

ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 07/08/2015
ITEM FROM FINANCE COMMITTEE MEETING OF 06/29/2015

ISSUE:			
12. Request for Approval of Professional Services Agreement – Spanish Interpretive Services to the Municipal Court for FY 2015-2016 to FY 2018-2019; Maria Cristina Lopez. (Cordelia Begay)			
FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM			
FUNDING SOURCE: 12002.510310			
SPECIAL CONDITIONS OR AMENDMENTS			
STAFF FOLLOW-UP:			
VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	Excused		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

06/29/2015



City of Santa Fe, New Mexico

2511 Camino Entrada, P.O. Box 909, Santa Fe, N.M. 87504-0909

MUNICIPAL COURT

Ann Yalman, *Municipal Judge*

Phone 505-955-5070 Fax 505-955-8159

Transmittal Memo

TO: City of Santa Fe Finance Committee / City Council
THRU: Judge Ann Yalman, Municipal Court
FROM: Cordelia Begay, Accountant
DATE: 06/23/2015
RE: Four (4) year PSA Contract for Maria Cristina Lopez- RFP # 15/36/P

Municipal Court is requesting approval for Maria Cristina Lopez to provide Spanish interpretive services at Municipal Court for individuals who are fluent Spanish speakers. The Court issued an RFP # 15/36/P for this contract and Ms. Lopez was unanimously selected.

The Professional Service Agreement for Maria Cristina Lopez is a primary interpreter under the RFP and requires approval by Finance Committee and City Council.

Attached is a Professional Services Agreement for services to be provided.

The total cost for this service program is \$100,000.00 which will be divided among four (4) years term. The yearly contract will amount not to exceed \$25,000.00 per fiscal year. The contract will begin FY 2015-2016 to FY 2018-2019. This funding is available in business unit and line item 12002.510310.

Should you have additional questions, call me at x5054.

Thank you.



City of Santa Fe, New Mexico

2511 Camino Entrada, P.O. Box 909, Santa Fe, N.M. 87504-0909

MUNICIPAL COURT

Ann Yalman, *Municipal Judge*

Phone 505-955-5070 Fax 505-955-5159

Transmittal Memo

To: Robert P. Romero, City Manager

From: Ann Yalman, Municipal Court Judge

Date: 05/02/2013

Re: Insurance Waivers

A handwritten signature in black ink, appearing to be 'AY', written over the 'From:' line.

We would like to request insurance waivers for our pro tem judges and interpreters. Waivers have been granted in the past due to the fact that these contract employees all practice only in the court, not at their homes. Three of them are retired and one is a state employee. They would probably not be able to obtain insurance, and malpractice insurance would not list the city as an insured.

Please call me at x5110, or Antoinette at x5054 if you have any questions.
Thank you.



City of Santa Fe, New Mexico

2511 Camino Entrada, P.O. Box 909, Santa Fe, N.M. 87504-0909

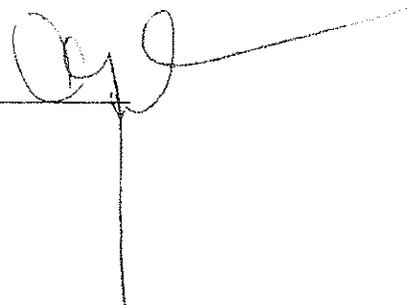
MUNICIPAL COURT

Ann Yalman, *Municipal Judge*

Phone 505-955-5070 Fax 505-955-5159

Transmittal Memo

TO: Brian Snyder, City Manager
 FROM: Judge Ann Yalman, Municipal Court
 DATE: 06/23/2015
 RE: Insurance Waiver Request



The Municipal Court would like to request insurance waivers for our Pro Tem Judges and Interpreters. Waivers have been granted in the past due to the fact that these contract employees all practice only in the court, not at their homes.

They would probably not be able to obtain insurance. Furthermore, malpractice insurance would not list the City as insured.

Should you have any questions, give me a call.

Thank you,

RECOMMENDED ACTION:

Waiver granted beginning: _____



 Brian Snyder (Signature), City Manager

6-24-15

 Date

CITY OF SANTA FE RFP PROCUREMENT CHECKLIST

Contractor Name: Marla Cristina Lopez

Procurement Title: On-call Certified Court Spanish Interpreter

Solicitation RFP#: 15/36/P

Department Requesting/Staff Member Judge Ann Yalman

Procurement Requirements:

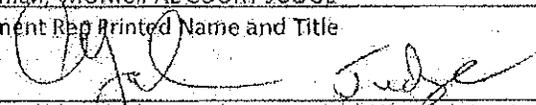
A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids, all evaluation materials, score sheets, quotations and all other documentation related to or prepared in conjunction with evaluation, negotiation, and the award process. The procurement shall contain a written determination from the Requesting Department, signed by the purchasing officer, setting forth the reasoning for the contract award decision before submitting to the Committees.

REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING*

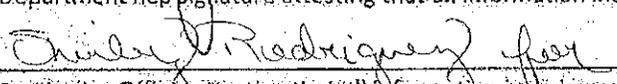
YES	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved Procurement Checklist (by Purchasing)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Departments Recommendation of Award Memo addressed to Finance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tabulation Evaluation score sheet
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BAR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FIR
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contract, Agreement or Amendment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current Business Registration and CRS numbers on contract or agreement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Summary of Contracts and Agreements form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Certificate of Insurance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: <u>Insurance Waiver Request Memo</u>

Ann Yalman, MUNICIPAL COURT JUDGE

Department Rep Printed Name and Title



Department Rep Signature attesting that all information included



Purchasing Officer attesting that all information is reviewed

REQUIRED DOCUMENTS FOR BID FILE*

YES	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final RFP Document
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of legal solicitation published in the newspaper, website, etc.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	All addendums
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Plan holders list
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Copies of all RFP submittals
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Complete evaluation score sheets
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Non-Responsive/Non-Responsibility Form and correspondence or letters from Department to vendor regarding disqualifications
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Oral presentations (sign-in sheets, presentation materials, etc.)

- | | | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Documentation sent to Proponents/Offerors and responses received regarding clarifications, decisions, negotiations, and/or best and final offers, etc. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Reference Reviews/Reference Check Questionnaires |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Pricing evaluation |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Final overall evaluation matrix or summary of evaluator scores |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

AWARD*

YES N/A

- | | | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Fully executed Memo to Committees from the Department with recommendation of award |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Winning proposal (this is a copy that has all confidential/proprietary information excluded) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Contract Award Notice |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Email or notification sent to all Proponent(s)/Offerors that award was made |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Waiver or "No Action Taken" from Procurement Office |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | If IFB and not awarded to lowest responsive, responsible bidder; written explanation |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

DISCLOSURES*

YES N/A

- | | | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Contractor Disclosures & Conflicts of Interest |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Disclosures & Conflicts of Interest Form(s) (winning proponent(s)/offeror(s)) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Contractor –Conflicts of Interest |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Purchasing Office Letter or e-mail to designated individual regarding potential conflict |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Conflict of Interest Form signed by all parties |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Letter from Procurement Office regarding the potential conflict |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Subcontractor Disclosures |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Disclosures & Conflicts of Interest form of Subcontractor(s) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Subcontractor –Conflicts of Interest |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Purchasing Officer Letter or email to designated individual regarding potential conflict |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Conflict of Interest form signed by all parties |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Letter from Legal Office regarding the potential conflict |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

CONTRACT*

YES N/A

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Copy of Executed Contract |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Copy of all documentation presented to the Committees |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Finalized Council Committee Minutes |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

MISCELLANEOUS FILE*

YES N/A

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Local Preference Form |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | New Mexico Residence Form |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Veterans Exemption |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other: <u>CERTIFICATE & RESUME</u> |

Include all other substantive documents and records of communication that pertain to the procurement and any resulting contract.

PROTEST (If applicable)*

YES N/A

- Documentation from protester filed with the Purchasing Office
- Letter from Department to Purchasing Office Providing response to protest
- Letter from Purchasing Officer to protester and Department on final outcome
- Other: _____

Create a separate file folder which may contain any documents with trade secrets or other competitively sensitive, confidential or proprietary information.

YES N/A

- Original proposal (s) with no redactions

Ann Williams Judge
Department Rep Printed Name and Title

[Signature]
Department Rep Signature attesting that all information included

Other: RFP Awarded

AWARD*

YES N/A

Fully executed Memo to Committees from the Department with recommendation of award
 Other: _____

CONTRACT*

YES N/A

Copy of Executed Contract
 Copy of all documentation presented to the Committees
 Finalized Council Committee Minutes
 Other: PSA Contract ; yet to be executed

Include all other substantive documents and records of communication that pertain to the procurement and any resulting contract.

Create a separate file folder which may contain any documents with trade secrets or other competitively sensitive, confidential or proprietary information.

Department Rep Printed Name and Title

Department Rep Signature attesting that all information included

CITY OF SANTA FE
PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Santa Fe (the "City") and Maria Cristina Lopez (the "Contractor"). The date of this Agreement shall be the date when it is executed by the City.

1. SCOPE OF SERVICES

The Contractor shall provide the following services for the City:

Interpretive services to the Santa Fe Municipal Court located at 2511 Camino Entrada, Santa Fe, NM 87507.

2. STANDARD OF PERFORMANCE; LICENSES

A. The Contractor represents that it possesses the experience and knowledge necessary to perform the services described under this Agreement.

B. The Contractor agrees to obtain and maintain throughout the term of this Agreement, 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 rendered, a sum not to exceed one-hundred thousand (\$100,000.00) which will be divided into a term of four (4) years. The City shall pay to the Contractor in full payment for services rendered, a sum not to exceed twenty five thousand dollars (\$25,000), plus applicable gross receipts taxes per year. Payment shall be made for services actually rendered at a rate of forty six dollars (\$46) per hour.

B. The Contractor shall be responsible for payment of gross receipts taxes levied by the State of New Mexico on the sums paid under this Agreement.

C. Payment shall be made upon receipt and approval by the City of detailed statements containing a report of services completed. Compensation shall be paid only for services actually performed and accepted by the City.

4. APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the City for the performance of this Agreement. If sufficient appropriations and authorization are not made by the City, this Agreement shall terminate 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.

5. TERM AND EFFECTIVE DATE

This Agreement shall be effective when signed by the City and terminate on June 30, 2019, unless sooner pursuant to Article 6 below.

6. TERMINATION

A. This Agreement may be terminated by the City upon 10 days written notice to the Contractor.

(1) The Contractor shall render a final report of the services performed up to the date of termination and shall turn over to the City original copies of all work product, research or papers prepared under this Agreement.

(2) If compensation is not based upon hourly rates for services rendered, the City shall pay the Contractor for the reasonable value of services satisfactorily performed through the date Contractor receives notice of such termination, and for which compensation has not already been paid.

(3) If compensation is based upon hourly rates and expenses, then Contractor shall be paid for services rendered and expenses incurred through the date Contractor receives notice of such termination.

7. STATUS OF CONTRACTOR; RESPONSIBILITY FOR PAYMENT OF EMPLOYEES AND SUBCONTRACTORS

A. 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 Agreement.

B. Contractor shall be solely responsible for payment of wages, salaries and benefits to any and all employees or subcontractors retained by Contractor in the performance of the services under this Agreement.

C. The Contractor shall comply with City of Santa Fe Minimum Wage, Article 28-1-SFCC 1987, as well as any subsequent changes to such article throughout the term of this contract.

8. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Agreement 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.

9. CONFLICT OF INTEREST

The Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of

services required under this Agreement. Contractor further agrees that in the performance of this Agreement no persons having any such interests shall be employed.

10. ASSIGNMENT; SUBCONTRACTING

The Contractor shall not assign or transfer any rights, privileges, obligations or other interest under this Agreement, including any claims for money due, without the prior written consent of the City. The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the City.

11. RELEASE

The 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. The Contractor agrees not to purport to bind the City to any obligation not assumed herein by the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

12. INSURANCE

A. The Contractor, at its own cost and expense, shall carry and maintain in full force and effect during the term of this Agreement, comprehensive general liability insurance covering bodily injury and property damage liability, in a form and with an insurance company acceptable to the City, with limits of coverage in the maximum amount which the City could be held liable under the New Mexico Tort Claims Act for each person injured and for each accident resulting in damage to property. Such insurance shall provide that the City is named as an additional insured and that the City is notified no less than 30 days in advance of cancellation for any reason. The Contractor shall furnish the City with a copy of a Certificate of Insurance as a condition prior to performing services under this Agreement.

B. Contractor shall also obtain and maintain Workers' Compensation insurance, required by law, to provide coverage for Contractor's employees throughout the term of this Agreement. Contractor shall provide the City with evidence of its compliance with such requirement.

C. Contractor shall maintain professional liability insurance throughout the term of this Agreement 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 Agreement.

13. INDEMNIFICATION

The Contractor shall indemnify, hold harmless and defend the 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 subcontractors.

14. NEW MEXICO TORT CLAIMS ACT

Any liability incurred by the City of Santa Fe 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. 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 Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

15. 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 the City and the 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.

16. RECORDS AND AUDIT

The Contractor shall maintain, throughout the term of this Agreement and for a period of three years thereafter, detailed records that indicate the date, time and nature of services rendered. These records shall be subject to inspection by the City, the Department of Finance and Administration, and the State Auditor. The City shall have the right to audit the billing both before and after payment. Payment under this Agreement shall not foreclose the right of the City to recover excessive or illegal payments.

17. 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 the City of Santa Fe. In any action, suit or legal dispute arising from this Agreement, the 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.

18. AMENDMENT

This Agreement shall not be altered, changed or modified except by an amendment in writing executed by the parties hereto.

19. SCOPE OF AGREEMENT

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the services to be performed hereunder, and all such agreements, covenants and understandings have been merged into this Agreement. This Agreement expresses the entire Agreement and understanding between the parties with respect to said services. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

20. NON-DISCRIMINATION

During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of services by Contractor hereunder, on the basis of ethnicity, race, age, religion, creed, color, national origin, ancestry, sex, gender, sexual orientation, physical or mental disability, medical condition, or citizenship status.

21. 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.

22. NOTICES

Any notices required to be given under this Agreement shall be in writing and served by personal delivery or by mail, postage prepaid, to the parties at the following addresses:

City of Santa Fe:
Municipal Court
2511 Camino Entrada
Santa Fe, NM 87505

Contractor:
Maria Cristina Lopez
1614 Ben Hur Drive
Santa Fe, NM 87501

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

CITY OF SANTA FE:

CONTRACTOR:

JAVIER M. GONZALES
MAYOR

MARIA CRISTINA LOPEZ

DATE: _____

DATE: _____

ATTEST:

N.M. Taxation & Revenue
CRS # 03-036967-003
City of Santa Fe Business
Registration # 13-00044642

YOLANDA Y. VIGIL, CITY CLERK

DATE: _____

APPROVED AS TO FORM:

Kelley Brennan 6/17

KELLEY BRENNAN
CITY ATTORNEY

APPROVED:

OSCAR RODRIGUEZ
FINANCE DIRECTOR

12002.510300
BUSINESS UNIT/LINE ITEM

EVALUATION CRITERIA
&
WEIGHTED VALUES

'15/36/P

ON CALL CERTIFIED COURT SPANISH INTERPRETER

Flor de María Oliva

Company Name

Evaluation: Interview: (Please put an x next to the appropriate field.)

06.09.2015

Date

Laura Puma, Court Clerk III

Signature and Title of Evaluating Committee Member

Criteria	Weighted Value		Evaluation Points	Total
1. Qualifications and Experience	35%	x	<u>5</u>	<u>175</u>
2. Technical Expertise/Knowledge	25%	x	<u>4</u>	<u>100</u>
3. References	20%	x	<u>5</u>	<u>100</u>
4. Cost Proposal	20%	x	<u>5</u>	<u>100</u>
			Total Score	<u>475</u>

EVALUATION POINTS 1-5 (1-LOWEST, 5-HIGHEST)

EVALUATION CRITERIA
&
WEIGHTED VALUES

'15/36/P

ON CALL CERTIFIED COURT SPANISH INTERPRETER

Glor de Marcia Oliva

Company Name

Evaluation: 4 Interview: (Please put an x next to the appropriate field.)

6-9-15
Date

Signature and Title of Evaluating Committee Member

Criteria	Weighted Value		Evaluation Points	Total
1. Qualifications and Experience	35%	x	<u>5</u>	<u>175</u>
2. Technical Expertise/Knowledge	25%	x	<u>5</u>	<u>125</u>
3. References	20%	x	<u>5</u>	<u>100</u>
4. Cost Proposal	20%	x	<u>5</u>	<u>100</u>
			Total Score	<u>500</u>

EVALUATION POINTS 1-5 (1-LOWEST, 5-HIGHEST)

EVALUATION CRITERIA
&
WEIGHTED VALUES

'15/36/P

ON CALL CERTIFIED COURT SPANISH INTERPRETER

FID de Maxim Oliva
Company Name

Evaluation: Interview: (Please put an x next to the appropriate field.)

6/9/15
Date

[Signature]
Signature and Title of Evaluating Committee Member

Criteria	Weighted Value		Evaluation Points	Total
1. Qualifications and Experience	35%	x	<u>4</u>	<u>140</u>
2. Technical Expertise/Knowledge	25%	x	<u>4</u>	<u>100</u>
3. References	20%	x	<u>5</u>	<u>100</u>
4. Cost Proposal	20%	x	<u>5</u>	<u>100</u>
			Total Score	<u>440</u>

EVALUATION POINTS 1-5 (1-LOWEST, 5-HIGHEST)

EVALUATION CRITERIA
&
WEIGHTED VALUES

'15/36/P

ON CALL CERTIFIED COURT SPANISH INTERPRETER

Flor de Maria Oliva
Company Name

Evaluation: ___ Interview: ___ (Please put an x next to the appropriate field.)

8/9/15
Date

[Signature]
Signature and Title of Evaluating Committee Member

Criteria	Weighted Value		Evaluation Points	Total
1. Qualifications and Experience	35%	x	<u>4</u>	<u>140</u>
2. Technical Expertise/Knowledge	25%	x	<u>4</u>	<u>100</u>
3. References	20%	x	<u>4</u>	<u>80</u>
4. Cost Proposal	20%	x	<u>5</u>	<u>100</u>
			Total Score	<u>420</u>

EVALUATION POINTS 1-5 (1-LOWEST, 5-HIGHEST)

STATE OF NEW MEXICO

ADMINISTRATIVE OFFICE OF THE COURTS

Pursuant to the provisions of the Deaf Interpreter Act
and Court Interpreters Act § 38-9-1
through 38-10-8 NMSA 1978

MARIA C. LOPEZ

has duly qualified as a

CERTIFIED COURT INTERPRETER

in the State of New Mexico



IN WITNESS THERE OF the Director of the Administrative
Office of the Courts of the State of New Mexico affixes his
signature and the Seal of the Administrative Office of the Courts
this 26th day of JULY 1986


Director



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

1 **FOR:** ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor Maria Cristina Lopez

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$100,000.00

Termination Date: June 30, 2019

Approved by Council Date: July 8, 2015

or by City Manager Date: _____

Contract is for: PSA for a term of four (4) years- On-Call Certified Court Spanish Interpreter for FY15-16 - FY18-19

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____

or by City Manager Date: _____

Amendment is for:

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ _____ of original Contract# _____ Termination Date: _____
Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____
Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____
Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____
Reason: _____

Total of Original Contract plus all amendments: \$ _____



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

5 Procurement Method of Original Contract: (complete one of the lines)

RFP# 15/36/P Date: _____

RFQ _____ Date: _____

Sole Source _____ Date: _____

Other _____

6 Procurement History: _____

example: (First year of 4 year contract)

7 Funding Source: Service Contracts BU/Line Item: 12002..510310

8 Any out-of-the ordinary or unusual issues or concerns:

(Memo may be attached to explain detail.)

9 Staff Contact who completed this form: Cordelia Begay

Phone # 955-5054

10 Certificate of Insurance attached. (if original Contract)

Submit to City Attorney for review/signature

Forward to Finance Director for review/signature

Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments: