
Youth & Family	2230123	Juvenile Justice Program	562975	Stipends	- \$480
Total:					<b>\$316,342.00</b>

**Signature:** Matthew Bonifer  
Matthew Bonifer (Aug 6, 2024 10:07 MDT)

**Email:** mtbonifer@santafenm.gov



**TRUJILLO, SIERRA V.**

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**From:** Matt Loehman <mloehman@horizonsofnewmexico.org>  
**Sent:** Friday, August 16, 2024 8:24 AM  
**To:** TRUJILLO, SIERRA V.  
**Cc:** SANCHEZ, JULIE J.  
**Subject:** Re: FW: SERVICE REQUEST: (CYFD) Intensive Community Monitoring Program

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

Thank you very much for the opportunity, but we will decline this procurement.

Best regards,

Matt

**Matt Loehman**  
**Executive Director**

**Horizons of New Mexico**  
6121 Indian School Rd. NE, Suite 102  
Albuquerque, NM 87110

office phone: (505) 345-1540  
email: [mloehman@horizonsofnewmexico.org](mailto:mloehman@horizonsofnewmexico.org)  
web: [www.horizonsofnewmexico.org](http://www.horizonsofnewmexico.org)

The State Use Act helps people with disabilities become gainfully employed, and it saves you valuable time and resources otherwise used during the procurement process.

On Thu, Aug 15, 2024 at 2:02 PM TRUJILLO, SIERRA V. <[svtrujillo@santafenm.gov](mailto:svtrujillo@santafenm.gov)> wrote:

Good Afternoon,

The Youth and Family Services division is requesting the following services for the City of Santa Fe youth. Here is an overview of our program and scope of work, please let us know if you have any questions.

### Overview and Scope of Work

Subcontractors will provide Intensive Community Monitoring (ICM) services with trained staff. ICM is designed to offer youth (aged 13-17) who have recently been involved in the criminal justice system with support, positive community engagements, advocacy and adult mentoring/modeling of positive behaviors to ensure the youth is supported in the process of good decision making. ICM also engages parents in the process of monitoring the youth. Referrals are made by the Courts to the subcontractor. Providers will provide evidence of training in ICM protocols.

The ICM Coordinator is responsible for following the interim order conditions as ordered by the Children's Court Judge, and work with Juvenile Probation (JPO) to be an active advocate for the youth and family while guiding the youth through intensive engagement and encouragement to follow the order of conditions. The youth are usually first-time offenders.

The ICM Coordinator works with the JPO to support clients during the interim order (between court hearings) to reach their long-term goal within the allotted time frame. The long-term goal for each client is to understand their role as a positive and productive member of the community with the assistance of ICM, family and community supports and to refrain from behaviors or activities that lead to re-offending and/or re-incarceration. The ICM program is designed to guide, engage, coach, advocate and supervise youth in educational, vocational/service and behavioral settings within the community rather than incarceration. In addition, family services and home visits help reinforce these patterns of behavior within the family.

### **Scope of Work:**

A. The Subcontractor shall perform the following work:

1. Provide CYFD outlined services in Intensive Community Monitoring:
  - a. Intake/assessment for 34 youth x \$75 per youth
  - b. Case management: 500 hours x \$50 per hour
  - c. Family Support: 170 hours x \$50 per hour
  - d. Home visits: 125 visits x \$50 per visit
  - e. Provide discharge plan for 34 youth x \$100 per youth
  - f. Administrative support (5% of grant total, based on each reimbursement invoice total)

2. Possible bi-monthly presentation to the Children and Youth Commission on the progress of the program.
3. Ensure as appropriate, that providers serving underserved communities e.g. American Indian/Alaska Native, Hispanic, and African American including serving low to very low-income households are trained on racial equity, inclusion and responsiveness.

**B. Performance Measures:**

1. Contractor shall substantially perform the following based on Intensive Community Monitoring:

**Program Specific Performance Measures:**

1. Decreased recidivism; and
2. Less time served in detention during the follow-up period thirty days.

**Local Site-Specific Performance Measures:**

1. Decrease of five percent (5%) in negative criminal behavior;
2. Increase of five percent (5%) in grades, attendance and overall behavior in school or educational setting;
3. Decreased number of contacts made with each client;
4. Number of clients with successfully complete the program requirements; and
5. Reduced recidivism six (6) months after exiting the program

**C. Deliverables**

1. Monthly program invoices due by the 10<sup>th</sup> of each month
2. Completed CYFD Data Collection Log which includes:
  - a. Individualized Client ID
  - b. Activity Log
  - c. Youth Registry
  - d. Other Program Specific Measurements as outlined by CYFD

**Other Requirements for All Subcontractors:**

- Provide proof of annual trauma informed care training, as required and approved by CYFD. Proof of the training must be provided within three months of staff starting to work with the subcontracted services, and annually thereafter.

- Staff providing direct services: 6 hours annually
  - Administrative, Management, and Executive staff: 2 hours annually
- Obtain a Background Check (a screen of the Children, Youth and Families Department's information databases, state and federal criminal records and any other reasonably reliable information about an applicant) in accordance with 8.8.3.2 NMAC.
- Evaluation of programs, implementing surveys and sharing them with the City at the completion of services
- Annual report describing services, challenges and successes
- Monthly invoicing, including detailed daily breakdown of services
- Provide client data for billing, including reason for referral, program start date, name, address, gender, race, ethnicity, and additional information as requested

Please let me know if you need anything else.

Best,

Sierra

**Sierra Vigil-Trujillo**

*Project Administrator*

*Youth & Family Services Division*

*(505) 955-6824*



## TRUJILLO, SIERRA V.

---

**From:** DUTTON-LEYDA, TRAVIS K.  
**Sent:** Thursday, August 15, 2024 9:29 AM  
**To:** TRUJILLO, SIERRA V.; Purchasing DET  
**Cc:** SANCHEZ, JULIE J.  
**Subject:** RE: Determination Request [CYFD Grant Funds]: Intensive Community Monitoring Program

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 - [mtbonifer@santafenm.gov](mailto:mtbonifer@santafenm.gov); [cmthompson@santafenm.gov](mailto:cmthompson@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.ta%20cv2/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.ta%20cv2/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>

Internal Link: [https://intranet.santafenm.gov/finance\\_1](https://intranet.santafenm.gov/finance_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:** TRUJILLO, SIERRA V. <svtrujillo@santafenm.gov>  
**Sent:** Thursday, August 15, 2024 8:41 AM  
**To:** Purchasing DET <purchasing\_det@santafenm.gov>

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

**Subject:** Determination Request [CYFD Grant Funds]: Intensive Community Monitoring Program

Good Morning Purchasing Team,

The Youth and Family Services Division is requesting a determination on the following CYFD funded services. The contract will amount to \$137,100 over 3 years.

Subcontractors will provide Intensive Community Monitoring (ICM) services with trained staff. ICM is designed to offer youth (aged 13-17) who have recently been involved in the criminal justice system with support, positive community engagements, advocacy and adult mentoring/modeling of positive behaviors to ensure the youth is supported in the process of good decision making. ICM also engages parents in the process of monitoring the youth. Referrals are made by the Courts to the subcontractor. Providers will provide evidence of training in ICM protocols.

The ICM Coordinator is responsible for following the interim order conditions as ordered by the Children's Court Judge, and work with Juvenile Probation (JPO) to be an active advocate for the youth and family while guiding the youth through intensive engagement and encouragement to follow the order of conditions. The youth are usually first-time offenders.

The ICM Coordinator works with the JPO to support clients during the interim order (between court hearings) to reach their long-term goal within the allotted time frame. The long-term goal for each client is to understand their role as a positive and productive member of the community with the assistance of ICM, family and community supports and to refrain from behaviors or activities that lead to re-offending and/or re-incarceration. The ICM program is designed to guide, engage, coach, advocate and supervise youth in educational, vocational/service and behavioral settings within the community rather than incarceration. In addition, family services and home visits help reinforce these patterns of behavior within the family.

**Scope of Work:**

A. The Subcontractor shall perform the following work:

- 1) Provide CYFD outlined services in Intensive Community Monitoring:
  - a. Intake/assessment for 34 youth x \$75 per youth
  - b. Case management: 500 hours x \$50 per hour
  - c. Family Support: 170 hours x \$50 per hour
  - d. Home visits: 125 visits x \$50 per visit
  - e. Provide discharge plan for 34 youth x \$100 per youth
  - f. Administrative support (5% of grant total, based on each reimbursement invoice total)
- 2) Possible bi-monthly presentation to the Children and Youth Commission on the progress of the program.
- 3) Ensure as appropriate, that providers serving underserved communities e.g. American Indian/Alaska Native, Hispanic, and African American including serving low to very low-income households are trained on racial equity, inclusion and responsiveness.

**B. Performance Measures:**

- 1) Contractor shall substantially perform the following based on Intensive Community Monitoring:

**Program Specific Performance Measures:**

- 1) Decreased recidivism; and
- 2) Less time served in detention during the follow-up period thirty days.

**Local Site-Specific Performance Measures:**

- 1) Decrease of five percent (5%) in negative criminal behavior;
- 2) Increase of five percent (5%) in grades, attendance and overall behavior in school or educational setting;
- 3) Decreased number of contacts made with each client;
- 4) Number of clients with successfully complete the program requirements; and
- 5) Reduced recidivism six (6) months after exiting the program

**C. Deliverables**

- 1) Monthly program invoices due by the 10<sup>th</sup> of each month
- 2) Completed CYFD Data Collection Log which includes:
  - a. Individualized Client ID
  - b. Activity Log
  - c. Youth Registry
  - d. Other Program Specific Measurements as outlined by CYFD

**Other Requirements for All Subcontractors:**

- Provide proof of annual trauma informed care training, as required and approved by CYFD. Proof of the training must be provided within three months of staff starting to work with the subcontracted services, and annually thereafter.
  - Staff providing direct services: 6 hours annually
  - Administrative, Management, and Executive staff: 2 hours annually
- Obtain a Background Check (a screen of the Children, Youth and Families Department's information databases, state and federal criminal records and any other reasonably reliable information about an applicant) in accordance with 8.8.3.2 NMAC.
- Evaluation of programs, implementing surveys and sharing them with the City at the completion of services
- Annual report describing services, challenges and successes
- Monthly invoicing, including detailed daily breakdown of services
- Provide client data for billing, including reason for referral, program start date, name, address, gender, race, ethnicity, and additional information as requested

**Only one award is available for this solicitation.**

Best,

**Sierra Vigil-Trujillo**

*Project Administrator*

*Youth & Family Services Division*

*(505) 955-6824*



**CITY OF SANTA FE**



Converted, 08/22/2024

## Bid Reporting

Save

Cancel



YOUTINC-03

APADILLA

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/30/2024

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 License # 0757776 HUB International Insurance Services (SOW) 6565 Americas Parkway NE Ste 720 Albuquerque, NM 87110	CONTACT NAME: Amber Padilla PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: amber.padilla@hubinternational.com
INSURED  Youthworks, Inc. 1000 Cordova Place #415 Santa Fe, NM 87505	INSURER(S) AFFORDING COVERAGE INSURER A : Selective Insurance Company of America INSURER B : New Mexico SW Casualty Co INSURER C : Selective 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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		S 2305636	7/2/2024	7/2/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X		S 2305636	7/2/2024	7/2/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	X		S 2305636	7/2/2024	7/2/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	0101668.105	8/1/2024	8/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.I. EACH ACCIDENT \$ 1,000,000 E.I. DISEASE - EA EMPLOYEE \$ 1,000,000 E.I. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liab.			S 2305636	7/2/2024	7/2/2025	AGG: \$3,000,000 1,000,000

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

## CERTIFICATE HOLDER

## CANCELLATION

City of Santa Fe  
PO Box 909  
Santa Fe, NM 87504-0909

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



# Children, Youth & Families Department

STATE OF NEW MEXICO

*Michelle Lujan Grisham, Governor*  
*Howie Morales, Lt. Governor*  
*Teresa Casados, Cabinet Secretary*  
*Kathey Phoenix-Doyle, Deputy Secretary*  
*Valerie D. Sandoval, Deputy Secretary*

TO: Teresa Casados, Cabinet Secretary, or Designee  
FROM: Louis Pacias, Grants Management Unit Manager  
DATE: October 17, 2024  
SUBJECT: **City of Santa Fe Agreement #25-690-3000-79637**

This memorandum serves as a request for approval to allow the above-referenced Contractor to utilize the Sub-Contractor identified below for Fiscal Year 2025 pursuant to Article XVI. Sub-Contracts of Agreement #25-690-3000-79637 with an effective term through June 30, 2025. Attached are letters from the Contractor dated October 8, 2024, for your consideration. The sub-contractor verified Unique Entity Identifier from SAM website is NLQ3EMTUVAT4.

Subcontractor	Program	NM Tax ID or SS Number	Address	Telephone
YouthWorks	Intensive Community Monitoring (ICM)	02-471161-00-6	1000 Cordova Place #415 Santa Fe, NM 87505	505-989-1855
UEI # NLQ3EMTUVAT4				

## Recommendation by Juvenile Justice Services Division of CYFD:

Permission is granted for Fiscal Year 2025 to the Contractor to utilize the subcontractor listed above to provide a portion of services as listed in the attached letter as defined in the Scope of Work of Agreement 25-690-3000-79637 approved through the Juvenile Justice Services Division.

Approved: \_\_\_\_\_

*Secretary or Designee*

Date: \_\_\_\_\_

Disapproved: \_\_\_\_\_

*Secretary or Designee*

Date: \_\_\_\_\_

*Juvenile Justice Services*  
4775 Indian School Rd NE  
Albuquerque, NM 87110-3976  
cyfd.nm.gov












# FY25 ICM Contract Approval-Packet

Final Audit Report

2025-01-24

Created:	2025-01-23
By:	Justin Gonzales (jmgonzales@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAkuQx_i89936j5W3N3ALnsZQj-9Net6sX

## "FY25 ICM Contract Approval-Packet" History

-  Document created by Justin Gonzales (jmgonzales@santafenm.gov)  
2025-01-23 - 9:38:44 PM GMT- IP address: 63.232.20.2
-  Document emailed to Sierra Trujillo (svtrujillo@santafenm.gov) for signature  
2025-01-23 - 9:41:23 PM GMT
-  Email viewed by Sierra Trujillo (svtrujillo@santafenm.gov)  
2025-01-23 - 9:42:35 PM GMT- IP address: 104.47.65.254
-  Document e-signed by Sierra Trujillo (svtrujillo@santafenm.gov)  
Signature Date: 2025-01-23 - 9:44:18 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to JULIE SANCHEZ (jjsanchez@santafenm.gov) for signature  
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-  Email viewed by JULIE SANCHEZ (jjsanchez@santafenm.gov)  
2025-01-24 - 2:20:19 AM GMT- IP address: 73.26.154.207
-  Document e-signed by JULIE SANCHEZ (jjsanchez@santafenm.gov)  
Signature Date: 2025-01-24 - 2:20:59 AM GMT - Time Source: server- IP address: 73.26.154.207
-  Document emailed to HENRI HAMMOND-PAUL (hmhammondpaul@santafenm.gov) for signature  
2025-01-24 - 2:21:00 AM GMT
-  Email viewed by HENRI HAMMOND-PAUL (hmhammondpaul@santafenm.gov)  
2025-01-24 - 2:24:06 AM GMT- IP address: 172.59.0.43
-  Document e-signed by HENRI HAMMOND-PAUL (hmhammondpaul@santafenm.gov)  
Signature Date: 2025-01-24 - 7:14:37 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.  
2025-01-24 - 7:14:37 PM GMT



# 25-0042 YouthWorks

Final Audit Report

2025-02-05

Created:	2025-02-05
By:	XAVIER VIGIL (xivigil@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsbaupZnHIAJ_SjMrnGH1Hxzq96UDVD7T

## "25-0042 YouthWorks" History

 Document created by XAVIER VIGIL (xivigil@santafenm.gov)

2025-02-05 - 5:21:02 PM GMT- IP address: 63.232.20.2

 Document emailed to ANDREA SALAZAR (asalazar@santafenm.gov) for signature

2025-02-05 - 5:22:39 PM GMT

 Email viewed by ANDREA SALAZAR (asalazar@santafenm.gov)

2025-02-05 - 6:13:25 PM GMT- IP address: 104.47.65.254

 Document e-signed by ANDREA SALAZAR (asalazar@santafenm.gov)

Signature Date: 2025-02-05 - 6:13:32 PM GMT - Time Source: server- IP address: 63.232.20.2

 Agreement completed.

2025-02-05 - 6:13:32 PM GMT