



**ACTION SHEET**  
**CITY COUNCIL COMMITTEE MEETING OF 10/29/14**  
**ITEM FROM FINANCE COMMITTEE MEETING OF 10/20/14**

**ISSUE:**

20. Request for Approval of Sole Source Procurement and Professional Services Agreement – Drug and DUI Court Programs for Santa Fe Municipal Court; Millennium Treatment Services, Inc. (Judge Ann Yalman)

**FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM**

Requested approval of sole source procurement and professional services agreement for Drug and DUI Court Programs for Santa Fe Municipal Court with Millennium Treatment Services, Inc. in the total amount of \$70,000. Budget is available in drug court fund.

**FUNDING SOURCE: 22217.510400**

**SPECIAL CONDITIONS OR AMENDMENTS**

**STAFF FOLLOW-UP:**

<b>VOTE</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

3-17-14

# City of Santa Fe, New Mexico

# memo

**DATE:** October 10, 2014

**TO:** Finance Committee

**FROM:** Robert Rodarte, Officer  
Purchasing Division *RR*  
*10/10/14*

**VIA:** Teresita Garcia, Assistant Finance Director   
Finance Department

**SUBJECT:** Service Agreement for DUI/Drug Court Programs  
Vendor: Millennium Treatment Services, Inc.  
Procurement Method: Sole Source

The Purchasing Division is requesting the procurement of professional services to Millennium Treatment Services, Inc. in the amount \$70,000.00, in support of treatment services for the Santa Fe Municipal Courts DUI/Drug Court Program.

Funding for this procurement is available in account number 22217.510400 (Municipal Courts – Drug Court – Grants and Services) in the amount of \$70,000.00.

As stated in the City of Santa Fe Purchasing Manual, Section 16.0 Sole Source Requirements: Sole Source items over \$50,000.00 requires City Council approval and are required to be posted to the City Purchasing Web Site for a period of thirty days. The sole source was posted to the website on August 22, 2014 and the deadline is September 22, 2014, Purchasing Division has not received any additional submittals.

## **ACTION REQUESTED:**

It is requested that this procurement award to Millennium Treatment Services, Inc., in the amount of \$70,000.00, be approved and submitted to the City Council for consideration.



# 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: City of Santa Fe Finance Committee / City Council  
Via: Judge Ann Yalman, Municipal Court   
From: Benjamin Muniz, Accountant   
Date: 10/01/2014  
Re: Professional Services Agreement for Millennium Treatment Services, Inc.  
(FY 2014-2015) - Referenced as a Sole Source

Municipal Court is requesting approval for Millennium Treatment Services, Inc. as a Sole Source provider to its programs of Drug Court and DUI Court. Previously, the Professional Service Agreement for Millennium Treatment Services, Inc. was approved without procurement by Finance Committee on June 16, 2014 and by City Council on June 25, 2014. Recently, the procurement was processed as a Sole Source, which was met with no obligation on September 24, 2014. As a result, the Professional Service Agreement for Millennium Treatment Services, Inc. as a Sole Source requires approval by Finance Committee and City Council.

Attached is a Professional Services Agreement for Millennium Treatment Services, Inc.

Millennium Treatment Services provides services that include:

- (1) Complete screening and assessment/ASI including the SASSI on incoming patients;
- (2) Individual therapy and group counseling to include relapse prevention, coping skills, life management skills, alcohol/drug education, alcohol/drug refusal, and relapse prevention. Also, it provides MRT, Breathalyzer testing and UA's for the Municipal Court's programs of Drug Court and DUI Court;
- (3) Attend and participate in Drug Court and DUI Court case staffing;
- (4) Confirmation of UA's through Redwood Toxicology Labs and submission of results to the Court;

Millennium Treatment Services, Inc. is considered sole source since the Municipal Court needs a provider located in Santa Fe that can easily be accessed on foot or by public transportation. It is the sole provider of DUI/Drug Court treatment services at both the District Court and Magistrate Court programs and has been for many years. If Municipal Court were to provide these services it would be a much greater cost and require the acquisition of two new staff that have to be trained to handle UAs, breath tests, individual and group counseling.

Finally, the Municipal Court has received approval to add an additional program resulting in one program dedicated to Drug Court and the other program to DUI Court so that the individuals could receive the treatment that is more appropriate for their individual issues. The total cost of these programs is \$70,000. This funding is available in business unit and line item 22217.510400.

Please call me at x5054 if you have any questions. Thank you.

## SOLE SOURCE REQUEST AND DETERMINATION FORM

**This form must be forwarded to the Purchasing Officer for the City of Santa Fe Purchasing Office for processing.**

**Date:** 08/20/2014

**Prepared By:** Ann Yalman                      **Title:** Judge

**Vendor Name:** Millennium Treatment Services Inc.

**Address:** 1911 St. Michael's Drive Ste. G-1

**City:** Santa Fe                      **State:** NM                      **Zip Code:** 87505

**Description of Good/Service to be Procured:**

1. Complete screening and assessment, including the SASSI on incoming participants.
2. Provide individual and group counseling, MRT, Breathalyzer testing and UAs for Municipal Drug Court and DUI court.
3. Attend and participate in DUI court and Drug Court Case Staffing.
4. Confirmation of UAs through Redwood Toxicology Labs and submission of results to the Court.

**Estimated Cost:** \$70,000.00

**Term of Contract:** 07/1/14 – 6/30/15

1. **Explain why this is the only available source that can be meet the needs of your department.**

Municipal court's criteria for the Drug Court and DUI Court provider is a provider experienced with substance abuse, evidence based treatment and Drug Court and DUI Court.

2. **Explain why this vendor is the only available source from which to obtain this product of service.**

The company has affirmed (memo from vendor is attached) that there is no other source for this item. Our search for possible vendors proved unsuccessful; or

Other reason, please explain in full. Attach additional sheets, if necessary.

Millennium Treatment Services and its director Brian Parkhill is the sole provider of DUI/Drug Court treatment services at both the District Court and Magistrate Court programs and has been for many years. Mr. Parkhill is an experienced licensed substance abuse counselor and is current in the evidence-based treatment of people with serious addiction and alcohol abuse problems. Mr. Parkhill has attended numerous NADCP conferences and holds both LPCC & LADC credentials.

The court needs a provider located in Santa Fe who can easily be accessed on foot or by public transportation. This agency provides comparable services for Santa Fe Magistrate Drug Court and the First Judicial District Drug Court. Due to location and knowledge and experience requirements, the Court has determined that no business other than Millennium Treatment Services can perform the contract.

**3. Explain why the price is considered fair and reasonable.**

The price was originally based on number of participants but we found that many participants did not have sufficient funds to pay \$22.00 per week and we negotiated a monthly price so that we could keep non-paying participants in the program.

**4. Describe the efforts made to obtain the best possible price from this sole source vendor for the taxpayers. What (if any) is the total cost savings from the original quote? (Attach additional sheets, if necessary.)**

We were concerned that Millennium would go out of business because they were carrying non-payment participants. Under this contract they must provide service to all appropriately referred participants even if those participants are not paying for any of the services.

**Approvals:**

Based on the above facts, the Purchasing Office has made the determination that the justification for the Sole Source procurement is in accordance with Section 13-1-126, NMSA 1978 and will be posted for a 30-day period prior to award.

*Robert Rodarte* for 08/22/14  
Robert Rodarte Date  
Purchasing Officer

Pursuant to Section 13-1-126, NMSA 1978, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above referenced contractor were received. This Sole Source determination will be valid for a period of one (1) year from the date of the award.

  
Robert Rodarte  
Purchasing Director  
City of Santa Fe

9/24/14  
Date

**Required Attachments:**

- \*Letter from Contractor, if applicable
- \*Agenda Item to be presented to City Council if over \$50,000 for Professional Services and \$50,000 for Goods and Non-Professional Services

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 Millennium Treatment Services, Inc. (the "Contractor"). The date of this Agreement shall be the date when it is executed by the City and the Contractor, whichever occurs last.

1. SCOPE OF SERVICES

The Contractor shall provide the following services for the City of Santa Fe Municipal Court Drug Court Program and DUI Court Program as follows:

DRUG COURT PROGRAM

- A. Screening and Assessment/ASI Including the SASSI on Incoming Patients;
- B. Individual Therapy:
  - (1) relapse prevention
  - (2) coping skills
  - (3) life management skills
- C. Group Therapy:
  - (1) drug education
  - (2) drug refusal
  - (3) relapse prevention
- D. Drug Court staffing;
- E. Drug and alcohol testing on site/observation of specimens;
- F. Send urine specimens for testing, when challenged;
- G. Notify Municipal Court of drug and alcohol testing results and compliance problems;

- H. The Contractor shall accept all referrals suitable for Drug Court from the Santa Fe Municipal Court.

DUI COURT PROGRAM

- A. Screening and Assessment/ASI Including the SASSI on Incoming Patients;
- B. Individual Therapy:
  - (1) relapse prevention
  - (2) coping skills
  - (3) life management skills
- C. Group Therapy:
  - (1) alcohol education
  - (2) alcohol refusal
  - (3) relapse prevention
- D. Drug Court staffing;
- E. Drug and alcohol testing on site/observation of specimens;
- F. Send urine specimens for testing, when challenged;
- G. Notify Municipal Court of drug and alcohol testing results and compliance problems;
- H. The Contractor shall accept all referrals suitable for DWI Court from the Santa Fe Municipal Court.

2. STANDARD OF PERFORMANCE; LICENSES

- A. The Contractor represents that it possesses the personnel, 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 seventy thousand (\$70,000), plus applicable gross receipts taxes for the Fiscal Year 2014 - 2015.

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 monthly statements of \$5,833.00, plus applicable gross receipts taxes 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, 2015, unless sooner pursuant to Article 6 below.

6. TERMINATION

A. This Agreement may be terminated by the City upon 30 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) Compensation is based upon hourly rates and expenses, therefore, the 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 or other evidence of Contractor's compliance with the provisions of this section 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:	Contractor:
Municipal Court	Millennium Treatment Services, Inc.
2511 Camino Entrada	1911 St. Michaels Dr. Suite G
Santa Fe, NM 87505	Santa Fe, NM 87505

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

CITY OF SANTA FE:

CONTRACTOR:  
Millennium Treatment Svs

JAVIER M. GONZALES, MAYOR

BRIAN PARKHILL,  
DIRECTOR

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

CRS # 02-385643-002  
City of Santa Fe Business  
Registration #14-0075523

ATTEST:

YOLANDA Y. VIGIL  
CITY CLERK

APPROVED AS TO FORM:

*KAB* 10/1/14  
KELLEY A. BRENNAN, CITY ATTORNEY

APPROVED:

TERESTA GARCIA,  
ASSISTANT FINANCE DIRECTOR

22217.510400  
BUSINESS UNIT/LINE ITEM



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/26/2014

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).

<b>PRODUCER</b> Denise Sanchez Insurance Agency 3600 Rodeo Lane Suite B4 Santa Fe, NM 87507		<b>CONTACT NAME:</b> Denise Sanchez <b>PHONE:</b> 505-424-8787 <b>FAX:</b> 505-424-8788 <b>EMAIL:</b> dsanchez1@farmersagen.com <b>ADDRESS:</b>	
<b>INSURED</b> Millenium Treatment Services 1911 St. Michaels Drive Ste G Santa Fe, NM 87505		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Hartford Casualty Insurance Company 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 HEREBIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR. CAT.	TYPE OF INSURANCE	ADDITIONAL INSR. WVD.	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXPI. (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		69 SBA RS9348	02/26/2014	02/26/2015	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPOP AGG \$ 4,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	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 (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED.      RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Construction/Carpentry

<b>CERTIFICATE HOLDER</b> Santa Fe Municipal Court 2511 Camino Entrada Santa Fe, NM 87507	<b>CANCELLATION</b> NOTICE OF THIS ABOVE DESCRIBED POLICY IS CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---



**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 Millennium Treatment Services, Inc.

3 Complete information requested

Plus GRT

Inclusive of GRT

Original Contract Amount: \$170,000

Termination Date: 6-30-2015

Approved by Council Date: \_\_\_\_\_

or by City Manager Date: \_\_\_\_\_

Contract is for: P.S.A.

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# \_\_\_\_\_ Date: \_\_\_\_\_  
 RFQ  \_\_\_\_\_ Date: \_\_\_\_\_  
 Sole Source  Sole Source Date: 9-24-2014  
 Other \_\_\_\_\_

6 Procurement History: Drug Court and DUI Court  
 example: (First year of 4 year contract)

7 Funding Source: Drug Court/Grants+Services BU/Line Item: 22217.510400

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: Benjamin Muniz  
 Phone # ext. 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: