

The Purchasing Memo

Date: May 19, 2025

To: Mark Scott, City Manager

From: Sandra Emory, Youth and Family Services Program Manager *SE*

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

Julie Sanchez, Youth and Families Division Director *JS*

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

Subject: Youth Community Violence Interruption (YCVI) Administration Services

Vendor Name: Elizabeth C. Silva LLC

Munis Vendor Number: 9704

ITEM AND ISSUE:

The Community Health and Safety Respectfully Requests Your Review and Approval of a Professional Services Contract in the Total Amount of \$60,000-Not to Exceed for Administration Services for a Term Ending on June 30, 2026 with Elizabeth C. Silva LLC. (Sandra Emory, Youth and Family Services Program Manager, sxemory@santafenm.gov)

CONTRACT NUMBER:

The FY25 Munis contract number is 3250592.

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 focused on gun violence, 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.

This Youth Community Violence Interruption (YCVI) Project is a public health approach that aims to support, educate and engage youth that are at high risk of being perpetrators or victims of youth violence, or gun violence.

In April 2025 the City of Santa Fe released RFQ 25158: Youth Community Violence Interruption (YCVI) Administration Services seeking a consultant to provide administrative services required for the YCVI project.

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: Other Consulting/510340

Budget Officer / Designee:  ALEXIS LOTERO (Jun 5, 2025 11:34 MDT) **Date:** 06/05/2025

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 25158: Youth Community Violence Interruption (YCVI) Administration Services, in which Elizabeth C. Silva LLC was selected as the consultant.

Chief Procurement Officer (CPO)/Designee:  JoAnn Lovato Montano **Date:** 06/05/2025

CPO Comment/Exceptions: Multiple vendors solicited.

ASSOCIATED APPROVALS:

IT Components included? ☐ Yes | ☒ No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Treasury/Point of Sale 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:  ERIKA LUJAN (Jun 5, 2025 11:41 MDT) **Title:** Grants Manager **Date:** 06/05/2025

Comment/Exceptions: _____

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

Project Ledger Number: YFD2522302

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

ATTACHMENTS: _____

Horizons declination

CPO Service Determination Email

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

Vendor's Quote (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












YCVI Admin Services Memo- Elizabeth Silva

Final Audit Report

2025-05-21

| | |
|-----------------|---|
| Created: | 2025-05-19 |
| By: | Sierra Trujillo (svtrujillo@santafenm.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAA9mJBNbMxxl-qBr1r9ako6FUjCP8CzkJ |

"YCVI Admin Services Memo- Elizabeth Silva" History

-  Document created by Sierra Trujillo (svtrujillo@santafenm.gov)
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-  Document emailed to Sandra Emory (sxemory@santafenm.gov) for signature
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Document e-signed by Sierra Trujillo (svtrujillo@santafenm.gov)

Signature Date: 2025-05-21 - 9:35:57 PM GMT - Time Source: server- IP address: 73.127.155.38



Agreement completed.

2025-05-21 - 9:35:57 PM GMT

CITY OF SANTA FE
PROFESSIONAL SERVICES CONTRACT

VIOLENCE INTERVENTION PROGRAM ACT FUNDING SUBRECIPIENT

THIS CONTRACT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the “City,” and **Elizabeth C. Silva, LLC**, 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 City, as a recipient of the State of New Mexico Department of Health Violence Intervention Program Act funding per CH56-HB68-2022, has substantial discretion to use the award funds in the ways that best suit the needs of the City for the purpose of entering into agreements with community-based service providers to improve public health and safety through evidence-based violence reduction interventions.

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 CPO has determined that this contract qualifies as a “small purchase” under the procurement code, NMSA 1978, section 13-1-125.

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:

A. Project Management

- 1) Develop and implement administrative policies and procedures.
- 2) Manage project timelines, deliverables, and milestones.
- 3) Facilitate communication between project partners and stakeholders.
- 4) Maintain detailed records and documentation.

B. Compliance and Financial Oversight

- 1) Ensure adherence to grant requirements and regulations.
- 2) Prepare financial reports and manage budgets.
- 3) Monitor expenditures and track financial disbursements.
- 4) Support audits and compliance reviews as needed.

C. Community Engagement and Partnership Coordination

- 1) Coordinate meetings, workshops, and training sessions.
- 2) Develop and maintain relationships with community organizations, law enforcement, and local government agencies.
- 3) Engage youth and families in project activities and services.

D. Data Collection and Reporting

- 1) Track program outcomes and effectiveness.
- 2) Prepare and submit progress reports to funders and stakeholders.
- 3) Maintain a database of project participants, interventions, and results.

E. Outreach and Public Awareness

- 1) Develop and distribute educational materials on youth gun violence prevention.
- 2) Manage social media, website updates, and community newsletters.
- 3) Organize public events and campaigns to promote violence prevention efforts.

Deliverables:

- A. A project work plan including an outline of key milestones and activities.
- B. Quarterly reports due to the City no more than 5 days after the end of the quarter.
- C. Stakeholder meeting minutes.
- D. Financial statements including budget tracking and expenditure reports.
- E. A final project report including a summary of outcomes, impact, and recommendations.

2. Standard of Performance; Licenses

A. The Contractor does hereby accept its designation as a professional service, rendering services related to youth violence community services 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, such compensation not to exceed \$60,000, including gross receipts tax. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed (\$60,000).**

B. Payment. The total compensation under this Agreement shall not exceed **\$60,000. This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The Parties do not intend for the Contractor to continue to provide Services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the City when the Services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for Services provided in excess of the total compensation amount without this Agreement being amended in writing prior to 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 on **June 30, 2026** unless terminated pursuant to paragraph 5 (Termination) and paragraph 6 (Appropriations).

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 **RFO# 25158** and the Contractor's response to such document(s) are incorporated herein by reference and are 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 as broad as ISO Form CG 00 01 with limits not less than \$2,000,000 per occurrence and \$2,000,000 in the aggregate for claims against bodily injury, personal and advertising injury, and property damage. Said policy shall include broad form Contractual Liability coverage and be endorsed to name the City of Santa Fe their officials, officers, employees, and agents as additional insureds.

B. **Business Automobile Liability** insurance for all owned, non-owned automobiles, with a combined single limit not less than \$1,000,000 per accident.

C. **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.

D. 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: City of Santa Fe
 Attn: Sandra Emory
 P.O. Box 909
 Santa Fe, NM 87504
 sxemory@santafenm.gov

To the Contractor: Elizabeth C. Silva
 1720 Wilmoore Dr. SE
 Albuquerque, NM 87106
 drelizabethsilva@gmail.com

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

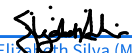
above, unless the City shall determine that the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery scheduled. The rights and remedies of the City provided in this Clause shall not be exclusive 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:

CONTRACTOR:


Mark Scott (Jun 11, 2025 21:50 MDT)
MARK SCOTT, CITY MANAGER
06/11/2025


Elizabeth C. Silva (May 14, 2025 08:52 MDT)
Elizabeth C. Silva, Executive Director
DATE: 05/14/2025
NMBTIN#: 03-563992-00-0

ATTEST:


ANDREA SALAZAR (Jun 11, 2025 16:50 MDT)
CITY CLERK 

CITY ATTORNEY'S OFFICE:


ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:


FINANCE DIRECTOR



City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

www.santafenm.gov

Alan Webber, Mayor

Councilors:

Signe I. Lindell, Mayor Pro Tem, District 1

Alma G. Castro, District 1

Michael J. Garcia, District 2

Carol Romero-Wirth, District 2

Lee Garcia, District 3

Pilar F.H. Faulkner, District 3

Jamie Cassutt, District 4

Amanda Chavez, District 4

Dear City Staff,

In accordance with State Statute and City Ordinances, this document serves as a blanket services' determination and is valid until June 30, 2025, for the types of general, professional, and construction services that are clearly one of the types pre-established and approved by the State Purchasing Agent and City CPO.

Please continue to obtain determinations for services that do not clearly and fully fit within the types listed below. For mixed or hybrid services, unclear scopes of work, and design-build projects, a specific determination will be required. In these cases, please email purchasing_det@santafenm.gov to obtain the necessary CPO determinations for your procurement needs.

Should you have any questions or require clarification on a particular service, feel free to contact CPD.

The following are General Services:

- Air/bus, vehicle charter/rental service
- Auctioneers
- Audio-visual equipment setup and routine maintenance for events and presentations (including projectors, microphones, and speakers)
- Banking Services (routine, transaction-based)
- Boiler testing/water treatment service
- Bookkeeping service (routine, transaction-based)
- Building alarm systems, service and repair
- Check collection service
- Clothing, textile fabrication repair service
- Commercial laundry service, dry cleaning, etc.
- Communications systems installation, servicing, and repair
- Conference and trade show coordination

General Services (continued):

- Debt collection service
- Delivery/courier service
- Document storage, duplication, retrieval, review, and destruction service
- Drug testing and screening (standard tests)
- Engraving service
- Equipment installation, preventive maintenance, inspection, calibration, and repair
- Equipment rental services
- Exams administration and scoring service
- Executive recruitment
- Firefighting/suppression service
- Food preparation, vending, and catering services
- Health screening, basic diagnostic (wellness, blood pressure monitoring, blood draw, etc.)
- Herbicide application service
- Household goods packing, storage, transportation service
- HVAC system maintenance service
- Information Technology Hosting (only)
- Information Technology Help Desk Services
- Information Technology Services requiring software or equipment
- Information Technology Software and Hardware Support Services
- Interpretive services: written/oral/sign language
- Inventory service
- Janitorial service, carpet cleaning, window washing
- Laboratory testing and analysis (standard tests only)
- Land clearing/debris removal service
- Landscaping—tree planting, grooming service, lawn mowing, etc. (but not landscape architects)
- Language translation service
- Linen rental service
- Marine equipment inspection, certification, and repair

General Services (continued):

- Medical equipment rental or repair service (wheelchairs, walkers, etc.), including measurements, adjustments, and modifications to meet patient needs
- Metal/pipe/wiring detection service
- Office furnishings installation, refurbishment, and repair service
- Package inspection and crating
- Painting service
- Paper shredding
- Parking lot sweeping/snow removal service
- Pest/weed control service
- Photographic/micrographic processing and delivery, includes aerial and ground photography (if analysis is included, then personal service)
- Printing/duplicating service
- Process serving
- Property management (rent collection, property maintenance, etc.)
- Recycling/disposal/litter pickup service
- Retreat and workshop planning, conduct, coordination, etc.
- Security/armored car services
- Shop welding/metal fabrication service
- Software as a Service
- Steam cleaning, high pressure washing, parts cleaning service
- Studio photography service (does not include portrait painting)
- Telephone interview service (conduct of survey using prescribed survey instrument)
- Towing service
- Training – when offered as a regular course by an institution (such as a college or university)
- Travel service — air, surface, water
- Vehicle inspection, lubricating, and repair services
- Videotaping and recording service
- Warehouse dry/cold storage rental service
- Weather information service

The following are Professional Services:

- Accountants (certified public accountants and registered public accountants)
- Actuaries
- Analysts of processes, programs, fiscal impact, and compliance
- Appraisers
- Archeologists
- Architects
- Artwork, original (services creating the artwork)
- Audio/video media productions (design, development, and/or oversight of)
- Auditors
- Broadband
- Business process re-engineering
- Counselors
- Consultants (including IT Consultants)
- Curriculum/Examination development
- Data Backup Services
- Data Storage and Management Services
- Design
- Economists
- Engineers
- Environmental monitoring: noise level, safety, hazardous gas detection, radiation monitoring service, etc.
- Financial Advisors
- Grant writing
- Graphic designers (creative or original in nature)
- Independent Verification and Validation
- Information Technology Hosting when it includes Maintenance and Support
- Information Technology Maintenance
- Information Technology Management

Professional Services (Continued):

- Information Technology Programming
- Information Technology Risk Assessment
- Insurance Adjusters
- Investigators (personnel-related, etc.)
- Investment advisors and management
- Labor negotiators
- Landscape Architects
- Lawyers
- Lobbyists
- Managed Network Services
- Management and system analysts
- Management consultants
- Marketing consultants (including identifying market opportunities, conduct of marketing programs, planning, promotion, market research surveys, etc.)
- Medical arts practitioners
- Network Cybersecurity Services
- Network Installation
- Planners
- Policy Advisors
- Product Development Services
- Program/Project Managers
- Psychologists
- Public relations advisors/Publicists
- Publication development (creation of audio/video productions, brochures, pamphlets, maps, signs, posters, annual reports, etc.)
- Researchers
- Scientists (Bio/Chem/Env/Geo/Hydro/Mech, etc.)
- Speech writers
- Statisticians

Professional Services (Continued):

- Surveyors
- Trade developers
- Training – when it is specifically designed for an agency as opposed to established courses (such as out of the box training offered to all at a training company, university, or college)
- Web design and development

The following are Construction Services:

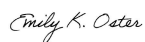
- Bid-Build (Standard)
- Construction Managers
- New Construction (including buildings, roads, bridges, utilities)
- Remodeling and Renovations (interior and exterior work)
- Demolition (including site clearance)
- Excavation and Earthwork
- Electrical Work (installation, repair, upgrades)
- Permanent installation or upgrades of audio-visual systems (including wiring and structural modifications)
- Plumbing (installation, repair, maintenance)
- Masonry and Concrete Work
- Roofing (installation, repair, maintenance)
- Structural Repair and Reinforcement
- Painting and Finishing (for construction purposes)
- Mechanical Work (HVAC systems, etc.)
- Site Preparation and Land Grading
- Utility Installation and Repair (water, sewer, gas lines)

Travis Dutton-Leyda, Chief Procurement Officer



Date: 11/21/2024

Emily Oster, Finance Director



Date: 11/26/2024








Blanket Services Determination

Final Audit Report

2024-11-26

| | |
|-----------------|---|
| Created: | 2024-11-21 |
| By: | Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAqgOwaNI_DZmo99HuXiloJc1Cdxp6T9hq |

"Blanket Services Determination" History

-  Document created by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
2024-11-21 - 4:11:51 PM GMT- IP address: 63.232.20.2
-  Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature
2024-11-21 - 4:12:58 PM GMT
-  Document emailed to Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature
2024-11-21 - 4:12:58 PM GMT
-  Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
Signature Date: 2024-11-21 - 4:13:09 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Email viewed by EMILY OSTER (ekoster@santafenm.gov)
2024-11-26 - 7:38:13 PM GMT- IP address: 104.47.65.254
-  Document e-signed by EMILY OSTER (ekoster@santafenm.gov)
Signature Date: 2024-11-26 - 7:52:49 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.
2024-11-26 - 7:52:49 PM GMT

TRUJILLO, SIERRA V.

From: Matt Loehman <mloehman@horizonsofnewmexico.org>
Sent: Tuesday, April 1, 2025 3:35 PM
To: TRUJILLO, SIERRA V.
Subject: Re: Service Request: Youth Community Violence Interruption (YCVI) Administration Services

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
web: 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 Tue, Apr 1, 2025 at 3:29 PM TRUJILLO, SIERRA V. <svtrujillo@santafenm.gov> wrote:

Good afternoon,

The Youth and Family Services Division is seeking a consultant to provide administrative services required for the Youth Community Violence Interruption (YCVI) Project. The project aims to reduce gun

violence among youth through prevention, intervention, education, and community engagement. The administrative service provider will be responsible for managing project operations, ensuring compliance with funding requirements, and facilitating collaboration among stakeholders. The scope of work is below.

Scope of Work:

1. Project Management

- a. Develop and implement administrative policies and procedures.
- b. Manage project timelines, deliverables, and milestones.
- c. Facilitate communication between project partners and stakeholders.
- d. Maintain detailed records and documentation.

2. Compliance and Financial Oversight

- a. Ensure adherence to grant requirements and regulations.
- b. Prepare financial reports and manage budgets.
- c. Monitor expenditures and track financial disbursements.
- d. Support audits and compliance reviews as needed.

3. Community Engagement and Partnership Coordination

- a. Coordinate meetings, workshops, and training sessions.
- b. Develop and maintain relationships with community organizations, law enforcement, and local government agencies.
- c. Engage youth and families in project activities and services.

4. Data Collection and Reporting

- a. Track program outcomes and effectiveness.
- b. Prepare and submit progress reports to funders and stakeholders.
- c. Maintain a database of project participants, interventions, and results.

5. Outreach and Public Awareness

- a. Develop and distribute educational materials on youth gun violence prevention.

- b. Manage social media, website updates, and community newsletters.
- c. Organize public events and campaigns to promote violence prevention efforts.

Only one award will be available for this solicitation.

Best regards,

Sierra Vigil-Trujillo

Project Administrator

Youth & Family Services Division

(505) 955-6824



CITY OF SANTA FE

Bid Number: 25158

Created, 04/01/2025

Bid Info

Groups/Items

Vendors

Departments

Bid Evaluations

Bid Evaluators

Attachments

Events

Sort ▾ Award ▾ Show Legend

Group View Item View

Compare Hide/Show



Hide

Vendor

ELIZABETH C. SILVA, LLC

Total: \$60,000.00

Evaluation Score: 0

[Award All](#)



YCVI Administration Services

Total: \$60,000.00

Unaward Group



Bid Preparation Accepting Proposals Awarding Closed

Awarded Total: \$60,000.00

Bid for Youth and Family Services Division:
VPU Administrative Support Specialist
RFQ 25158



**Youth Community Violence Interruption (YCVI) Administration Services
Youth and Family Services Division
RFQ No. 25158
Cover letter
FY25**

| | |
|---|----------------|
| Name of Offeror/Organization: Elizabeth C. Silva, LLC | |
| Contact Name/Title: Elizabeth Silva, Ph.D. | |
| Email Address: drelizabethsilva@gmail.com | |
| Phone Number: 505-977-5200 | |
| | |
| | |
| TAX ID # 87-2562246 | |
| NMBTIN: | |
| | |
|  | April 10, 2025 |
| Name/Signature of Authorized Signatory on Behalf of Offeror | Date |

**Bid for Youth and Family Services Division:
VPU Administrative Support Specialist
RFQ 25158**



Experience and approach to the work

Elizabeth C. Silva, LLC (ECS) is dedicated to the depth of experience needed when working in a variety of roles in government, higher education and independent research. ECS specializes in collaborative cross-sector approaches, and multidisciplinary methods, to leverage multi-sector partnerships for complex social solutions. Centering relationality lived experience and best practices in program development; ECS brings a rare skill set to project management and development built around social awareness. ECS spearheads innovative work positioning communities most impacted as central to developing non-traditional approaches to shared power and community lead collaborative action.

ECS has an approach that centers those most affected and those with lived experience as leaders in the solutions. In preventing and breaking the cycle of violence, focus and accountability must be built into the model for victim, perpetrator cycles of violence and community healing.

Skills Specific to Administrative Services:

- collective partnership coordination and facilitation
- community service provider contract management
- administrative details of grant management (private + federal)
- grassroots youth organizing + national youth partner collaborative
- supervision and contract management
- system/community trust + partnerships
- planning and supporting community events
- group training + facilitation expert

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

Elizabeth C. Silva, LLC will in collaboration with City of Santa Fe Youth and Family Services Division, Violence Prevention Program manager **deliver** the following.

- Project Work Plan
- Monthly and Quarterly Reports
- Stakeholder Meeting Minutes
- Financial Statements
- Final Project Report



Scope of Work

- Project Work Plan: Outline of key milestones and activities. *With focus on outreach with local programs, services and organizations already providing proven behavioral health violence reduction services and based on proven best practices.*
 - Project management
 - Develop and distribute educational materials on youth gun violence prevention.
 - Manage social media, website updates, and community newsletters.
 - Administrative policies + procedures development
- Monthly and Quarterly Reports: Status updates and financial reports. Documentation of partner engagement. *Establish regular meetings, check-ins and feedback circles between VPU and service providers with opportunities for service providers to be in conversation to support wrap around services.*
 - Project timelines, deliverables + milestones management
 - Detailed records + documentation maintenance
 - Grant requirements + regulations
 - Support audits and compliance reviews as needed.
- Stakeholder Meeting Minutes: *Participate in community violence prevention stakeholder meetings. Support collaborative partnerships, community feedback, best practices and successes, maintain regular attendance. Communicate with community violence prevention stakeholders as needed. With focus on transparency, collaboration and improving wrap around services.*
 - Outreach and Public Awareness
 - Organize public events and campaigns to promote violence prevention efforts.
 - Project partner + stakeholder communication facilitation
 - Community Engagement and Partnership Coordination
 - Coordinate meetings, workshops, and training sessions. Develop and maintain relationships with community organizations, law enforcement, and local government agencies.
 - Engage youth and families in project activities and services.
- Financial Statements: Budget tracking and expenditure reports. *In collaboration with city staff. Community providers, intergovernmental agencies, research/grant collaboration, and county partners.*
 - Financial compliance + oversight
 - Financial reports and budgeting preparation
 - Monitor expenditures and track financial disbursements.

**Bid for Youth and Family Services Division:
VPU Administrative Support Specialist
RFQ 25158**



- Final Project Report: Summary of outcomes, impact, and recommendations. *With focus on outreach with local programs, services and organizations already doing violence prevention work to enhance services provided and national best practices.*
 - Data Collection and Reporting
 - Track program outcomes and effectiveness.
 - Maintain a database of project participants, interventions, and results.
 - Prepare and submit progress reports to funders and stakeholders.

Approximate Time Allocation for Service Areas

Project Management Support (25% of time, up to 5 hours per week)

Community + Stakeholder Engagement (25% of time, up to 5 hours per week)

Outreach, Education + Prevention Efforts (20% of time, up to 4 hours per week)

Project Outcomes tracking + Reporting (20% of time, up to 4 hours per week)

Grant Writing Management + Compliance (10% of time, up to 2 hours per week)

Cost Proposal

The VPU Administrative Support Specialist comprehensive budget of \$60,000 is strategically allocated across consultant time spent across various essential service areas.

| Initiative | Annual FTE Allocation | Cost |
|---------------------------------------|-----------------------|-----------------|
| Project Management Support | 25% (approx.) | \$15,000 |
| Community + Stakeholder Engagement | 25% (approx.) | \$15,000 |
| Outreach, Education + Prevention | 20% (approx.) | \$12,000 |
| Project Outcomes + Tracking | 20% (approx.) | \$12,000 |
| Grant Writing Management + Compliance | 10% (approx.) | \$6,000 |
| | Total | \$60,000 |

**Bid for Youth and Family Services Division:
VPU Administrative Support Specialist
RFQ 25158**



Budget Allocation Justification

The budget allocation for VPU Administrative Support prioritizes initiative areas to maximize administrative strategic process and collective collaboration between contractor, community providers, stakeholders and the City of Santa Fe. This comprehensive budget proposal offers strategic programs support for true investment across all essential parties, ensuring an effective approach to the layered and dynamic process of creating, supporting and sustaining the YCVI pilot, other administrative and grant writing support—as well as offering potential to grow with the county and other regional parties.

Monitoring + Reporting

A detailed monthly invoicing system will include an account of project execution as well as time spent on specific initiatives. Quarterly reports will detail the specific achievements, effectiveness and program progress of administrative service support. A brief annual progress narrative will include community provider feedback, collaborative partnership reflection and best practices assessment specific to the most impacted (at risk for violent victimization/perpetration) community of Santa Fe.

Conclusion

This budget clearly outlines financial requirements across the five main contractual service areas, with a clear allocation strategy reflecting the value and impact of each area. Transparency and efficiency are centered in project management, execution, activities and finances.

References

Chanelle Delgado, LMSW

Administrative Program Manager
Youth Services Division
505-992-9875
Cdelgado@santafecountynm.gov

Madalena Salazar, MA

Executive Director
Working Classroom
505-507-1377
madalena@workingclassroom.org

Khia Griffs

Community Impact Director
Albuquerque Community Foundation
505-883-6240 ext. 1012
khia@abqcf.org

**Bid for Youth and Family Services Division:
VPU Administrative Support Specialist
RFQ 25158**



Qualifications + Experience

ECS has over a decade of experience in nonprofit, academic and public sector, management, program development, and administration. ECS has worked in development with (youth) gun violence prevention, intervention and deflection in Albuquerque, Santa Fe, and Rio Arriba in collaboration with NM Sentencing Commission (Sociology Department, UNM), the District Attorney's Office (NM District 1), the City of Santa Fe (Youth CVI), and the County of Santa Fe. ECS has been trained in collaboration with national organizations including John Jay College (NYC), the National Institute for Criminal Justice Reform (Oakland, CA) and Live Free (National TA). ECS has written and overseen several federal, state, city, philanthropy and interagency grants, writing and development. ECS has over 20 years of experience working with community engagement, partnerships and interagency collaborations. With a strong expertise in conducting interdisciplinary research including data analysis, interviews, surveys, focus groups, data collection and program evaluation.



Elizabeth C. Silva, Ph.D. Resume

EDUCATION

Doctor of Philosophy, Education Culture & Society
Summer 2021, Salt Lake City, UT

Dissertation: Brownness and the Chicana/o/x Movement at the
University of New Mexico 1968-2007: Temporal vibrations of politicized identities.

Committee: Dr. Dolores Calderon (Western Washington University), Dr. Frank Margonis
(University of Utah), Dr. Wanda Pillow (University of Utah), Dr. Sandra Soto (University of
Arizona), Dr. Luis Urrieta (University of Texas Austin), Dr. Karen A. Johnson chair (University
of Utah)
University of Utah

Gender Studies Graduate Certificate
Spring 2018, Salt Lake City, UT
Gender Studies, School for Cultural and Social Transformation
University of Utah

Master of Arts, Language Literacy Sociocultural Studies
Concentration in Educational Thought Sociocultural Studies
July 2011, Albuquerque, NM
Professional Paper: Transforming ourselves, transforming our world: How liberation
ideologies in social justice organizing by and for women of color heal. University of New
Mexico

Bachelor of Arts in Sociology and Spanish; Minor in Psychology May
2008, Albuquerque, NM
University of New Mexico

CONSULTING WORK EXPERIENCE

Elizabeth C. Silva, Ph.D. has worked in racial, gender and class equity movements for over 20 years; trained in interdisciplinary research, and intersubjective analysis. Elizabeth C. Silva, LLC (ECS) is dedicated to the depth of experience needed when working in a variety of roles in higher education, P-12 schools, not for profit, government and independent research. ECS specializes in collaborative cross-sector approaches, and multidisciplinary methods, to leverage partnerships for complex social solutions. Centering relationality, lived experience, and best practices in program development—ECS brings a rare skill set to facilitation and development built around critical literacies and social awareness.

Community Violence Intervention, City of Santa Fe 2023-present

- Create request for funding
- Create pilot model
- Oversee RFQ process, scoring and selection
- Identify appropriate community organizations and service providers

**Bid for Youth and Family Services Division:
VPU Administrative Support Specialist
RFQ 25158**



- Manage, review, and recommend applications for funding youth gun and gang/group violence prevention services.
- Manage, review, and recommend applications for funding behavioral health services poised to reduce risk for violence.
- Manage contracts with selected service providers to carry out services. Contract management includes partnership-building, monitoring progress, reviewing invoices, documenting monthly expenditures, reporting, and offering continuous quality improvement (CQI) recommendations to program managers.
- Provide technical assistance to community violence intervention and prevention service providers to help ensure CQI and best practice.
- Participate in community violence prevention stakeholder meetings.
- Communicate with community violence prevention stakeholders as needed.
- Help to advance progress on the 2022-2027 City of Santa Fe Violence Prevention Strategic Plan through administrative support and by contributing violence prevention expertise.

Together for Brothers 2022-2024

Curriculum development, program evaluation, community networking/planning, project management and other program support, capacity building projects, statewide coalition facilitation, grant writing and reporting.

SABE Charter School 2023

Facilitation of staff and faculty back to school training to on identities, cultures and expectations in compliance with SABE being a state-chartered school, supporting SABE's values, acknowledging the representation and full engagement of individuals within the school community.

MRSS, CYFD, State of New Mexico 2023-2024

Mobile Response and Stabilization, Children Youth and Families Department
Support the development and implementation of training, protocol, and evaluation infrastructure for children's Mobile Response and Stabilization Services (MRSS) in New Mexico. The vendor will work in conjunction with the Children Youth and Families Department Behavioral Health Services (CYFD-BHS) staff to coordinate the implementation. Phase I implementation of the MRSS program.

Community Wealth Building Cohort (Albuquerque Community Foundation) 2024

Facilitation support, project management and grant research and coordination for Community Wealth Building Cohort of ACF/UWNCNM grantees. Creating grounding/governing documents. EPA Community Change Grant development, writing and strategy. Grant research and coordination for Community Wealth Building Cohort of Albuquerque Community Foundation/UWNCNM grantees. Co-creation of cohort grounding/governing documents. Cohort annual retreat facilitation and logistics support.

Bold Futures Fall 2024

**Bid for Youth and Family Services Division:
VPU Administrative Support Specialist
RFQ 25158**



Community engagement and recruitment in Albuquerque and Bernalillo County to identify and train most impacted communities for the 2025 State of New Mexico Legislative Session. Engagement will be based on communities and systems impacted individuals focusing on those most impacted by child welfare, the prison/legal/criminal system, and housing/homelessness. Consultant will facilitate introductions, communications, and support building relationships between Bold Futures, and identified community organizations and individual participants. Consultant will support meeting space coordination, in-person meeting facilitation/notes, and participant follow up.

- Defining Community + Youth Perspectives
 - Facilitate introductions and partnerships with frontline community-based organizations
 - Identify and engage most-impacted community members
- Identity Constructs + Alignment
 - Identify with community participants how age, ethnicity, family makeup, gender identity and expression, learning ability, physical ability, race, religion, sexual orientation, and socioeconomic status align with policy.
 - How lived experience and most impacted communities are the leaders in best practices and transformative change (Combahee River Collective).
 - Support policy literacy and impacts on community and individuals.
- Support coordination of most-impacted community presence at 2025 New Mexico Legislative Session.

PROFESSIONAL WORK EXPERIENCE

Violence Intervention Program, City of Albuquerque
Albuquerque, NM
Special Projects Manager
November 2021-November 2022

Frontiers: A Journal of Women Studies, University of Utah Salt
Lake City, UT (remote)
Graduate Research Assistant, Oral Histories Project
January 2021-October 2021

Agricultura Network
Albuquerque, NM
La Cosecha CSA Manager
May 2020-January 2021

YouthBuild, Youth Development Inc.
Albuquerque, NM
Career Advisor
October 2019-May 2020

College for Cultural and Social Transformation, University of Utah Salt Lake
City, UT
Instructor for Ethnic and Gender Studies
May 2016-July 2018

**Bid for Youth and Family Services Division:
VPU Administrative Support Specialist
RFQ 25158**



Urban Institute for Teacher Education, University of Utah Salt
Lake City, UT
Graduate Assistant
August 2014-May 2016

El Centro de la Raza, University of New Mexico
Albuquerque, NM
Program Coordinator
May 2012- June 2014

Project for New Mexico Graduates of Color, University of New Mexico
Albuquerque, NM
Project Consultant
May 2011

Young Women United
Albuquerque, NM
Temporary Contract Worker
May 2011-January 2012

Project for New Mexico Graduates of Color, University of New Mexico
Albuquerque, NM
Project Assistant
August 2009-May 2011

El Centro de la Raza, UNM
Albuquerque, NM
Student Intern
August 2005-May 2008

Natural High, UNM
Albuquerque, NM
Mentor/Tutor
December 2003-May 2005

Young Women United
Albuquerque, NM
Youth Intern
Spring 2002-Summer2003

BOARD MEMBERSHIP

**Bid for Youth and Family Services Division:
VPU Administrative Support Specialist
RFQ 25158**



Compostela Community and Family Cultural Institute, 2025-present

Founded in 2015, Compostela (CCFCI) addresses issues of the culturally diverse community to help meet the challenges of residents in Taos County through bilingual cultural services. CCFCI serves as a local non-profit agency specializing in providing equitable behavioral health services to all populations in Taos County. CCFCI is passionate about raising community awareness and educating service providers on cultural and historical consciousness, with a focus to better the delivery of service to Taos County community members.

Atrisco Companies, 2022-present

Based in Albuquerque, New Mexico, The Atrisco Companies is a family of social enterprises that includes seven nonprofit and community-focused organizations. Atrisco Companies mission is to make elevated community services attainable for New Mexicans pursuing richer and more profound experiences for their families. The work is grounded in our community values and reflective of its traditions, using private sector disciplines to offer higher-level impact to our customers than can be expected from traditional not-for-profit organizations, to lead in sustainable philanthropy.

RESEARCH AND TEACHING INTERESTS

Decolonial Feminism
US Women of Color and Third World Feminism
Her/Histories of Race and Resistance
Intersubjectivity and Identity Politics
Chicanx & Latinx Studies
Community-based organizations
Social Movements

ACADEMIC PROGRAMS AND RESEARCH

Cultural Program Exchange & Service-Learning May 2008 Universidad del Sagrado Corazón San Juan, Puerto Rico

Fieldwork: Acequia Culture Summer 2007 University of New Mexico Guadalupita, New Mexico

Cultural Program Exchange & Service-Learning May 2007 Universidad de Fray Luca Paccioli Cuernavaca, Morelos, México

Fieldwork: Camino Real Summer 2005 University of New Mexico Palomas, Durango, Zacatecas & Juárez, México

Conexiones, UNM Honors Program Summer 2004 University of New Mexico Michoacán, México

HONORS AND AWARDS

Harvey A. Kantor and Janey J. Felker ECS Graduate Student Research School, University of Utah, Academic Year 2018-2019

**Bid for Youth and Family Services Division:
VPU Administrative Support Specialist
RFQ 25158**



Suzanne Wade Memorial Scholarship for Single Parents, University of Utah, Academic Year 2017-2018, 2018-2019

Teaching Assistantship, Ethnic Studies, School for Social and Cultural Transformation, University of Utah, Spring 2016, Summer 2017, Fall 2017, Spring 2018

Teaching Assistantship, Education Culture and Society University of Utah, Summer 2016, Fall 2016, Spring 2017

Diversity Fellowship, University of Utah, Academic Year 2015-2015

New Mexico Higher Education Department Graduate Scholarship Program, Academic Years 2009-2010, 2010-2011

University of New Mexico AmeriCorps Fall 2010

Raza Graduate Student Association Inaugural Scholarship Fall 2013 (pre-doctoral coursework) Who's Who Among Students in American Universities and Colleges, Spring 2007 Dean's list, Fall 2003-May 2008

UNM Service Corp Fall 2005-May 2008

TEACHING EXPERIENCE

GED/HiSET Test Prep, Project Adelante, YDI New Mexico Spring 2020

Gender and Social Change, instructor Fall 2017 GNDR 1100, University of Utah

Chicana@, Latin@ Experience, teaching assistant Fall 2017 Spring 2018

ETHNC 2560, University of Utah

Chicana@, Latin@ Experience (online), instructor Summer 2017, 2018

ETHNC 2560, University of Utah

U.S. Third World Feminisms (hybrid), co-instructor Spring 2017 ETHNC 3100, University of Utah

Multicultural Education (hybrid), instructor Summer 2016, Fall 2016, Spring 2017 ECS 3150-001, University of Utah

TRS Student Success, co-instructor Fall 2015 Salt Lake Community College

Critical race theory two-day seminar, guest lecturer Fall 2013 Seminario en comunidad/Community Seminar

HED: 391-013, University of New Mexico

**Bid for Youth and Family Services Division:
VPU Administrative Support Specialist
RFQ 25158**



Economic Justice, co-instructor Fall Intersession 2013 UNIV 391-012 CRN 48461, University of New Mexico

PUBLICATIONS

Silva, E. (2015) [Review of the book *Negotiating Privilege and Identity in Educational Contexts*, by A. Howard, A. Polimeno, B. Wheeler] *Teachers College Record*, January 2015 <http://www.tcrecord.org> ID Number: 17835.

ACADEMIC/PROFESSIONAL PRESENTATIONS

National Women's Studies Association Annual Conference: 40 Years After Combahee, workshop presenter

November 2017

"Deep Roots Rising: Rhizomatic Awakenings from the Combahee River"

Baltimore, Maryland

Mujeres Activas en Letras y Cambios Sociales Summer Institute, panel presenter July 2017

"A Collective Path of Love: Reassembling Coyolxauhqui a Nuestra Manera"

Sonoma State University

Mujeres Activas en Letras y Cambios Sociales Summer Institute, workshop presenter July 2017

"Las Tortillas de Maíz: Digging up Nuestras Raíces as De/Coloniality"

Sonoma State University

Mujeres Activas en Letras y Cambios Sociales Summer Institute, workshop presenter August 2016

"Cooking as a Liberatory Practice: Food, community, decolonial agency and memory"

University of Wyoming

Mujeres Activas en Letras y Cambios Sociales Summer Institute, panel presenter August 2016

"Borderlands Methodological Process: Conceptual Tools for Conducting Transformative Research"

University of Wyoming

American Educational Research Association, panel presenter

April 2016

"My son says he's an English Mexican: Reflexivity in political *crianza*"

National Association for Chicana and Chicano Studies, workshop presenter

April 2016

"Cooking as a Liberatory Practice: Food, community, decolonial agency and memory"

**Bid for Youth and Family Services Division:
VPU Administrative Support Specialist
RFQ 25158**



National Association for Chicana and Chicano Studies, panel presenter

April 2016

"Home Wrecking: Challenging Heteronormativity through Queer and Single Mother Alliances"

Raza Graduate Student Conference, panel discussant, "Transnationalism and Borders"

March 2016

University of New Mexico

Raza Graduate Student Conference, panel discussant, "Social Justice"

March 2016

University of New Mexico

National Association for Multicultural Education, Utah, Conference, video presentation

February 2016

"Choosing to Teach: Personal Narratives of Ethnically Diverse Pre-Service Teachers" Salt Lake Community College

American Educational Studies Association, panel presenter

November 2015

"Love and Counterstories: CRT as a liberatory praxis"

San Antonio, Texas

Mujeres Activas en Letras y Cambio Social Summer Institute, panel presenter July 2015

"La Mujerista Remix Part I, Discussing the contours of imposter syndrome in educational spaces; La Mujerista Part II, Identify, Affirm & Flip Discourse(s): Challenging the imposter syndrome by asserting intersectional identities"

University of New Mexico

Critical Race Studies in Education Association, individual presenter

May 27, 2015

"Appropriation of New Mexican "Chola" identity for comedic purposes"

Vanderbilt Law School, Nashville

Immigration and Education Poster Presentation, individual presenter

April 28, 2015

Education Culture and Society, University of Utah

Shared Knowledge Symposium, individual presenter

April 24, 2015

"Shit Burqueños Say: Cultural Appropriation for Comedic Purposes"

University of New Mexico

Graduate Diversity Panel, panel presenter

April 14, 2015

Diversity Fellows, University of Utah

**Bid for Youth and Family Services Division:
VPU Administrative Support Specialist
RFQ 25158**



Mentoring Panel, panel presenter

Spring 2013

Raza Graduate Student Association & Graduate Resource Center

University of New Mexico

Women of Color in Academia, panel presenter

Fall 2012

Project for New Mexico Graduates of Color

University of New Mexico

Leadership Workshop October 2012

Project for New Mexico Graduates of Color

University of New Mexico

Keynote Student Speaker

May 2008

Raza Graduation, University of New Mexico

LEADERSHIP EXPERIENCE/COMMUNITY INVOLVEMENT

NACCS Rocky Mountain Foco Virtual Conference, Conference Organizer

September 2017

MEChA High School Conference, University of Utah

March 2017

Radical Insurgencies in the 'New' Era of *Alienation* panel and collective

December 2017

convivo gathering organizer, University of Utah

Deep Roots Rising Feminist Collective co-founder, University of Utah Fall

2017

MEChA High School Conference, University of Utah

February 2015

Just for U Event (UITE) Main Coordinator, University of Utah

April 2016

Just for U Event (UITE) Co-Lead Coordinator, University of Utah 2015

GradNation: Exploring Pathways to Success, Salt Lake City, Presenter

April 2015

**Bid for Youth and Family Services Division:
VPU Administrative Support Specialist
RFQ 25158**



Latino Night: Granger High School, Presenter
April 2015

College Night: Granger High School, Presenter, UITE
October 2014

IME Scholarship Committee Selection Member, UNM
November 2013
(*Instituto de Mexicanos en el Extranjero*, Mexican Consulate)
UNM El Centro de la Raza Excellence Award Committee Member May
2013

New Mexico Shared Knowledge Conference Planning Committee, UNM 2012-
2013

Faculty of Color Awards Committee Chair, UNM
Spring 2011

UNM New Graduate & Professional Student Orientation Chair Fall
2010

Critical Knowledge Symposium Planning Committee, UNM
Spring 2010

Raza Graduate Student Association Member, UNM
August 2009-July 2011

Project for New Mexico Graduates of Color, Mentee UNM
August 2007-June 2009

Movimiento Estudiantil Chicana/o/x de Aztlán (MEChA) de UNM Member August
2006 -May 2008

Young Women United Member, Recruiter
July 2001 -March 2012



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/23/2025

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).

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| INSURED Elizabeth C. Silva, LLC 1720 Wilmore Dr SE Albuquerque, NM 87106 | INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: |
| | NAIC # 10200 |

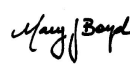
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS 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 |
|----------|---|-----------|----------|----------------|-------------------------|-------------------------|--|
| | COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: | | | | | | EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG \$ \$ \$ \$ \$ \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) \$ \$ \$ \$ |
| | UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ | | | | | | EACH OCCURRENCE AGGREGATE \$ \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> Y / <input type="checkbox"/> N / A | | | | | | PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT \$ \$ \$ |
| A | Professional Liability | | | P101.531.014.3 | 02/14/2025 | 02/14/2026 | Each Claim: \$ 1,000,000 Aggregate: \$ 2,000,000 |

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 City of Santa Fe PO Box 909 Santa Fe, New Mexico 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  |
|--|--|

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YCVI Admin Services Contract Packet


Final Audit Report


2025-06-12


| | |
|-----------------|--|
| Created: | 2025-06-02 |
| By: | Kristy Miera (kamiera@santafenm.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAJivVLm4Sh-pE9kGxWN7IOdy2N2mTuPzK |


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Signature: 

Email: xivigil@santafenm.gov