


## The Purchasing Memo

**Date:** April 21, 2025

**To:** Mark Scott, City Manager

**From:** Sierra Vigil-Trujillo, Youth and Family Services Project Administrator

  
Sierra Vigil (Apr 24, 2025 11:21 MDT)

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

Julie Sanchez, Youth and Family Services Division Director

  
JULIE SANCHEZ (Apr 24, 2025 11:24 MDT)

Sandra Emory, Youth and Family Services Program Manager

  
Sandra Emory

**Subject:** Wrap Around Services and Youth Violence Education

**Vendor Name:** YouthWorks

**Munis Vendor Number:** 2400

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### ITEM AND ISSUE:

Community Health and Safety Respectfully Requests for Approval of Professional Services with YouthWorks for the Purpose of Providing Wrap Around Services and Youth Violence Education Services in the Total Amount of \$85,260 for a Term of July 1, 2025 to June 30, 2026. (Sandra Emory Youth and Family Services Project Manager; sxemory@santafenm.gov)

### CONTRACT NUMBER:

The FY25 Munis contract number is 3250482.

### BACKGROUND AND SUMMARY:

In 2021, the City of Santa Fe Youth and Family Services Division initiated a research and development process to create a sustainable approach to youth violence prevention, particularly focusing on gun violence. The process involved interviews, community discussions, data reviews, and a report by an independent consultant, which culminated in the development of a strategic plan for a continuum of youth community violence interruption services. The City and Santa Fe County have since collaborated to create a coordinated community response to violence prevention, especially youth and gun violence.

The Violence Prevention Program follows a public health approach that supports, educates, and engages youth at high risk of either perpetrating or being victims of youth and/or gun violence. This program also offers intergenerational healing for families and caregivers affected by violence. Direct program participants are youth and young adults (up to age 24) who are at risk due to involvement with the criminal justice system, gun violence, or related trauma. The services requested align with the City of Santa Fe's Violence Prevention Strategic Plan Critical Priority Objective 2: to educate, navigate, and employ youth and high risk for violence

and credibly reach youth at high risk for violent victimization or perpetration to:

- Saturate participants in protective factors that reduce their risk for violence, and
- Build participants' capacity to serve as community support workers equipped to contribute to community violence prevention over time.

In February 2025 the City of Santa Fe Youth and Family Services Division released RFP 25054: Youth Violence Prevention, Intervention and Education Services, in which YouthWorks was selected as a vendor to provide wrap around and youth education services.

## 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:** 04/30/2025

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

### PROCUREMENT METHOD:

The procurement method used was NMSA 1978, Section 13-1-111, RFP

In February 2025, the Youth and Family Services Division released RFP 25054: Youth Violence Prevention, Intervention and Education Services, in which YouthWorks was selected as a vendor to provide services.

**Chief Procurement Officer (CPO) / Designee:** [Signature] **Date:** 04/30/2025

**CPO Comment/Exceptions:** Upload RFP to Munis.

### 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 Department of Health (DOH) Grant

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

**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: RFP

Vendor's Bid (Note: proposals and Evaluation Committee Reports shall only be emailed (by CPD) to the committee directly, not included in this packet.)

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 13-1-111; 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:

Provide the following services to youth up to 24 years of age:

**Program Services:**

**Wrap Around Services/Strength-Focused Case Management**

- A. Receive and process youth/young adult referrals from City approved source and conduct intake and strength-focused assessments to co-create the Individual Development Plan (IDP) with each youth, leveraging youth strengths, assets and positive attributes.
- B. Engage with family/guardians, community allies, and the judicial system as needed in the process.
- C. Navigate and align internal organization resources for program engagement start-up.
- D. Navigate resources to address needs/barriers to design each youth IDP, including leveraging program funds for youth supplies and youth transportation needs.
- E. Design program participation schedule and engagement in service/program areas to meet IDP goals including academic education, work-bed skills training, and participation in wage/stipend-earning opportunities.
- F. Conduct daily check-ins, track youth progress, and conduct necessary communication with family/guardians as needed to ensure strong wrap-around support.
- G. Provide pre-employment soft skills assistance, resume creation, interview skills, interview clothing, transportation and track employment and provide problem-solving support as needed.



## **Implement Youth Violence Prevention Education**

- A. Develop Youth Violence Prevention Education curriculum with youth input and design workshop delivery schedule for youth and family/guardians and community allies to address shock, grief, and skills to cope with local trending community violence circumstances.

### **Deliverables:**

- A. Prepare and submit invoices for program expense reimbursement with backup documentation.
- B. Coordinate data entry and youth data tracking to account for progress and achievements and for outcome performance measurement including the following:
  - a. Number of youth referred to the program
  - b. Number of youth assessed and received, conducted intake/IDP for program engagement
  - c. Number of case management hours per youth
  - d. Number of months youth remain in program
  - e. Number of youth engaged in paid opportunities
  - f. Number of youth demonstrating academic gains
  - g. Average earnings per youth in paid training programs
  - h. Number of attendees and type of attendees at Youth Violence Prevention Education presentations.
- C. Submit Community Violence Prevention Quarterly Report on the City provided form.
- D. Complete regular check-ins with the Youth Violence Accountability Task Force and/or the City Liaison, the judicial system, and law enforcement.
- E. Work with the City of Santa Fe program staff and the Accountability Task Force to negotiate referral sources upon organization Agreement.
- F. Participate in up to six Restorative Justice trainings focused on provider/organization networking and community healing and restoration.
- G. Work alongside Santa Fe Police Department, if asked, in operations related to gun violence prevention.

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

A. The Contractor does hereby accept its designation as a professional service, rendering services related to wrap around services, strengths-based case management, and youth violence prevention education 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 with compensation not to exceed \$85,260, including gross receipts tax. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed \$85,260.**

B. Payment. The total compensation under this Agreement shall not exceed **\$85,260. 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. **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 **June 30, 2026** 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 **RFP 25054** 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  
   PO Box 909  
   Santa Fe, NM 87504  
   [jjsanchez@santafenm.gov](mailto:jjsanchez@santafenm.gov)

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 irreparable 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:

CONTRACTOR:

  
Mark Scott (May 1, 2025 17:29 MDT)  
MARK SCOTT, CITY MANAGER

  
\_\_\_\_\_  
Melynn Schuyler, Executive Director

DATE: Apr 15, 2025

NMBTIN#: 02-471161-00-6

ATTEST:

  
ANDREA SALAZAR (May 1, 2025 13:40 MDT)  
CITY CLERK 

CITY ATTORNEY'S OFFICE:

  
\_\_\_\_\_  
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

  
\_\_\_\_\_  
FINANCE DIRECTOR

**The City of Santa Fe, Central Purchasing Division  
AND  
Youth and Family Services Division**

**REQUEST FOR PROPOSAL RESPONSE**

**Youth Violence Prevention, Intervention and Education Services**

**COST PROPOSAL**

**TECHNICAL PROGRAM #1  
YOUTH VIOLENCE INTERRUPTION AND PREVENTION**

**RFP# 25054**

**SUBMITTED BY**

**YOUTHWORKS  
1000 CORDOVA PLACE #415 SANTA FE NM 87505**

**February 24, 2025**

## ATTACHMENT F - PROJECT COST PROPOSAL FORM

**Total Cost Proposal:** \$85,260.00 Program #1

If you are bidding for Technical Program 1: Youth Violence Interruption and Prevention, provide a total cost for your scope of work and fill out the tables below. If you are bidding for Technical Program 2: Restorative Justice, \$64K should be the total cost proposal and fill out the tables below. If you are bidding for Technical Program 3: Intensive Community Monitoring (ICM), then total cost proposal should be \$46.7K and fill out the tables below.

Provide a Total Cost to deliver the requested project, including all of the requirements described in the RFP Scope of Work Overview. The Total Cost should be broken out in two separate methods:

1. A cost breakout by ten project milestones.
2. A cost breakout by project area (Labor, Materials and Overhead)
  - a. Equipment should be included in labor

#	Milestone	Cost
1	Case Managers receive youth/young adult referrals from city approved sources and Accountability Task Force, conduct intake and strengths-focused assessments with trauma informed care approach, to determine best youth pathways and goal setting; develop Individual Development Plans (IDP) w/youth-leveraging youth strengths and positive attributes. Case managers involve family/guardians, community allies and the judicial system as needed. Case Mgr 1FTE @ \$27/hr plus fringe 12.5%=\$63,180; Case Mgr .25FTE @\$24/hr plus fringe 12.5%=\$14,040 <b>Total Labor Cost this Milestone: \$7,722</b>	\$7,722
2	Case Managers navigate and align internal organization resources/program engagement and navigate referrals for outside resources to address needs/barriers to set youth IDP in motion. Case Managers leverage organization/outside resources for supportive services to obtain, personal identification, clothing, food, housing, utility bill support, and provide youth transportation to and from the program/training sites as needed with available funding resources. Client supportive Service supplies total/yr: \$2,540 Transportation total/yr: 4 gas cards/mo x \$30/ea x 12mo: \$1,440 Case Mgr labor cost this Milestone: \$7,722 <b>Total Labor and Supplies Cost this Milestone: \$11,702</b>	\$11,702
3	With Case Manager guidance, referred youth choose either internal organization suite of service/program tracks to gain skills, education, training/mentorship to develop leadership abilities with wages/stipends to gain income, or youth are placed in local partner programs to meet youth needs and or youth placed in paid internships/job opportunities to discover career pathways.	\$7,722

4	Case managers conduct daily check-ins, track youth goals and skills gain progress in concert with program staff communicate with family/guardians as needed to ensure strong wrap-around supports.	\$7,722
5	Organization's program delivery, trauma informed approach-trained staff-Academic Instructors, Workforce Development team, Life Skills and On-The-Job Trainer/Mentors, Trades Trainers, In-House Counselor coordinate with Case Managers to enroll and engage youth in training tracks such as academic classroom for G.E.D. and tutoring for literacy/numeracy gains, hands-on project-based learning at organization's training venues, internships and with local training partners with close supervision by organization's positive youth facilitator/mentor/supervisors.	\$7,722
6	Case Managers and Staff in charge of outside paid job placements/internships provide pre-employment soft skills assistance, resume creation, interview skills, interview clothing, transportation and arrange for local business youth/employer matches; track outside employment/internships and training progress to problem-solve any issues for continued success.	\$7,722
7	Staff develop and implement Youth Violence Prevention Education curriculum with youth voice and leadership and workshop delivery schedule for youth and family/guardians and community allies to address shock, grief, fear and skills to cope with trending circumstances.	\$10,810
8	Staff participate in up to 6 Restorative Justice Trainings as specified for networking/community healing/restoration.	\$4,634
9	Case Managers and Staff coordinate youth data tracking to record progress and achievements and perform regular data entry/management for outcome performance measurement.	\$9,752
10	Bookkeeping Staff/Case Mgrs prepare and provide timely invoices for program expense reimbursement, will provide data and/or narrative reports to the city as required on a specified basis as well as deliver the Weekly Risk Report (WRR) as required to meet contract requirements.	\$9,752

**Total Cost \$85,260**

#	Project Area #1- Youth Violence Interrupt/Prevention Areas 2, 3, 4	Cost
1	Labor (# of Man hours)	\$77,220 (2,600)
2	Materials: supplies and transportation	\$ 3,980
3	Overhead	\$ 4,060

**Total Cost \$85,260**



## TRUJILLO, SIERRA V.

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**From:** DUTTON-LEYDA, TRAVIS K.  
**Sent:** Friday, March 14, 2025 5:08 PM  
**To:** TRUJILLO, SIERRA V.; Purchasing DET  
**Subject:** RE: Determination Request: Youth Violence Prevention, Interruption and Education

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 your request includes anything that needs to be reviewed and preapproved by another City Department/Division, please send the same SOW to the corresponding email address and include their response in your packet/Munis.

-IT components (anything IT) - [ereview@santafenm.gov](mailto:ereview@santafenm.gov)

-Vehicles – [dmjaramillo@santafenm.gov](mailto:dmjaramillo@santafenm.gov)

-Grants - [grants@santafenm.gov](mailto:grants@santafenm.gov)

- Construction, Facilities, Furniture, Fixtures, Equipment, etc. - [jsburnett@santafenm.gov](mailto:jsburnett@santafenm.gov)


-Emergency Related Purchases - [bgwilliams@santafenm.gov](mailto:bgwilliams@santafenm.gov)

-Asset over \$5k - [jxbolden@santafenm.gov](mailto:jxbolden@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.

 [Book time to meet with me](#)

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)

*"The future belongs to those who believe in the beauty of their dreams." — Eleanor Roosevelt*

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**From:** TRUJILLO, SIERRA V. <svtrujillo@santafenm.gov>

**Sent:** Friday, March 14, 2025 3:31 PM

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

**Cc:** DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>

**Subject:** Determination Request: Youth Violence Prevention, Interruption and Education

Good afternoon,

The Youth and Family Services is requesting a determination on the following scope of work.

Scope of Work:

Provide the following services to youth up to 24 years of age:

**Youth Violence Interruption, Prevention and Education Services Scope:**

**A. Healing Relationships/Intergenerational Healing Programming**

- a. Promote healing, behavioral health and trauma reduction.
- b. Include anti-retaliation component.
- c. Strengthen treatment and healing services for survivors of violence.
- d. Improve cultural competence and support cultural identity of community members.
- e. Strengthen and preserve health relationships (i.e. intergenerational healing and restorative justice).

**B. Wrap Around Services/Strength-focused Case Management**

- a. Use intensive case management, developing goals, daily check-ins, referral navigation.
- b. Develop, track and implement Life Map Goals (e.g., What your goal is; When do you want to reach it; What do you need to reach your goal; What steps can you take to reach your goal; Who can help you reach your goal; What resources can help you reach your goal).
- c. Have Daily check-ins/
- d. Referral navigation utilizing the city's care coordination system (CONNECT).

**C. Cultivate Economic Stability/Economic Justice**

- a. Strengthen financial literacy understanding.
- b. Increase economic development and access to economic opportunity in core neighborhoods.
- c. Paid internship opportunities for impacted Youth.

**D. Implement Youth Violence Prevention Education**

- a. Youth Community Violence education that:
  - i. Centers on Youth voices, experiences, and leadership
  - ii. Includes adult allies in their commitment to working as collaborative partners
  - iii. Acknowledges the layers of shock, grief, fear, and anger that young people are experiencing

- iv. Gives affected Youth and families resources and skills needed to cope with their current experiences
  - v. Connects threads of the work we are all doing to tend to affected Youth and their families so that we can all be more effective, share information and not duplicate efforts
  - vi. Addresses the historic and systemic issues behind violence- shifting the focus to poverty, economic injustice, racism in systems, disenfranchisement from services/resources, the secondary impacts of the pandemic, and the problem of blaming victims of violence or individual people or families.
- E. Complete regular check-ins with the Youth Violence Accountability Task Force and/or the City Liaison, the judicial system, and law enforcement.
  - F. Work with the City of Santa Fe program staff and the Accountability Task Force to negotiate referral sources upon organizational Agreement .
  - G. Participate in up to six Restorative Justice trainings focused on provider/organization networking and community healing and restoration.
  - H. Work alongside Santa Fe Police Department, if asked, in operations related to gun violence prevention.

**Multiple awards may be available for this solicitation.**

**Sierra Vigil-Trujillo**

*Project Administrator*  
*Youth & Family Services Division*  
*(505) 955-6824*



**CITY OF SANTA FE**



**TRUJILLO, SIERRA V.**

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**From:** Matt Loehman <mloehman@horizonsofnewmexico.org>  
**Sent:** Friday, March 14, 2025 3:44 PM  
**To:** TRUJILLO, SIERRA V.  
**Subject:** Re: Service Request: Youth Violence Prevention, Interruption, and Education

**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 afternoon -

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 220  
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 Fri, Mar 14, 2025 at 3:33 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 in the scope of work below.

## Scope of Work:

Provide the following services to youth up to 24 years of age:

### **Youth Violence Interruption, Prevention and Education Services Scope:**

#### **A. Healing Relationships/Intergenerational Healing Programming**

- a. Promote healing, behavioral health and trauma reduction.
- b. Include anti-retaliation component.
- c. Strengthen treatment and healing services for survivors of violence.
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- a. Use intensive case management, developing goals, daily check-ins, referral navigation.
- b. Develop, track and implement Life Map Goals (e.g., What your goal is; When do you want to reach it; What do you need to reach your goal; What steps can you take to reach your goal; Who can help you reach your goal; What resources can help you reach your goal).
- c. Have Daily check-ins/
- d. Referral navigation utilizing the city's care coordination system (CONNECT).

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v. Connects threads of the work we are all doing to tend to affected Youth and their families so that we can all be more effective, share information and not duplicate efforts

vi. Addresses the historic and systemic issues behind violence- shifting the focus to poverty, economic injustice, racism in systems, disenfranchisement from services/resources, the secondary impacts of the pandemic, and the problem of blaming victims of violence or individual people or families.

- E. Complete regular check-ins with the Youth Violence Accountability Task Force and/or the City Liaison, the judicial system, and law enforcement.
- F. Work with the City of Santa Fe program staff and the Accountability Task Force to negotiate referral sources upon organizational Agreement .
- G. Participate in up to six Restorative Justice trainings focused on provider/organization networking and community healing and restoration.
- H. Work alongside Santa Fe Police Department, if asked, in operations related to gun violence prevention.

**Multiple awards may be available for this solicitation.**

Best regards,

**Sierra Vigil-Trujillo**

*Project Administrator*

*Youth & Family Services Division*

*(505) 955-6824*






# YouthWorks Wrap Around Services & Education Packet


Final Audit Report


2025-04-28


Created:	2025-04-24
By:	CHRISTOPHER LA ROCCA (calarocca@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_sZk_QekmYFoQ1Ao5ofioD-lj_MT0yZN


## "YouthWorks Wrap Around Services & Education Packet" History


 Document created by CHRISTOPHER LA ROCCA (calarocca@santafenm.gov)  
2025-04-24 - 5:16:55 PM GMT- IP address: 63.232.20.2


 Document emailed to Sierra Trujillo (svtrujillo@santafenm.gov) for signature  
2025-04-24 - 5:20:16 PM GMT


 Email viewed by Sierra Trujillo (svtrujillo@santafenm.gov)  
2025-04-24 - 5:21:05 PM GMT- IP address: 104.47.64.254


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Signature Date: 2025-04-24 - 5:21:31 PM GMT - Time Source: server- IP address: 63.232.20.2

 Document emailed to Sandra Emory (sxemory@santafenm.gov) for signature  
2025-04-24 - 5:21:34 PM GMT

 Email viewed by Sandra Emory (sxemory@santafenm.gov)  
2025-04-24 - 5:23:27 PM GMT- IP address: 104.47.64.254


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Signature Date: 2025-04-24 - 5:23:55 PM GMT - Time Source: server- IP address: 63.232.20.2

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2025-04-24 - 5:23:59 PM GMT

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2025-04-24 - 5:24:37 PM GMT

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2025-04-28 - 4:48:50 PM GMT- IP address: 104.47.64.254

 Document e-signed by HENRI HAMMOND-PAUL (hmhammondpaul@santafenm.gov)

Signature Date: 2025-04-28 - 4:52:34 PM GMT - Time Source: server- IP address: 63.232.20.2

 Agreement completed.

2025-04-28 - 4:52:34 PM GMT










# YouthWorks Wrap Around Services & Education Packet

Final Audit Report

2025-05-01

Created:	2025-04-30
By:	RACHEL GABALDON (rdgabaldon@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAnPbioi6XQIFwMjS2GO5v3H1ckW_KcpIW

## "YouthWorks Wrap Around Services & Education Packet" History

-  Document created by RACHEL GABALDON (rdgabaldon@santafenm.gov)  
2025-04-30 - 7:35:50 PM GMT- IP address: 63.232.20.2
-  Document sent to ALEXIS LOTERO (aclotero@santafenm.gov) and ajhopkins@santafenm.gov  
ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature. One of them to sign  
2025-04-30 - 7:37:46 PM GMT
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2025-04-30 - 8:48:45 PM GMT- IP address: 104.47.65.254
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Signature Date: 2025-04-30 - 8:49:16 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  
2025-04-30 - 8:49:20 PM GMT
-  Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)  
2025-04-30 - 9:07:43 PM GMT- IP address: 63.232.20.2
-  Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)  
Signature Date: 2025-04-30 - 10:39:59 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature  
2025-04-30 - 10:40:04 PM GMT
-  Email viewed by EMILY OSTER (ekoster@santafenm.gov)  
2025-05-01 - 8:40:24 PM GMT- IP address: 104.47.65.254



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Signature Date: 2025-05-01 - 8:52:07 PM GMT - Time Source: server- IP address: 63.232.20.2



Document emailed to Mark Scott (mscott@santafenm.gov) for signature

2025-05-01 - 8:52:12 PM GMT



Email viewed by Mark Scott (mscott@santafenm.gov)

2025-05-01 - 11:29:00 PM GMT- IP address: 104.47.65.254



Document e-signed by Mark Scott (mscott@santafenm.gov)

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Agreement completed.

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