

Date: December 1, 2025

To: Mark Scott, City Manager

From: Sam Burnett, Interim Public Works Department Director 
JOHN BURNETT (Dec 1, 2025 09:37:49 MST)

Subject: Professional Services Agreement with NMGA for Legislative Grant Administration

Vendor Name: New Mexico Grant Administration

Vendor No.: 10875

ACTION:

Request for Approval of a Professional Services Agreement with New Mexico Grant Administration for an Amount Not to Exceed \$200,000 Including NMGR for On Call Infrastructure Capital Improvement Plan (ICIP), Legislative Grant Administration and Capital Program Management Services for a Term of One Year. (Sam Burnett, Interim Public Works Department Director, jsburnett@santafenm.gov)

CONTRACT NUMBER:

The Munis Contract Number is 3260275.

BACKGROUND AND SUMMARY:

The Public Works Department has historically managed the annual Infrastructure Capital Improvement Plan (ICIP) process and the administration of legislative grants on behalf of the City. The City currently maintains 74 active legislative grants with a total value of \$63 million. This volume of work requires dedicated technical capacity to ensure the City meets all planning, reporting, compliance, and expenditure requirements associated with State-funded capital projects.

The proposed Professional Services Agreement with New Mexico Grant Administration (NMGA) will formalize and strengthen the City's ICIP development and legislative grant administration functions. NMGA is an experienced and proven contractor with a demonstrated record of supporting public agencies in the management of State capital programs. Under this agreement, NMGA will work in close coordination with City staff to deliver timely, compliant, and transparent ICIP development and legislative grant oversight. The additional subject-matter expertise and staffing capacity are intended to improve the City's ability to secure State capital funding, accelerate expenditures, and enhance the overall delivery of capital improvements and related community services.

ATTACHMENTS:

Professional Services Agreement
Vendor Quote
CES Agreement 2025-03-C212-ALL
Certificates of Insurance
Horizons Declination
CPO Blanket List

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Funding will be provided on a project-by-project basis.

Fund Name/Number: various

Munis Org Name/Number: various

Munis Object Name/Number: various

Budget Officer/Designee: Andy Hopkins Date: 01/05/2026

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used is NMSA 1978, Section 13-1-135, Cooperative Educational Services (CES) Agreement 2025-03-C212-ALL, which expires on November 25, 2028.

Chief Procurement Officer (CPO)/Designee: [Signature] Date: 01/08/2026

CPO Comment/Exceptions: _____

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: _____

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Capital Asset or Project? Yes | No

Project Ledger Number _____

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

CITY OF SANTA FE
PROFESSIONAL SERVICES CONTRACT

On-Call ICIP, Legislative Grant Administration and Capital Program Management Services

THIS CONTRACT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the "City," and **New Mexico Grant Administration**, 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 Contract is in accordance with the provisions of NMSA 1978, Sections 13-1-28 through 13-1-199 pursuant to NMSA 1978, section 13-1-NMSA 1978, Section 13-1-135, Coop; 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 Contract; and

The City and the Contractor hereby agree as follows:

1. Scope of Work

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

New Mexico Grant Administration (NMGA) shall provide on-call Infrastructure Capital Improvement Plan (ICIP), Legislative Grant and Capital Program Administration Services [on an on-call basis and pursuant to the quote attached as Exhibit A](#). Once a need is identified, the City's Capital Projects Manager or Public Works Director ("Task Manager") will issue a written task ("Task Order") that will detail required services. Upon receiving the request for services, NMGA shall provide a cost estimate for the services. The Task Manager Issuing a Purchase Order for the Task will be Contractor's notice to proceed on the work.

2. Standard of Performance; Licenses

A. The Contractor does hereby accept its designation as a professional service, rendering services related to ICIP and Capital Outlay Grant Administration for the City, as set forth in this Contract. 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 as per task order. When a task order request for quote is issued, the contractor will price work using pricing in the contract or any amendments at the time. **The total amount payable to the Contractor under this Contract, including gross receipts tax, shall not exceed two hundred thousand dollars (\$200,000.00). This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Contract shall equal the amount stated herein. The New Mexico gross receipts tax levied on the amounts payable under this Agreement shall be paid by the City to the Contractor.**

B. 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 Contract reach 90% of the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Contract being amended in writing prior to those services in excess of the total compensation amount being provided.

C. Invoicing and Payment Terms

Payment will be made upon the City's acceptance of deliverables and receipt of a detailed invoice from the Contractor. Payments will be sent to the Contractor's designated address. The City shall issue payment in accordance with the timelines required by law. Invoices must [clearly identify the task associated with each line item and](#) be submitted monthly and no later than fifteen (15) days after the completion of each Task order completion. Late invoices will not be processed or paid.

4. Term

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY.

This Contract shall terminate four (4) years from the date of final signature unless terminated pursuant to Paragraph 5 (Termination) or Paragraph 6 (Appropriations). A contract for professional services may not exceed four years, including all extensions and renewals, except as otherwise provided by NMSA 1978, Sections 13-1-150 through 13-1-152 or SFCC 1987, Section 11-13.

5. Termination

A. Grounds. The City may terminate this Contract 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 Contract based upon the City's uncured, material breach of this Contract.

B. Notice; City Opportunity to Cure.

- i) The City shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.
- ii) 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 Contract 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.

iii) Notwithstanding the foregoing, this Contract 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 Contract, the Contractor is suspended or debarred by the City; or (iii) the Contract is terminated pursuant to Paragraph 6, "Appropriations", of this Contract.

C. Liability. Except as otherwise expressly allowed or provided under this Contract, 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 Contract. 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 CONTRACT*

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, NMSA 1978, Chapter 10, Article 16.
- 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 Contract 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 Contract, 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 Contract, 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 Contract, and the related Exhibits and Schedules, the statements in the body of this Contract 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.

Cooperative 13-1-135

This Contract is issued against the Cooperative Education Services Master Agreement CES Contract #2025-03-C212-ALL Grant Writing Services, established and maintained by Cooperative Education Services, and through this language hereby incorporates this Contract 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. **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, NMSA 1978, Section 41-4-1, et. seq., 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 person identified or their successors in the same position:

To the City:

Chief Procurement Officer
purchasing@santafem.gov
PO Box 909
Santa Fe, NM 87504-0909

City Department Contact

Sean Moody
Capital Projects Manager
737 Agua Fria Street
Santa Fe, NM 87501
sxmoody@santafem.gov
505-955-6931

To the Contractor:

New Mexico Grant Administration
Talal Saint-Lot
7100 Calle Alegria NE
Albuquerque, NM 87113
talal@nmgrants.com
505-695-2814

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 Contract, 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 Contract and under law or equity.

32. Equitable Remedies

The Contractor acknowledges that its failure to comply with any provision of this Contract 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 Contract 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 Contract without cost to the City, if the Contractor fails to meet the provisions of this Contract and, except as otherwise provided herein, to hold the Contractor liable for any excess cost occasioned by the City due to the Contractor's default. The Contractor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the

control and without the fault or negligence of the Contractor; such causes include, but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of 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 Contract.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]
[SIGNATURE PAGE TO FOLLOW]

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:

BRIAN MOYA



~~Mark Scott, City Manager~~

Talal Saint-Lot, Founder

Chief Brian Moya, Interim City Manager

DATE: Nov 7, 2025

NMBTIN: NM CRS 03-537559-00-0

ATTEST:

[Handwritten signature]

Interim CITY CLERK

[Handwritten initials]

Approved to form and legal sufficiency by:

Kevin L. Nault

Kevin L. Nault (Nov 7, 2025 11:28:19 MST)

ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

BRIAN MOYA

~~FINANCE DIRECTOR~~

Chief Brian Moya, Interim City Manager

EXHIBIT A

PROPOSAL FOR

PROFESSIONAL CONSULTING &

TECHNICAL SERVICES

CITY OF SANTA FE



SEPTEMBER 17, 2025



NEW MEXICO GRANT ADMINISTRATION

Our Mission

The New Mexico Grant Administration aims to increase access to grant funding for New Mexicans by offering comprehensive grant consulting services to organizations across our state, such as local governments, non-profits, tribal entities, school districts, and businesses. We understand how difficult it can be to develop and maintain the internal capacity to secure and administer grant funding. As a reliable and committed partner, NMGA will instantly expand your capacity to tap into millions of federal and state dollars without taking on the additional workload and risk.

Community Driven

We understand that our shared success is the fundamental driver of the long-term relationships that we seek to establish with each of our clients, or in other words, your success is our success. In recognizing this, we strive to build and support the communities in which we live by supporting programs that contribute to equitable and sustainable socioeconomic development, building critical public infrastructure, and advance community-based initiatives that benefit the wider public.

Expert Led

Grant writing is often the first thing that comes to mind when considering grant funding, but the truth is that writing is the easiest part! Formatting, coordinating, and organizing the several components of grant applications for complex federal programs requires experience, technical skills, and project management that NMGA is capable of delivering. Dissecting and digesting funding opportunity announcements, creating timelines, assigning roles, setting milestones, developing data collection methods, and garnering support from elected officials are all part of our service package.

Comprehensive Approach

Over the years, we have realized the importance of developing a strategic approach to the grant application process. Our approach is comprehensive and all-encompassing so that our clients are able to establish long-term relationships with the funding agencies and increase the likelihood of being awarded in the future. We handle every aspect of the entire grant cycle on our clients' behalf including grant agreement execution, financial/programmatic reporting, grant closeout, and potential audit.

Proposed Project Team



Talal Saint-Lôt, Founder and Project Director

Education

Dual Masters in Community Regional Planning & Public Administration, University of New Mexico
Certified Project Manager PMI, Grantsmanship Training Program, The Grantsmanship Center

Project Role & Qualifications

Talal oversees NMGA's operations, with 14+ years of grant writing and administration experience he brings extensive grants knowledge and experience working on projects across multiple industries funded by a wide variety of international, government, and private agencies. Throughout his career, Talal has assisted local New Mexican communities and non-profits to secure and administer over \$100 million in funding. He will serve as your primary contact and will work to ensure the highest quality writing and consulting services are tailored to your specific needs.



Cameron Powers, Project Manager

Education

Bachelors of Arts in History & Government, New Mexico State University
Minors in Justice, Political Philosophy, and Law & Public Administration and Policy
J.D. Candidate, University of New Mexico

Project Role & Qualifications

Cameron brings a passion for public service and a strong background in government affairs, community engagement, and policy to NMGA. A New Mexico State University graduate, he has worked with members of Congress, statewide political campaigns, and community programs to improve tribal infrastructure, support first responders, and strengthen local nonprofits. His experience spans constituent services, grassroots organizing, and legislative advocacy, making him a valuable asset to NMGA's mission of helping communities access and manage critical funding.



Paula Gonzales, Senior Organizational Strategist

Education

Certified Federal Grant Manager, Management Concepts

Project Role & Qualifications

Paula is a Certified Federal Grant Manager with over 27 years of leadership experience in grant administration, program management, and public sector finance. She has successfully led grant initiatives for state agencies, nonprofits, and consulting projects—designing federal compliance systems, building funding pipelines, and securing millions in competitive awards. Paula is known for her strategic problem-solving, deep knowledge of 2 CFR 200, and ability to navigate the nuanced “grey areas” of grant management to deliver results.



Katie Stair, Senior Organizational Strategist

Education

Master of Science in Organization Management, Sage Graduate School
Bachelor of Arts in Communications, Marist College

Project Role & Qualifications

Katie Stair has extensive experience in grant writing and management, with a proven ability to secure and oversee funding from federal, state, local, and corporate sources. Located in Las Cruces, she has conducted grant research, crafted competitive proposals, managed grant awards, and ensured compliance with reporting requirements.

Scope of Services

Annual ICIP Development & Submission

Update and Data Entry

- Manage process to update ICIP with department directors and project managers.
- Quality-control project worksheets to ensure accuracy of funding, scope, and schedule.
- Oversee entry of project worksheets into DFA system

Staff and Regional Labor Capacity Analysis:

- Work with Department Directors to assess staffing and contractor capacity and align with project needs.
- Recommend project planning adjustments to avoid capacity bottlenecks.

Project Prioritization

- Produce ICIP Summary Report from updated project worksheets
- Facilitate executive prioritization workshops to confirm Top 5 and Top 20
- Report on projects added and subtracted from the list
- Document rationale for prioritization and align with state funding tendencies

Public and Governing Body Process

- Work with City Legislative Services to develop Resolution to adopt ICIP
- Present at Governing Body meeting to gather public comment
- Support City Manager in meetings with Councilors on ICIP

Capital Outlay Grant Administration

Grant Execution

- Manage ~60 active and ~15 new agreements each year.
- Support departments to complete packets for Governing Body approval (memo, BAR, PLID).
- Support adoption of Resolutions as required by legislative grants.
- Coordinate granting agency final execution of agreements

NOOs, Reimbursements and Status Updates

- Collect contracts, quotes and POs from project managers for NOO submittal
- Coordinate with DFA, DOT, or NMED to secure NOOs timely
- Track encumbrance of grant amounts
- Compile invoices and payment proof for quarterly reimbursement submissions
- Submit project status updates into State's PARS system.

Compliance & Monitoring

- Verify City and State requirements are met (anti-donation, procurement, encumbrance and expenditure timelines)
- Flag ineligible appropriations and escalate as needed

Scope of Services

Standardization & Reporting

Procedure Development and Training

- Draft and maintain SOPs for ICIP and grant administration.
- Standardize procedures for packet prep, reimbursements, and reporting.
- Develop training materials and checklists for compliance.
- Provide training for City staff.

Reporting

- Track KPIs: # of executed grants, timely encumbrance and expenditures, project progress
- Provide regular executive updates.

Capital Project Reporting

Report on Capital Projects with Legislative Funding

- Amount and source funds on hand, % complete, key milestones, possible additional funding
- Legislative grant amounts encumbered and spent
- Create briefing materials for leadership and Council.

Additional Services as Requested

Capital Planning Software Implementation

- Configure and integrate new capital planning software with ICIP, finance, and asset management systems.
- Provide staff training, onboarding materials, and troubleshooting support.
- Guide change management to ensure a smooth transition from manual to automated processes.

Capital Project Reporting

- Develop and maintain a Capital Projects Strategic Plan, including funding reconciliation, sequencing, and workload prioritization.
- Establish performance metrics, dashboards, and a standardized tracking system for capital projects.
- Conduct labor capacity analysis and maintain a communications plan to inform leadership, Council, and stakeholders.

Cost Structure

ASSUMPTIONS

- Pricing based on CES Contract #2025-03-C212-ALL
- Contract Term: Four (4) years

PRICING for SERVICES (including GRT)

See Attached CES Cost Proposal

Sample Task Order Quote for City of Santa Fe Annual ICIP, Grant Administration and Reporting:

Activity	Estimated Hours	Estimated Hours	Rate (Blended)	Annual Cost
ICIP Development & Submission	<ul style="list-style-type: none">• 80–100 hours for kickoff coordination and worksheet QC• 150 hours for DFA entry and summary prep• 120 hours for prioritization facilitation and executive engagement• 115 hours for report writing and adoption processes.	465	\$140/hr	\$65,100
Capital Outlay Grant Administration	<ul style="list-style-type: none">• ~10 hours per active grant on execution, amendments, NOOs, and monitoring reimbursements for ~60 grants	600	\$140/hr	\$84,000
Capital Project Reporting & Data Management	<ul style="list-style-type: none">• 120 hours for ongoing ICIP tracking• 100 hours for annual and ad-hoc reports• 100 hours for visuals, appropriation analysis, and executive briefing prep.	320	\$140/hr	\$44,800

Sample Task Order Cost for Annual ICIP, Grant Administration and Reporting: \$194,000 Including NMGRT.

Inclusions

- All travel within Santa Fe for meetings.
- All administrative, reporting, and document preparation tasks.
- Project management and executive-level oversight by NMGA Principal Consultant.
- Technical and compliance support from former DFA Federal Grants Bureau Chief.
- Administrative and reporting assistance from NMGA support team.
- Coordination with City staff, external agencies (DFA, NMDOT, DOT), and vendor for capital planning system.

Exclusions

- Out-of-area travel (if required) - billed at cost with prior approval.
- Third-party software licensing fees (e.g., OpenGov).
- Legal review fees (if any) required by the City or other agencies.

Product Name	Product Description	Unit Of Measure	All Regions	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8
Grant Writing Services for Non-Profits Grants	Hourly Rates	cost	\$ 142	\$ 142	\$ 142	\$ 142	\$ 142	\$ 142	\$ 142	\$ 142	\$ 142
Managing Grant Award Services	Hourly Rates	cost	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120
Grant Funding Strategies	Hourly Rates	cost	\$ 160	\$ 160	\$ 160	\$ 160	\$ 160	\$ 160	\$ 160	\$ 160	\$ 160
Grant Status Report Preparation	Hourly Rates	cost	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120
Grant Budget Preparation and Management Services	Hourly Rates	cost	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120
Project Management Service	Hourly Rates	cost	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120
Coordination of Public Outreach and Notices Services	Per Meeting Rates	cost	\$ 95	\$ 95	\$ 95	\$ 95	\$ 95	\$ 95	\$ 95	\$ 95	\$ 95
Conducting and Managing Public Meetings	Hourly Rates	cost	\$ 95	\$ 95	\$ 95	\$ 95	\$ 95	\$ 95	\$ 95	\$ 95	\$ 95
Research for Available Funding Sources	Hourly Rates	cost	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80

CES Contract #2025-03-C212-ALL

Professional_Services_Legislative Grant Management NMGA On-Call

Final Audit Report

2025-11-07

Created:	2025-11-06
By:	MATTHEW HARDING (mrharding@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAApME216S1L_Agz3IWJbkMWazQ8DQuCZVE

"Professional_Services_Legislative Grant Management NMGA On-Call" History

-  Document created by MATTHEW HARDING (mrharding@santafenm.gov)
2025-11-06 - 5:56:57 PM GMT- IP address: 63.232.20.2
-  Document emailed to Talal Saint-Lot (talal@nmgrants.com) for signature
2025-11-06 - 5:57:51 PM GMT
-  Email viewed by Talal Saint-Lot (talal@nmgrants.com)
2025-11-07 - 6:14:58 PM GMT- IP address: 18.88.35.175
-  Document e-signed by Talal Saint-Lot (talal@nmgrants.com)
Signature Date: 2025-11-07 - 6:15:41 PM GMT - Time Source: server- IP address: 18.88.35.175
-  Document emailed to Kevin Nault (klnault@santafenm.gov) for signature
2025-11-07 - 6:15:43 PM GMT
-  Email viewed by Kevin Nault (klnault@santafenm.gov)
2025-11-07 - 6:27:41 PM GMT- IP address: 172.59.2.22
-  Signer Kevin Nault (klnault@santafenm.gov) entered name at signing as Kevin L. Nault
2025-11-07 - 6:28:17 PM GMT- IP address: 172.59.2.22
-  Document e-signed by Kevin L. Nault (klnault@santafenm.gov)
Signature Date: 2025-11-07 - 6:28:19 PM GMT - Time Source: server- IP address: 172.59.2.22
-  Agreement completed.
2025-11-07 - 6:28:19 PM GMT



Contract Award Letter

January 17, 2025

New Mexico Grant Administration
7100 Calle Alegria NE
Albuquerque, NM 87113

RFP NUMBER: 2025-03
RFP DESCRIPTION: Professional Services for Education
CONTRACT NUMBER: 2025-03-C212-ALL
CATEGORY 2 - GRANT WRITING SERVICES

Dear Procurement Partner

Cooperative Educational Services (CES) thank you for responding to our 2025-03 solicitation. The responses have been reviewed and it is our pleasure to inform you that your company has been selected to provide the products and services indicated in your response.

The Contract, in conjunction with the RFP documents, constitute the Agreement between the parties. Please retain all documents for your records. This Price Agreements contract, beginning November 26, 2024, and expiring November 25, 2028, pursuant to 13-1-150 NMSA.

It is the vendor's responsibility to keep pricing up to date throughout the life of the contract.

Sincerely yours,

Cooperative Educational Services

A handwritten signature in black ink that reads "David Chavez". The signature is written in a cursive style with a large, looping 'D' and 'C'.

David Chavez
Executive Director, Chief Procurement Officer
Office: 505.344.5470

ACCEPTANCE OF PROPOSAL AND OFFER AND CONTRACT AWARD

RFP NUMBER: 2025-03

RFP DESCRIPTION: Professional Services for Education

CONTRACT NUMBER: 2025-03-C212-ALL

CATEGORY 2 - GRANT WRITING SERVICES

CONTRACT

This contract award is being made by Cooperative Educational Services (“CES”), 10601 Research Rd. SE, Albuquerque, New Mexico 87123 effective this 26th day of November 2024, to New Mexico Grant Administration, with its principal office located at 7100 Calle Alegria NE, Albuquerque, NM 87113, pursuant to the above referenced CES conducted Request for Proposal (“RFP”) or Request for Bids (“RFB”) procurement, and Contract Holder accepts the award and enters into this contract pursuant to the following terms and conditions.

RECITALS

Cooperative Educational Services (CES) is a cooperative procurement agency created by a Joint Powers Agreement as authorized by Section 11-1-1, et. seq., N.M.S.A., 1978, and Section 13-1-135 and procures tangible personal property, services and construction services (“Products, Services and/or Construction Services”) pursuant to the New Mexico Procurement Code for the benefit of its Members and Participating Entities. The Members consist of public educational institutions in New Mexico that are signators to a Joint Powers Agreement establishing CES as their procurement agency. The Participating Entities are governmental and 501(C) (3) organizations that have entered into Participating Entity Agreements with CES which allow them to take advantage of the procurement efforts of CES.

The undersigned (“Contract Holder”) has successfully responded to a RFP or RFB published by CES in accordance with the Procurement Code, (13-1-103, 111, 112), and Contract Holder is being awarded this RFP or RFB contract by CES which allows Contract Holder to offer Products, Services and Construction Services in accordance with the terms and conditions set forth herein and in the RFP or RFB documents and this contract award.

CONTRACT TERMS

1. The initial contract term shall be from the effective contract award date November 26, 2024, through November 25, 2028. CES reserves the right to renew the Contract through a written amendment signed by all required signatories, but in any case, the Contract shall not exceed the total number of years allowed pursuant to NMSA 1978 13-1-150. CES reserves the right to offer month-to-month extensions if it is determined by CES to be in the best interest of CES Members/Participating Entities

2. Contract Holder agrees and acknowledges that the contract terms and provisions are those contained in the above referenced RFP or RFB and agrees to furnish all Products, Services and/or Construction Services in compliance with all terms, conditions, specifications of and amendments to this RFP or RFB. Contract Holder understands that his obligations under this RFP or RFB contract extend to CES Members and Participating Entities who are third party beneficiaries of

this RFP or RFB procurement process. The Members/Participating Entities may negotiate with Contract Holder certain additional terms and conditions relating to the scope of services and other performance details. However, the terms and conditions of the RFP or RFB may not be altered or amended except with the approval of CES and in accordance with the State Procurement Code.

3. Contract Holder acknowledges and agrees that CES' purpose and function is to act as a cooperative procurement agent on behalf of its Members and Participating Entities so that they may take advantage of these procurement efforts. CES does not have any subsequent responsibility relating to the quality and fitness of any Products, or the performance of any Services and Construction Services by Contract Holder. Any purchase orders placed by a CES Member or Participating Entity with Contract Holder directly or through CES and any resulting contract between the Contract Holder and a CES Member or Participating Entity do not create any additional obligations on the part of CES.

4. For transactions which involve CES transmitting purchase orders from a Member/Participating Entity to Contract Holder, CES volunteers to act as a payment facilitator to make payments to Contract Holder with funds transferred to CES by the Member/Participating Entity in accordance with Member/Participating Entity's written instructions and to provide an accounting of all monies paid or received by CES pursuant to this Agreement. CES also volunteers to provide informal mediation services between Contract Holder and Member/Participating Entity in the event any dispute arises between them.

5. Contract Holder understand and agree that upon CES' receipt of funds from the Member/Participating Entity, CES has no right or authority to thereafter apply those funds to any purpose other than as instructed by Member/Participating Entity. CES shall incur no liability to Contract Holder except for liability arising from CES' own gross negligence or willful misconduct to the extent allowed by New Mexico law. Through this procurement process, Contract Holder is authorized to provide the described Products, Services or Construction Services. CES has no obligation or right to involve itself with the manner or method by which Contract Holder provides these Products, Services or Construction Services.

6. To the extent allowed by New Mexico law, Contract Holder agrees to hold CES harmless from all costs, expenses, attorney fees and judgments based upon claims between a Member/Participating Entity and Contract Holder in connection with the specified Products, Services or Construction Services provided by Contract Holder.

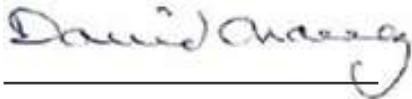
7. Contract Holder agrees that it will not assert any claim against CES in the event that a dispute arises regarding the alleged failure of Contract Holder or a Member/Participating Entity to perform as provided for in the RFP or RFB documents, any purchase order or other contract between Contract Holder and a Member/Participating Entity. This does not include claims against CES based upon the alleged gross negligence or intentional acts of CES.

8. Any liability incurred in connection with this Agreement shall be subject to the immunities and limitations of the New Mexico Tort Claims Act, §§ 41-4-1 et seq, NMSA 1978, as amended.

The Recitals are incorporated herein as contract terms.

Agreed effective the above date.

Cooperative Educational Services



Electronically Signed on 01/17/2025

Executive Director

Date: 01/16/2025

New Mexico Grant Administration

Talal Saint-Lot

Electronically Signed on 01/16/2025

President



GENERAL SCOPE OF WORK AND SPECIFICATIONS

2025-03 Professional Services for Education

Category 2 – Grant Writing Services

PART I INTRODUCTION

A. GENERAL

The purpose of this Request for Proposal is to solicit sealed proposals to establish, through competitive public solicitation and negotiation, a multi-year cooperative contract, or contracts, between Cooperative Educational Services and the successful Offeror(s).

B. NOTICE

Price agreements resulting from this RFP, are pursuant to New Mexico Procurement Code, NMSA, 1978, 13-1-117 and NMSA, 1978, 13-1-153.

All costs associated with preparing quotes/job orders/cost proposals shall be the responsibility of the Offeror and must be based on the scope of work and in compliance with the pricing submitted.

PART II - SCOPE OF WORK AND SPECIFICATIONS

CATEGORY 2 – Grant Writing Services

1. General Requirements

Cooperative Educational Services (CES) on behalf of its current and future Members and Participating Entities is seeking qualified persons and firms to work with Members and Participating Entities that provide a full range of grant writing services including, but not limited to: compiling research and data required for grant submittals, filing applications, and securing grants related to various areas for K-12 and Higher Education Schools and Universities, Cities, Counties, State agencies, etc. in New Mexico for our Membership. Grants can be, at the minimum, from Non-Profit and for-Profit Foundations, Independent Private Organizations, Federal Funds, Corporate and Community Foundations, Financial institutions, etc. CES is requiring that successful firms have a proven record of accomplishment, applying for and receiving grant funds.

2. Categorical Specifications

CES seeks to increase its awareness of grant opportunities for our Membership, and have our Membership apply for grants to meet the delivery and the goals of CES Members without utilizing tax dollars or taking away funds from other projects. The grant writer will be working on grants that support qualifying educational and government products and services pursuant to requirements by local, city, state and federal rules and regulations. CES also understands every Offeror is unique and has its own capabilities and methodologies when approaching grant writing projects. The



specifications listed below are to provide Offerors with minimum guidance and insight as to what is being sought in this solicitation.

1. Grant Research

- a. The contractor will research and locate relevant grant opportunities.
- b. The contractor will meet with designated CES member staff at a minimum once per month to discuss the current list of grant opportunities.
- c. Conduct thorough research to identify relevant grant opportunities in the areas of CES Member's needs.
- d. Stay up to date with available funding sources, local, city, state, and federal government programs, private foundations, and other potential grant providers. These meetings can be in person or virtual.
- e. Analyze each opportunity to determine its suitability, including the type of grant, funding availability, required match, timelines, and potential impacts to the CES Member.
- f. Compiling demographic, financial, employment and other relevant data required for grant submittal.

2. Grant Analysis and Assessment

- a. The contractor will perform and provide an analysis and assessment of each potential grant opportunity to the CES Member.
- b. Provide detailed analyses for each potential grant opportunity, including a comprehensive overview of the grant requirements, eligibility criteria, and application process.
- c. Assess the potential impacts of each grant and determine their alignment with CES Member goals and objectives.
- d. Work with CES Member staff to obtain approval before the submission of grant proposals.

3. Coordination and Collaboration

- a. The contractor shall coordinate and collaborate with CES Member staff prior to writing and applying for any grants.
- b. The contractor shall meet with the assigned CES Member staff to review funding opportunities on an ongoing basis. These meetings can be in person or virtual.
- c. Collaborate with appropriate CES Member staff and departments to ensure seamless coordination and integration of grant-related activities.
- d. Engage in regular communication and consultation with relevant stakeholders to gather necessary information and ensure alignment with CES Member goals.
- e. Write and apply for all grants approved by CES Member staff.

4. Grant Writing

- a. The contractor shall write and apply for all grants approved by CES Member staff.



- b. Write and apply for all grants approved by CES Member staff.
 - c. Maintain a master list of all grants applied for and the award status.
5. Project Support and Compliance
- a. The contractor will assist with contracting, and compliance as requested by CES Member goals staff.
 - b. Meeting to be scheduled as needed.
 - c. Be accountable for the development of grant proposals, ensuring they comply with all necessary regulations, guidelines, and documentation requirements.
 - d. Prepare and develop any documentation that may be required by Federal regulations 2 C.F.R Part 200 which establishes uniform administrative requirements, cost principles, and audit requirements for Federal awards to non-Federal entities.
 - e. Facilitate the contracting process with grant providers, including negotiation, review, and selection as needed By the CES Member.
 - f. Ensure contract compliance by remaining knowledgeable for all awarded grant opportunities.
6. Project Management
- a. Contractor shall prepare and submit to the CES Member for approval a project management plan that: specifies a schedule of work; details the roles and responsibilities of contractor and sub-contractors; identifies work tasks, milestones, and review/comment milestones; and a public outreach plan.
 - b. Contractor will participate in meetings as required with CES Member and meetings with specific CES Member departments, key stakeholders, and outside agencies, as necessary.
 - c. Contractor will prepare meeting agendas and keep meeting notes.
 - d. Contractor will promptly respond to CES Member requests both routine and emergency.
7. Coordination of Public Outreach and Notices
- a. Contractor will ensure the proper delivery of notices and other documents to third parties as required by applicable with respect to the preparation and completion of each deliverable.
 - b. Contractor will coordinate and conduct public outreach for the creation of the key deliverables.
 - c. Public Engagement Strategy will be submitted for CES Member approval that outlines the respondent's role in leading public forums and meetings, identifying creative approaches for successful public engagement, preparing meeting materials, and coordinating with the CES Member to communicate public outreach opportunities.



8. CES Member Oversight

- a. A designated individual will be responsible for management of the contract for the City (“Project Manager”).
- b. The CES Member will provide reasonable assistance to the contractor in the scheduling of meetings, interpretation of policy and procedural requirements, research relating to internal documents, coordination with outside agencies and CES Member staff, but the CES Member’s obligation will not limit the contractor’s obligations to perform the Services as agreed upon.
- c. The CES Member will rely on the personnel, experience, and expertise of the contractor to ensure all necessary components of the scope of work are completed.

9. Timeline and Budget

- a. Contractor will perform all services and complete all deliverables within the agreed-upon schedule and budget as provided by the executed contract and or purchase order.

3. **Categorical Definitions:**

Please review the link below to the acronyms related to this category.

[GrantAdministrationCommonAcronyms.pdf](#)

4. **Price and Cost Submittal**

- A. Pricing Form must be completed for evaluation purposes. This is a “Market Basket” of line items for evaluation purposes. Additional pricing information and documentation must be placed in the “Attachments Tab”.
- B. The pricing proposal shall be inclusive of the CES 1.25% administrative fee and all costs, direct or indirect.
- C. Additional Pricing must be submitted in the “Attachments Tab.” All additional prices, schedules with prices must have a clear and detailed description of all activities, tasks, products and/or services proposed. Pricing must be separated by materials, reimbursable and labor as separate

**Omissions in this proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, installation, operation, and support of any and all products or services.*

(REMAINDER OF PAGE LEFT BLANK INTENTIONALLY)

ATTACHMENT B
TO
ACCEPTANCE OF PROPOSAL AND OFFER
AND CONTRACT AWARD

PRICING

All pricing including updates/changes must be uploaded through the vendor portal in the eProcurement System for review and approval by CES.

A Price List/Pricing: The Offeror will upload through the vendor portal electronic copies of or provide electronic access to the approved current price list(s) for products and services offered under this solicitation (RFP) upon execution of this contract. The Offeror must keep current all pricing for any contract issued as a result of this solicitation. Should the Offeror fail to update pricing with CES, the Offeror shall honor their pricing on file with CES at the time of their quote submittal to the CES Member/Participating Entity. Discounts off the current price list are permitted and must remain firm throughout the life of the contract. Discount off list price must be clearly noted in the price quote to the member. All pricing must include the CES administration fee.

B New Technology and Products: New products or related services announced by manufacturer and/or Contractor may be added to this existing contract. Pricing shall be equivalent to the percentage discount of other product(s); is substantially superior to the original product(s) offered; is discounted in a similar or to a greater degree; and if the product(s) meet the requirements of the original RFP. No products may be added to avoid competitive procurement procedures. CES is responsible for approving any product, service or technology for this contract. CES can reject any approved additions, any new product, service or technology for this contract, without cause.

C Price Quote/Proposal: When preparing a quote/proposal under a CES awarded contract, the Offeror must clearly identify and break out quantities, descriptions, supplies, materials, equipment and services into individual line items as they appear on the Offeror's awarded price schedule or pricing methodology. At a minimum all quotes or proposals shall include the following: description, "hourly labor rate or the list/catalog unit price", "the per cent discount offered" and the final "CES price". All stated prices must include the CES one point two five percent (1.25%) administrative fee. Shipping/Freight costs and the New Mexico Gross Receipts Tax as applicable must be stated in separate lines.

D Price Reduction, Promotional and Special Pricing: A price reduction can be offered at any time and will become effective upon approval by CES. CES reserves the right to approve or disapprove such requests.

E Price Increases: Anytime during the life of the contract, pricing can be updated (increased/decreased) with proper justification letter from the manufacturer or distributor thereof and will become effective upon approval by CES. CES reserves the right to approve or disapprove

such requests.

F Price Surcharges: Depending on current market conditions, surcharges may apply as approved by CES.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/28/2025

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 be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AP INTEGRO INSURANCE GROUP LLC 76250846 PO BOX 31241 SALT LAKE CITY UT 84131	CONTACT NAME:	
	PHONE (888) 289-2939 (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Hartford Insurance Company of the Southeast	NAIC# 38261
INSURED NEW MEXICO GRANT ADMINISTRATION LLC 7100 CALLE ALEGRIA NE ALBUQUERQUE NM 87113-1368	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	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 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 <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE AGGREGATE	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	76 WEG BM8EBV	01/01/2026	01/01/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE -EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000	

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

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

City of Santa Fe
 200 LINCOLN AVE
 SANTA FE NM 87501

CANCELLATION

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

Susan L. Castaneda

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From: [Matt Loehman](#)
To: [ARCHULETA, AMANDA J.](#)
Subject: Re: SOW Determination - Traffic Control
Date: Monday, November 10, 2025 8:54:43 AM

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

Good morning Amanda,

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 Fri, Nov 7, 2025 at 3:25 PM ARCHULETA, AMANDA J. <ajarchuleta@santafenm.gov> wrote:

Good Afternoon Matt,

We are requesting your determination on the following scope of work, please let me know if you have any questions:

Provide engineered and stamped plans and install traffic control on US 285.

Each intersection will require traffic control for three days then move to next intersection and the traffic signal will be non-functioning during the three days.

Traffic message boards will be installed one at Alamo and US285 toward Southbound traffic and one at Cerrillos and St Francis facing Northbound Traffic.

Thank you in advance,

Amanda Archuleta

Public Works - Complete Streets Contracts Administrator

Phone: 505-955-6631

Mobile: 505-629-7286

Email: ajarchuleta@santafenm.gov



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, 2026, 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, specific determinations 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
- Animal/k9 boarding - basic
- Auctioneers
- Audio-visual equipment setup and routine maintenance for events and presentations (including projectors, microphones, and speakers)
- Automotive mechanical services - all - including vehicle inspection, diagnostics, repair labor, parts replacement, and routine maintenance (e.g., oil changes, brake service, tune-ups, etc.)
- Banking Services (routine, transaction-based)
- Boiler testing/water treatment service
- Bookkeeping service (routine, transaction-based)
- Biohazard clean-up and disinfection services for crime scenes, homicides, suicides, unattended deaths, car accidents, deadly car crashes and cleanup of police units, along with any other biohazard situations. Building alarm systems, service and repair
- Check collection service
- Clothing, textile fabrication repair service

General Services (continued):

- Commercial laundry service, dry cleaning, etc.
- Communications systems installation, servicing, and repair
- Conference and trade show coordination
- 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 - Includes filter changes, inspections, cleaning, minor repairs, and system diagnostics.
- 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

General Services (continued):

- Marine equipment inspection, certification, and repair
- 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
- Traffic control services - including certified flaggers, barricade setup/removal, temporary signage, and traffic control plans (not involving permanent installations or design engineering)
- Training - when offered as a regular course by an institution (such as a college or university)
- Travel service - air, surface, water
- 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)
- Hearing officer services
- Independent Verification and Validation
- Information Technology Hosting when it includes Maintenance and Support
- Information Technology Maintenance
- Information Technology Management
- Information Technology Programming
- Information Technology Risk Assessment

Professional Services (Continued):

- Insurance Adjusters/Brokers
- 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
- Medical - doctors, immunizations, etc.
- Mental health support - Therapists, Counselors, etc.
- Network Cybersecurity Services
- Network Installation
- Physicals
- Planners
- Policy Advisors
- Polygraph services
- 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.)
- Social and Human Services - Includes case management, outreach, crisis intervention, supportive housing assistance, and other services intended to support vulnerable or at-risk populations. Services may be delivered by licensed or trained professionals in coordination with public or nonprofit systems.

Professional Services (Continued):

- Speech writers
- Statisticians
- 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)
- Veterinarian services
- Web design and development

The following are Construction Services:

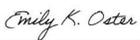
- Bid-Build (Standard)
- Construction Managers
- New Construction (including buildings, roads, bridges, utilities)
- Remodeling and Renovations (interior and exterior work)
- Demolition (including site clearance)
- Excavation and Earthwork
- Electrical Work (installation, repair, upgrades)
- Permanent 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
- Stucco installation, repair, and finishing
- 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: **06/30/2025**

Emily Oster, Finance Director



Date: **06/30/2025**

CM Packet_NMGA_1year_\$200k_Public Works

Final Audit Report

2025-12-01

Created:	2025-12-01
By:	Elizabeth Kahahane (elkahahane@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhHk13d582uwDHs76B7gPqKF3DNtk2u3M

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-  Document emailed to JOHN BURNETT (jsburnett@santafenm.gov) for signature
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Final Audit Report

2026-01-08

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By:	Kristy Miera (kamiera@santafenm.gov)
Status:	Canceled / Declined
Transaction ID:	CBJCHBCAABAawJV8MoAFkZkKtmIHHUVNX91xMQkU2k8S

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-  Document sent to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature. One of them to sign
2026-01-05 - 7:00:29 PM GMT
-  Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
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-  Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
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-  Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
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 Document canceled by Kristy Miera (kamiera@santafenm.gov)

Cancel reason: Sending to the appropriate signatory

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Signature: *Erika Quintana*

Email: efquintana@santafenm.gov