



The Purchasing Memo

Date: March 20, 2026

To: Brian Moya, Interim City Manager

Via: Thomas Grundler, Interim Chief of Police THOMAS J GRUNDLER
THOMAS J GRUNDLER (Mar 20, 2026 14:29:26 MDT)

Benjamin Valdez, Deputy Chief of Police B. Valdez, DC
B. Valdez, DC (Mar 20, 2026 12:52:44 MDT)

From: L. Janelle Martinez, Police Training Administrator L. Janelle Martinez

Subject: Northwestern University Center for Public Safety – Supervision of Police Personnel

Vendor Name: Northwestern University

Munis Vendor Number: 2304

ITEM AND ISSUE:

The Santa Fe Police Department respectfully requests your review and approval of a hosting agreement, not to exceed \$28,500, for the delivery of Supervision of Police Personnel training course, for a term of October 26 – November 7, 2026, with Northwestern University.

CONTRACT NUMBER:

3260095

BACKGROUND AND SUMMARY:

Northwestern University Center for Public Safety Supervision of Police Personnel is one of the premier training courses for law enforcement supervision, providing foundational management skills law enforcement supervisors will utilize throughout their career. The Santa Fe Police Department’s training goals for FY26 and FY27 are to provide this training for all police supervisors and commanders. The attached agreement is to host the two-week course at the Santa Fe Police Department at the rate of \$1,100 per student.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: Law Enforcement / 223

Munis Org Name/Number: Police Grants / 2230315

Munis Object Name/Number: Registration / 560700

Budget Officer / Designee: Andy Hopkins Date: 03/24/2026

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was NMSA 1978, Section 13-1-98, Exempt

Chief Procurement Officer (CPO)/Designee: [Signature] Date: 03/24/2026

CPO Comment/Exceptions: Government to Government - 13-1-98A

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: _____

Is this a Capital Asset or Project? Yes | No

Project Ledger Number: _____

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

Comment/Exceptions: _____

ATTACHMENTS:

CPO Service Determination Email- Exemption
Vendor Agreement

**AGREEMENT BETWEEN
THE CITY OF SANTA FE AND
NORTHWESTERN UNIVERSITY CENTER FOR PUBLIC SAFETY**

REGARDING COURSE: SUPERVISION OF POLICE PERSONEL

THIS AGREEMENT is entered into between the City of Santa Fe, New Mexico (hereinafter referred to as the "Host Agency") and Northwestern University on behalf of the Center for Public Safety, 1801 Maple Avenue, Evanston, Illinois 60208 (hereinafter referred to as "NUCPS").

This Agreement is submitted by NUCPS to the Host Agency to a course entitled "Supervision of Police Personnel" (hereinafter referred to as the "SPP") in or near the Host Agency.

WITNESSETH

In consideration of the mutual promises, covenants, and representations herein contained, the parties hereto agree as follows:

I. PERIOD OF PERFORMANCE AND TERMINATION

- 1.1 The period of performance for this Agreement shall be from October 26, 2026 through November 6, 2026. This Agreement shall terminate on November 7, 2026.
- 1.2 This Agreement may be terminated for cause or convenience by either party upon thirty (30) days written notice to the other party.
- 1.3 In the event the work under this Agreement is terminated, in whole or in part, by the Host Agency, the Host Agency shall reimburse NUCPS for all costs and expenses incurred for any services received through the date of termination, not to exceed \$2,000. An itemized invoice will be provided. If, however, the class is cancelled due to insufficient enrollment, the Host Agency shall have no financial obligation to NUCPS. The minimum enrollment for class presentation is twenty (21) students.
- 1.4 Tuition for the course shall be \$1,100.00 per student. The Host Agency shall be entitled to one free seat after 20 paid registrations for a total enrollment of 21, two free seats after 25 paid registrations for a total enrollment of 27, and three free seats after 30 registrations for a total enrollment of 33. The total number of students in the class will not exceed 40. **The total compensation paid to NUCPS under this Agreement shall not exceed \$28,500.**
- 1.5 Students will register directly through the NUCPS registration system. Billing and collection of tuition monies will be handled by NUCPS.

II. THE HOST AGENCY AGREES

- 2.1 To advise all candidates of the local details pertaining to the program schedule, dates, and accommodations. All participants in the school will be public safety personnel or personnel appointed by their agency to attend, who are newly promoted supervisors, soon to be promoted, or current supervisors who seek supervisory development.
- 2.2 To make arrangements for suitable classroom space, breakout rooms or areas, electrical source(s) sufficient to support a laptop for each student, **internet service in the classroom accessible to all students simultaneously**, and audiovisual equipment (e.g., an overhead projector, screen, a projection device for PowerPoint or similar presentations, a microphone, chalkboard/whiteboard, easel and newsprint, and podium), to accommodate the participants and instructors. Such facilities and equipment are to be provided without financial obligation to NUCPS.
- 2.3 Assign a contact person at the training facility to assist NUCPS, as needed, with the following activities:
 - Setup of the classroom before the scheduled start of the class, preferably on the day before the first class,
 - Distribute instructional materials mailed to the Host agency to NUCPS instructors,
 - Inform NUCPS of student requests, comments, and issues,
 - Provide limited clerical assistance, reproduction capabilities, and other assistance for NUCPS instructors as needed,
 - Mail end of course materials to NUCPS (evaluations, forms, etc.) at NUCPS expense, and
 - Monitor exams if a NUCPS instructor becomes unavailable for unanticipated reasons.

III. NUCPS AGREES

- 3.1 To present the Supervision of Police Personnel (SPP) in the agreed upon location on mutually acceptable dates,
- 3.2 To deliver the SPP course as described on the NUCPS website,
- 3.3 To make all arrangements for selecting and obtaining instructors, preparation of instructor outlines, scheduling and coordination of instructor activities, and all other arrangements pertaining to instructor transportation and lodging,
- 3.4 To have full responsibility for conducting lectures, discussions and work project

sessions, and examinations for the course,

- 3.5 To prepare all necessary training aids and provide each registered course participant with course reference materials pertinent to the subject areas to be covered,
- 3.6 To provide the Center for Public Safety's certificate of successful completion to each student who fulfills the requirements of the course, and
- 3.7 To take the registrations for the course and collect payment from all students.

IV. PERSONNEL

- 4.1 NUCPS will provide qualified personnel to deliver the instruction required for the completion of the SPP course.

V. RELATIONSHIP

- 5.1 NUCPS shall perform the work under this Agreement as an independent contractor and agrees that the Host Agency is free from all liability and damages resulting from or arising out of NUCPS willful misconduct or neglect in the performance or activities hereunder.

VI. ENTIRE AGREEMENT

- 6.1 This instrument contains the entire Agreement between the parties hereto. This Agreement may be amended only in writing and only with the authorized signatures of both parties. No verbal agreement, conversation, or representation by or between any officer, agent, or employee of the parties hereto, either before or after the execution of this Agreement, shall affect or modify any of the terms or obligations herein contained.
- 6.2 In the event of an interpretation or dispute concerning the terms of this Agreement, the laws of the state of New Mexico shall apply.

IN WITNESS WHEREOF, the Host Agency and NUCPS have caused this Agreement to be executed by their respective duly authorized officers as of the day and year last written below.

City of Santa Fe, New Mexico

Northwestern University Center for Public Safety

Signature

Signature

Brian J Moya
Brian J Moya (Mar 24, 2026 19:53:16 MDT)

BRIAN MOYA, INTERIM CITY MANAGER

Name and Title

03/24/2026

Date

Date

City of Santa Fe ADDENDUM

This agreement incorporates the additional terms and conditions in the addendum between Northwestern University, Center for Public Safety (Contractor) and the CITY OF SANTA FE (City).

TERMINATION

This Agreement may be terminated by City upon 30 days written notice to the CONTRACTOR.

INDEMNIFICATION

CONTRACTOR shall indemnify, hold harmless and defend CITY from all losses, damages, claims or judgments, including payments of all attorneys' fees and costs on account of any suit, judgment, execution, claim, action or demand whatsoever arising from CONTRACTOR's performance under this Agreement as well as the performance of CONTRACTOR's employees, agents, representatives and subcontractor.

NEW MEXICO TORT CLAIMS ACT

Any liability incurred by CITY in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. CITY and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

APPLICABLE LAW; CHOICE OF LAW; VENUE

CONTRACTOR shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of CITY of Santa Fe. In any action, suit or legal dispute arising from this Agreement, CONTRACTOR agrees that the laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial District Court.

APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by CITY for the performance of this Agreement. If sufficient

appropriations and authorization are not made by CITY, this Agreement shall terminate upon written notice being given by CITY to CONTRACTOR. The CITY's decision as to whether sufficient appropriations are available shall be accepted by CONTRACTOR and shall be final.

RELEASE

CONTRACTOR, upon acceptance of final payment of the amount due under this Agreement, releases the CITY, its officers and employees, from all liabilities, claims and obligations whatsoever arising from or under this Agreement. CONTRACTOR agrees not to purport to bind CITY to any obligation not assumed herein by CITY unless CONTRACTOR has express written authority to do so, and then only within the strict limits of that authority.

INSURANCE

CONTRACTOR shall maintain general liability insurance throughout the term of this Agreement providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. CONTRACTOR shall furnish CITY with proof of insurance of CONTRACTOR's compliance with the provisions of this section as a condition prior to performing services under this Agreement.

THIRD PARTY BENEFICIARIES

By entering into this Agreement, the parties do not intend to create any right, title or interest in or for the benefit of any person other than CITY and CONTRACTOR. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary of this Agreement.

SEVERABILITY

In case any one or more of the provisions contained in this Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.

Signature Lines required:

City of Santa Fe:

Brian J Moya
Brian J Moya (Mar 24, 2026 19:53:16 MDT)
BRIAN MOYA, INTERIM CITY MANAGER

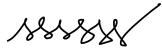
Date: 03/24/2026


CONTRACTOR:
Northwestern University Center for Public Safety

SM Caul
Michelle Camden, Director

Date: 06/17/2025

Attest:



GERALYN CARDENAS, INTERIM CITY CLERK 

City Attorney's Office:

Christopher W. Ryan
[Christopher W. Ryan \(Jun 17, 2025 12:43 MDT\)](#)
Senior Assistant City Attorney

Approved for Finances:

Andrea Phillips
[ANDREA PHILLIPS \(Mar 24, 2026 11:41:10 MDT\)](#)
ANDREA PHILLIPS, INTERIM FINANCE DIRECTOR











SPP Agreement Stanta Fe PD NM October 26 - FINAL

Final Audit Report

2025-06-17

Created:	2025-06-13
By:	JULIE KENNY (jckenny@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAApEqn4qaFfQ7Izp5PZX30btSLT_OLKsbP

"SPP Agreement Stanta Fe PD NM October 26 - FINAL" History

-  Document created by JULIE KENNY (jckenny@santafenm.gov)
2025-06-13 - 2:34:51 PM GMT- IP address: 63.232.20.2
-  Document emailed to Susan Camden (s-camden@northwestern.edu) for signature
2025-06-13 - 2:35:45 PM GMT
-  Email viewed by Susan Camden (s-camden@northwestern.edu)
2025-06-13 - 2:36:01 PM GMT- IP address: 50.19.222.82
-  Email viewed by Susan Camden (s-camden@northwestern.edu)
2025-06-15 - 2:40:34 PM GMT- IP address: 23.21.90.85
-  Email viewed by Susan Camden (s-camden@northwestern.edu)
2025-06-17 - 3:21:48 PM GMT- IP address: 34.230.194.120
-  Document e-signed by Susan Camden (s-camden@northwestern.edu)
Signature Date: 2025-06-17 - 6:42:39 PM GMT - Time Source: server- IP address: 97.130.58.69
-  Document emailed to cwryan@santafenm.gov for signature
2025-06-17 - 6:42:40 PM GMT
-  Email viewed by cwryan@santafenm.gov
2025-06-17 - 6:43:03 PM GMT- IP address: 104.47.65.254
-  Signer cwryan@santafenm.gov entered name at signing as Christoher W. Ryan
2025-06-17 - 6:43:29 PM GMT- IP address: 24.242.124.204
-  Document e-signed by Christoher W. Ryan (cwryan@santafenm.gov)
Signature Date: 2025-06-17 - 6:43:31 PM GMT - Time Source: server- IP address: 24.242.124.204



✔ Agreement completed.

2025-06-17 - 6:43:31 PM GMT



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Adobe
Acrobat Sign

RICO, TARA R.

From: DUTTON-LEYDA, TRAVIS K.
Sent: Wednesday, July 23, 2025 6:31 PM
To: MARTINEZ, JANELLE L.
Cc: RICO, TARA R.
Subject: RE: Exemption Request - Northwestern University

Greetings,

Government to government services/goods are exempt per NMSA Section, 13-1-98 (A).

- A. procurement of items of tangible personal property or services by a state agency or a local public body from a state agency, a local public body or external procurement unit except as otherwise provided in Sections [13-1-135](#) through [13-1-137](#) NMSA 1978;

Thank you.

Regards,

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

 [Book time to meet with me](#)

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

Vendor Registration Sites and Current Procurement Opportunities:

[Current] <https://santafenm.munisselfservice.com/vss/>

[Transitioning] <https://procurement.opengov.com/portal/santafenm>

[Current] <https://www.withpavilion.com/>

Internal Link: https://intranet.santafenm.gov/central_purchasing_division_cpd



“A journey of a thousand miles begins with a single step” ~ Lao Tzu

From: MARTINEZ, JANELLE L. <jlvigil@santafenm.gov>
Sent: Wednesday, July 23, 2025 10:01 AM
To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Cc: RICO, TARA R. <trrico@santafenm.gov>
Subject: RE: Exemption Request - Northwestern University

Hi Travis,

Just checking in on the below request. Here are the details of the training we are trying to host in case it is helpful to you.

<https://sps.northwestern.edu/center-for-public-safety/management/spp.html>

Thank you for your help.

L. Janelle Martinez
Training Administrator
Santa Fe Police Department
Office: 505-955-5056
Cell: 505-603-8849

From: MARTINEZ, JANELLE L.
Sent: Tuesday, July 15, 2025 2:18 PM
To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Cc: RICO, TARA R. <trrico@santafenm.gov>
Subject: Exemption Request - Northwestern University

Hello Travis,

I'm following up on our conversation a couple weeks ago regarding the classes that SFPD would like to host at Santa Fe PD through Northwestern University. Tara is getting ready to route the hosting agreement for signatures, and you asked that I get the formal exemption from you in the event the City goes over \$20,000 per contract. 2 contracts will be routed, one for training dates of Mach 16-28, 2026 and another for FY 27 with dates of October 26-November 6, 2026. As discussed, we are requesting to host this class at a rate of \$1,100 per student, not to exceed \$28,500 per the requested contract. Please let me know if you need anything else from me to process this request.

Thank you so much,

L. Janelle Martinez
Training Administrator
Santa Fe Police Department
Office: 505-955-5056
Cell: 505-603-8849










CM-500-Northwestern_University_Hosting_Agreement_Oct_2026

Final Audit Report

2026-03-25

Created:	2026-03-24
By:	ALYSSA PEREZ (aeperez@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5I0PXCx81Njby4sOAqUi0iGSmrXA0dCL

"CM-500-Northwestern_University_Hosting_Agreement_Oct_2026" History

-  Document created by ALYSSA PEREZ (aeperez@santafenm.gov)
2026-03-24 - 2:29:46 PM GMT- IP address: 63.232.20.2
-  Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature
2026-03-24 - 2:41:12 PM GMT
-  Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2026-03-24 - 3:37:56 PM GMT- IP address: 104.47.64.254
-  Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
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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
2026-03-24 - 3:38:59 PM GMT
-  Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
2026-03-24 - 3:41:21 PM GMT- IP address: 153.66.19.14
-  Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
Signature Date: 2026-03-24 - 4:31:08 PM GMT - Time Source: server- IP address: 153.66.19.14
-  Document sent to ANDREA PHILLIPS (akphillips@santafenm.gov) and BRIAN MOYA (bjmoya@santafenm.gov) for signature. One of them to sign
2026-03-24 - 4:31:12 PM GMT
-  Email viewed by ANDREA PHILLIPS (akphillips@santafenm.gov)
2026-03-24 - 4:45:19 PM GMT- IP address: 174.218.25.160

 Email viewed by BRIAN MOYA (bjmoya@santafenm.gov)


2026-03-24 - 5:18:26 PM GMT- IP address: 63.232.20.2

 Document e-signed by ANDREA PHILLIPS (akphillips@santafenm.gov)

Signature Date: 2026-03-24 - 5:41:10 PM GMT - Time Source: server- IP address: 63.232.20.2

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2026-03-24 - 5:41:13 PM GMT

 Email viewed by bjmoya@santafenm.gov

2026-03-25 - 1:52:36 AM GMT- IP address: 153.66.19.197

 Signer bjmoya@santafenm.gov entered name at signing as Brian J Moya

2026-03-25 - 1:53:14 AM GMT- IP address: 153.66.19.197

 Document e-signed by Brian J Moya (bjmoya@santafenm.gov)

Signature Date: 2026-03-25 - 1:53:16 AM GMT - Time Source: server- IP address: 153.66.19.197

 Agreement completed.

2026-03-25 - 1:53:16 AM GMT

Signature: *Erika Quintana*

Email: efquintana@santafenm.gov