

**CITY OF SANTA FE  
"REQUEST FOR PROPOSALS"  
Lodgers' Tax for the Arts: COMMUNITY ARTS DEVELOPMENT  
For projects taking place between July 1, 2020 and June 30, 2021**

**RFP #'20/24/P**



THE CITY OF  
SANTA FE  
— ★ —  
ARTS & CULTURE  
DEPARTMENT

**PROPOSAL DUE:**

**May 6, 2020**

**5 pm MST via [santafenm.gosmart.org](http://santafenm.gosmart.org)**

**City of Santa Fe Arts and Culture Department  
201 West Marcy St  
PO Box 909  
Santa Fe, NM 87504-0909  
Voicemail: 505.955.6707  
[SantaFeArtsCommission.org](http://SantaFeArtsCommission.org)**

## TABLE OF CONTENTS

Advertisement for Proposals.....	3
Proposal Schedule.....	4
Information to Proponents.....	5
Local Preference.....	6
Special Conditions.....	8
Grant Category Eligibility .....	10
Scope of Services .....	11
Evaluation and Criteria .....	12
Technical Assistance Workshop.....	13
Submittal Requirements.....	14

### Attachments:

1. Non-Disclosure and Conflict of Interest Statement
2. Campaign Contribution Form
3. Minimum Wage Ordinance
4. Sample Contract

**REQUEST FOR PROPOSALS: COMMUNITY ARTS DEVELOPMENT  
PROPOSAL NUMBER '20/24/P**

Proposals will be received by the City of Santa Fe and shall be received via [santafenm.gosmart.org](http://santafenm.gosmart.org) no later than 5 pm MST May 6, 2020. Any proposal received after this deadline will not be considered. This proposal is for the purpose of procuring professional services for the following:

Lodgers' Tax for the Arts: **COMMUNITY ARTS DEVELOPMENT**

The proponent's attention is directed to the fact that all applicable Federal Laws, State Laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over said item shall apply to the proposal throughout, and they will be deemed to be included in the proposal document the same as though herein written out in full.

The City of Santa Fe is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or national origin. The successful proponent will be required to conform to the Equal Opportunity Employment regulations.

Proposals may be held for one hundred (180) days subject to action by the City. The City reserves the right to reject any of all proposals in part or in whole. Proposal packets are available by contacting: Jessica Chavez, City of Santa Fe, Purchasing Office, 200 Lincoln Ave Rm122 Santa Fe, New Mexico, 87505, (505) 955-6532.

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Fran Dunaway, Purchasing Officer

Received by the Santa Fe New Mexican Newspaper on: 03/05/20  
To be published on: 03/27/20

Received by the Albuquerque Journal Newspaper on: 03/05/20  
To be published on: 03/27/20

**PROPOSAL SCHEDULE  
COMMUNITY ARTS DEVELOPMENT**

**RFP # '20/24/P**

- |    |  |  |
|----|--|--|
| 1. | Advertisement                                  | March 27, 2020   |
| 2. | Issuance of RFP'S:                             | March 27, 2020   |
| 3. | Receipt of proposals:                          | <b>5 pm MST May 6, 2020<br/>via <a href="http://santafenm.gosmart.org">santafenm.gosmart.org</a></b> |
| 4. | Evaluation of proposals:                       | May 20, 2020   |
| 6. | Recommendation of award<br>to Arts Commission: | June 8, 2020   |
| 7. | Recommendation of award<br>to City Manager:    | June 9, 2020   |

## **INFORMATION FOR PROPONENTS**

### **1. RECEIPT OF PROPOSALS**

The City of Santa Fe (herein called "City"), invites firms to submit one electronic file via [santafenm.gosmart.org](http://santafenm.gosmart.org) no later than **5 pm MST May 6, 2020**.

Any proposal received after the time and date specified shall not be considered. No proposing firm may withdraw a proposal within 60 days after the actual date of the opening thereof.

### **2. PREPARATION OF PROPOSAL**

Vendors shall comply with all instructions and provide all the information requested. Failure to do so may disqualify your proposal.

This request for proposal may be canceled or any and all proposals may be rejected in whole or in part, whenever the City of Santa Fe determines it is in the best interest of the city.

### **3. ADDENDA AND INTERPRETATIONS**

No oral interpretation of the meaning of any section of the proposal documents will be binding. Oral communications are permitted in order to make an assessment of the need for an addendum. Any questions concerning the proposal must be addressed prior to the date set for receipt of proposal.

Every request for such interpretation should be in writing addressed to, Purchasing Officer, 200 Lincoln Ave Rm 122 Santa Fe, New Mexico, 87501 and to be given consideration must be received at least (5) days prior to the date set for the receiving of proposals.

Any and all such interpretations and any supplemental instruction will be in the form of written addenda to the RFP, which if issued, will be delivered to all prospective firms not later than three days prior to the date fixed for the receipt of the proposals. Failure of any proposing firm to receive any such addenda or interpretations shall not relieve such firm from any obligation under their proposal as submitted. All addenda so issued shall become part of the contract documents.

The City reserves the right to not comply with these time frames if a critical addendum is required or if the proposal deadline needs to be extended due to a critical reason in the best interest of the City of Santa Fe.

### **4. LAWS AND REGULATIONS**

The proposing firm's attention is directed to the fact that all applicable Federal Laws, State Laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over said item shall apply to the contract throughout. They will be deemed to be included in the contract the same as though herein written out in full.

**5. METHOD OF AWARD**

The proposal is to be awarded based on qualified proposals as per the enclosed rating system and at the discretion and consideration of the governing body of the City of Santa Fe. The selection committee may interview the top three rated proponents; however, contracts may be awarded without such interviews. At its discretion the city reserves the right to alter the membership or size of the selection committee. The City reserves the right to change the number of firms interviewed. The City may extend the purchase of goods under the Bid at the option of the City for a period of four (4) years from the date of the executed purchase order, subject to the agreement of the offeror.

**6. COMPLIANCE WITH CITY'S MINIMUM WAGE RATE ORDINANCE (LIVING WAGE ORDINANCE)**

A copy of the City of Santa Fe Ordinance No. 2003-8, passed by the Santa Fe City Council on February 26, 2003 is attached. The proponent or bidder will be required to submit the proposal or bid such that it complies with the ordinance to the extent applicable. The recommended Contractor will be required to comply with the ordinance to the extent applicable, as well as any subsequent changes to the Ordinance throughout the term of this contract.

**7. CITY LOCAL PREFERENCE**

A state of New Mexico Taxation and Revenue Department Resident Business Certification of eligibility must be attached. If an offer is received without a copy of the appropriate State of New Mexico Taxation and Revenue Department issued Resident Business Certificate, the preference will not be applied.

**The City shall apply the following definitions and preferences:**

- 1) "Resident business" means a business that has a valid resident business certificate issued by the taxation and revenue department pursuant to Section 13-1-22, and which shows that the resident business resides within the Santa Fe municipal limits.
- 2) When the city makes a purchase using a formal bid process, the public body shall deem a bid submitted by a resident business to be 3% percent lower than the bid actually submitted. In addition, if the bid includes subcontractors who are also resident businesses, the public body shall deem a bid submitted by a resident business with resident business subcontractors to be 6% lower than the bid actually submitted. If a non-resident business hires all resident business subcontractors, the public body shall deem the bid to be 3% percent lower than the bid actually submitted.
- 3) When the city makes a purchase using a formal request for proposals process, not including contracts awarded on a point-based system, the city shall award an additional:
  - (a) three percent or the total weight of all the factors used in evaluating the proposals to a resident business; and

- (b) three percent or the total weight of all the factors used in evaluating the used in evaluating the proposals to a business with all resident business subcontractors.
- 4) When the city makes a purchase using a formal request for proposals process, and the contract is awarded based on a point-based system, the city shall award additional points equivalent to:
  - (1) three percent of the total possible points to a resident business: and
  - (2) three percent of the total possible points to a business with all resident business subcontractors.
- 5) The maximum available local preference shall be 6%.
- 6) Competitive sealed proposals valued in excess of one million dollars (\$1,000,000.00)
  - (1) If the bid or proposal includes to subcontractors who are also resident business, the public body shall deem a bid or proposal submitted by a resident business to be six percent (6%) lower than the bid actually submitted, if and only if at least fifty percent (50%) of the subcontracted services go to subcontractors who are resident businesses.
  - (2) If a non-resident business hires resident business subcontractors, the public body shall deem the bid or proposal to be three percent (3%) lower than the bid actually submitted, if and only at least fifty percent (50%) of the subcontracted services go to subcontractors who are resident businesses."

**8. PROTESTS AND RESOLUTIONS PROCEDURES**

Any proponent, offeror, or contractor who is aggrieved in connection with a procurement may protest to the Purchasing Officer. The protest must be in writing and submitted within fifteen (15) days and requirements regarding protest and resolution of protests are available from the Purchasing Office upon request.

## **SPECIAL CONDITIONS**

**1. GENERAL**

When the City's Purchasing Officer issues a purchase order document in response to the vendor's bid, a binding contract is created.

**2. ASSIGNMENT**

Neither the order, nor any interest therein, nor claim under, shall be assigned or transferred by the vendor, except as expressly authorized in writing by the City Purchasing Officer's Office. No such consent shall relieve the vendor from its obligations and liabilities under this order.

**3. VARIATION IN SCOPE OF WORK**

No increase in the scope of work of services or equipment after award will be accepted, unless means were provided for within the contract documents. Decreases in the scope of work of services or equipment can be made upon request by the city or if such variation has been caused by documented conditions beyond the vendor's control, and then only to the extent, as specified elsewhere in the contract documents.

**4. DISCOUNTS**

Any applicable discounts should be included in computing the bid submitted. Every effort will be made to process payments within 30 days of satisfactory receipt of goods or services. The City Purchasing Officer shall be the final determination of satisfactory receipt of goods or services.

**5. TAXES**

The price shall include all taxes applicable. The city is exempt from gross receipts tax on tangible personal property. A tax exempt certificate will be issued upon written request.

**6. INVOICING**

(A) The vendor's invoice shall be submitted in duplicate and shall contain the following information: invoice number and date, description of the supplies or services, quantities, unit prices and extended totals. Separate invoices shall be submitted for each and every complete order.

(B) Invoice must be submitted via the GoSmart system and must include receipts.

**7. METHOD OF PAYMENT**

Every effort will be made to process payments within 30 days of receipt of a detailed invoice and proof of delivery and acceptance of the products hereby contracted or as otherwise specified in the compensation portion of the contract documents.

**8. DEFAULT**

The City reserves the right to cancel all or any part of this order without cost to the City if the vendor fails to meet the provisions for this order, and except as otherwise provided herein, to hold the vendor liable for any excess cost occasioned by the city due to the vendor's default. The vendor shall not be liable for any excess cost if failure to perform the order arises out of causes beyond the control and with the fault or negligence of the Vendor and these causes have been made known to the City of Santa Fe in written form within five working days of the vendor becoming aware of a cause which may create any



delay; such causes include, but are not limited to, acts of God or the public enemy, acts of the State or of the Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of sub-contractors due to any of the above unless the city shall determine that the suppliers or services to be furnished by the sub-contractor are obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. The rights and remedies of the city are not limited to those provided for in this paragraph and are in addition to any other rights provided for by law.

**9. NON-DISCRIMINATION**

By signing this City of Santa Fe bid or proposal, the vendor agrees to comply with the Presidents Executive Order No. 11246 as amended.

**10. NON-COLLUSION**

In signing this bid or proposal, the vendor certifies they have not, either directly or indirectly, entered into action in restraint of full competition in connection with this bid or proposal submittal to the City of Santa Fe.

**ELIGIBILITY FOR LODGERS' TAX FOR THE ARTS**

Funding for this program is authorized by the City of Santa Fe Ordinance No. 1987-45, which earmarks a portion of the Lodgers' Tax for the "promotion and advertising of non-profit attractions and nonprofit performing arts in Santa Fe." NMSA "Lodgers' Tax Act" (3-38-21) authorizes a municipality to use tax proceeds to defray costs of advertising, publicizing and promoting tourism attractions within the area. Therefore, **eligible organizations must play a role in promoting tourism and apply the funding received primarily towards the project's promotional, advertising and marketing costs.** All projects must take place between the effective date of the contract (anticipated to be July 1, 2020 and June 30, 2021).

Organizations may submit applications as indicated below:

<b>A</b>		<b>B</b>
<b>ONE from this column</b>		<b>One from this column</b>
<b>Global Arts Marketing</b>	<b>AND</b>	<b>Collaborative Arts Marketing</b> - Partnerships - Should reflect distinct and unique programs in addition to regular programming for which funding is being sought under Column A
<b>National Arts Marketing</b>		
<b>Regional Arts Marketing</b>		
<b>Community Arts Development</b>		
<b>Target Impact Support</b>		

Organizations considering applying for funding for the first time, are expecting significant organizational changes, and/or are proposing changes to past project approaches are encouraged to contact the Arts and Culture Department at (505) 955-6707 prior to submitting an application. Arts and Culture Department staff is available to help ensure that both an organization and project are eligible for funding, as well as to provide guidance regarding in which funding program to apply.

**COMMUNITY ARTS DEVELOPMENT PROGRAM**

The Community Arts Development program (CAD) funds community-based organizations, presenting projects of high artistic quality that provide arts services to the local community, with an emphasis on projects that bring the community together to celebrate the diversity of artistic heritage. Education through the arts projects in schools and other settings are eligible to apply. Informal groups who would like to apply for funding are encouraged to do so utilizing the services of a fiscal agent that is based in New Mexico. Organizations and informal groups may apply through a fiscal agent; individual artists may not.

Funding requests are limited to \$6,000 or less.

## **SCOPE OF SERVICES**

Organizations who receive contracts for funding shall provide the following services:

- All required services to ensure the presentation and production of the projects as described in the application.
- Present opportunities for youth and/or other underserved population to benefit from the project by providing free or reduced access to the project as outlined in the application and demonstrated by the documentation and reporting of audience statistical and demographic information, including minority participation in the project.
- Market and promote the City by utilizing the City's arts logo and credit line on all printed and digital promotional material related to the project.
- Promote and market the project locally and regionally; demonstrate evidence of attracting audiences through statistical and demographic information.
- Present arts educational programs and opportunities for the Santa Fe community that increase understanding of the project's artistic discipline or work of art.
- Encourage the cultural development of Santa Fe through maintaining high standards of artistic excellence as demonstrated by the presentation of performances, exhibitions and /or services.
- Strengthen the position of the arts as an integral part of Santa Fe by providing cultural benefits and contributing to the City's artistic identity and access to underserved constituencies.
- Provide a final report to the City providing statistical and demographic information about audience attendance and the results of the project.

## **What Cannot Be Funded**

The Arts Commission cannot fund certain projects and project elements. These include:

- Demonstration and master classes
- Scholarships and fellowships
- Closed subscription series
- Projects which are part of a post-secondary academic degree program
- Awards (ribbons, trophies, prizes, etc.)
- Deficits and debt reduction (including finance charges, loan fee, etc.)
- Meals, catering, lodging or transportation
- Capital expenses (including the purchase of equipment or real property, labor or materials costs for renovations, remodeling or new construction, etc.)
- Tuition assistance for college, university or other post-secondary formal course work
- Fund-raising (events, personnel, merchandise, invitations, etc.)

## EVALUATION AND CRITERIA

The Arts and Culture Department staff reviews all applications for eligibility and completeness. Then a Review Panel consisting of community representatives and Arts Commission review all eligible applications. At its discretion, the City reserves the right to alter the membership and size of the panel.

An average of each applicant's scores determines the ranking of applicants and does not guarantee funding.

### Criteria

All applications are reviewed based on an established set of criteria. The criteria are weighted equally, based on a scale of 1 (low) to 5 (high).

#### **50% Evidence of community impact**

*As demonstrated by:*

- Potential of project to provide access to and participation in the creative life of our community for the intended audience
- Estimated size and diversity of the audience
- Feasible promotion and marketing plan to reach intended community; quality of marketing and promotional materials
- Strategic partnerships/collaborations to increase community reach

#### **50% Standards of artistic excellence and administrative capability**

*As demonstrated by:*

- Quality of artistic samples submitted
- Ability to foster the creation, production, presentation and awareness of the arts in Santa Fe, including educational, outreach and/or economic benefits especially geared towards youth and/or underserved populations.
- Qualifications/backgrounds of artistic & administrative personnel
- Accuracy of the application materials; realistic project budget; financial stability

## Sample Evaluation Sheet

Santa Fe Arts and Culture Department  
Community Arts Development  
Request for Qualifications

Applicant: \_\_\_\_\_

Rating scale is 1 to 5 (1 = Poor/5 = Excellent)

Weighted Value	Criteria	Rating (1-5)	Value	Score	Max Score
50%	Evidence of thoughtful plan to attract a new audience		X 10		50
50%	Standards of artistic excellence and administrative capability		X 10		50
<b>100%</b>			<b>TOTAL</b>		<b>100</b>

Signature: \_\_\_\_\_

*(Please sign in **PEN** when you finalize the score sheet the day of the meeting. Thank you.)*

Date: \_\_\_\_\_

### Rating Scale

5 = Excellent  
4 = Good  
3 = Satisfactory  
2 = Below Average  
1 = Poor

## **TECHNICAL ASSISTANCE WORKSHOPS & QUESTIONS**

A Technical Assistance Workshop will be held prior to the application deadline on **April 7, 2020 from 3-5 pm** in the Nambe Room of the Santa Fe Community Convention Center. All organizations/groups considering submitting an application are **strongly encouraged to attend**. During the workshop, Arts and Culture Department staff will provide important information about funding, the review process and completing an application. Please note that if your organization currently has a funding contract with the Arts and Culture Department, an organizational representative is required to attend this workshop.

Additionally, Arts and Culture Department staff is available throughout the application period to answer questions regarding the application and review process. Please direct your inquiries to Erminia Tapia, [emtapia@santafem.gov](mailto:emtapia@santafem.gov), 955-6707.

## **SUBMITTAL REQUIREMENTS**

All proposals must be submitted **by 5 PM MST on May 6, 2020 online through [santafenm.gosmart.org](https://santafenm.gosmart.org)**. Please note that the City is not responsible for compatibility issues due to operating systems, platforms, programs or program versions. System automatically closes at deadline. Hardcopy and late proposals are not accepted.

A complete application consists of all online forms provided by the Arts and Culture Department as well as required attachments and enclosures uploaded by the applicant. Arts and Culture Department staff are available to answer any questions you may have.

The online application forms are completed online through <https://santafenm.gosmart.org> . Required attachments and enclosures must be uploaded to the Support Material Form through the online application. Please see application for more information on accepted file types. Please note that the Arts and Culture Department is not responsible for compatibility issues due to operating systems, platforms, programs, or program versions. The deadline is absolute; late materials cannot be accepted. Please plan accordingly. Early submissions are encouraged.

The online application includes the following:

- Applicant Information
- Project Narrative
- Audience Demographics
- Marketing and Promotional Plan
- Financial Information
- Artistic Samples, Marketing/Promotional/Education Samples
- Support Material (Bios, Organization History, Board List, Organization Chart, IRS Exemption Letter, Incorporation Certificate, City Business Registration, IRS Form 990, Fiscal Agent Agreement, if applicable)
- Certification of Submission (that you have successfully submitted on GoSmart online system)

Upload the following to Support Material:

- Artistic Samples
  - Images in PowerPoint (PPT) file
  - Video Samples
  - Audio Samples
- Promotional Samples, Reviews, and Educational Materials
- Artistic and Administrative Biographies
- Board List
- Organizational Chart
- Organizational History
- IRS Exemption Letter
- Incorporation Certificate
- IRS Form 990 for most recent completed fiscal year

**ATTACHMENT 1**  
**CITY OF SANTA FE (CSF)**  
**NON-DISCLOSURE AND CONFLICT OF INTEREST STATEMENT**

REQUEST FOR PROPOSAL # '20/24/P

EVALUATOR NAME: \_\_\_\_\_

CSF policy is to prevent personal or organizational conflict of interest, or the appearance of such conflict of interest, in the award and administration of CSF contracts and Purchase Orders.

I, \_\_\_\_\_, the undersigned, hereby certify that the following statements are true and correct and that I understand and agree to be bound by commitments contained herein.

I am acting at the request of CSF as a participant in the evaluation of *offers/ proposals* received in response to the *Request for Offers/ Request for Proposals*, entitled and/ or numbered. I am acting of my own accord and not acting under duress. I am not currently employed by, nor am I receiving any compensation from, nor have I been the recipient of any present or future economic opportunity, employment, gift, loan, gratuity, special discount, trip, favor, or service in connection with any *offer/proposal* or involved *Offeror/Proposer* in return for favorable consideration. I have no preconceived position on the relative merits of any of the *offers/proposals* nor have I established a personal preference or position on the worth or standing of any *Offeror/Proposer* participating in this action. CSF policy is to prevent personal or organizational conflict of interest, or the appearance of such conflict of interest, in the award and administration of CSF contracts, including, but not limited to contracts for professional services, agreements with consultants and Purchase Orders.

I hereby certify that to the best of my knowledge and belief, no conflict of interest exists that may diminish my capacity to perform an impartial, technically sound, objective review of this proposal(s) or otherwise result in a biased opinion or unfair competitive advantage. I agree not to disclose or otherwise divulge any information pertaining to the contents, status, or ranking of any *offer/proposal* to anyone other than the team leader or other evaluation team members. I understand the terms and "disclose or otherwise divulge" to include, but are not limited to, reproduction of any part or any portion of any *offer/proposal*, or removal of same from designated areas without prior authorization from the evaluation team leader. I agree to perform any and all evaluations of said *offers/proposals* in an unbiased manner, to the best of my ability, and with the best interest of CSF paramount in all decisions.

I agree to return to CSF Purchasing Department all copies of proposals, as well as any abstracts, upon completion of the evaluation.

\_\_\_\_\_  
SIGNATURE AND DATE:

## ATTACHMENT 2 CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

**“Applicable public official”** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**“Family member”** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

**“Pendency of the procurement process”** means the time period commencing with the public



notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**“Person”** means any corporation, partnership, individual, joint venture, association or any other private legal entity

**“Prospective contractor”** means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

**“Representative of a prospective contractor”** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made by: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

\_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

\_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

\_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

\_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

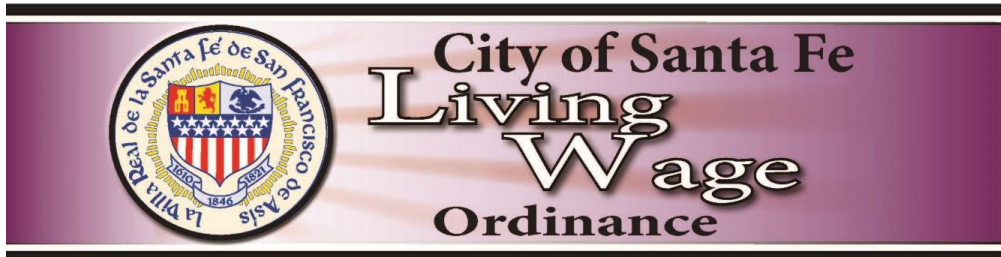
**--OR--**

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date




MINIMUM WAGE ORDINANCE









PURSUANT TO THE CITY OF SANTA FE  
LIVING WAGE ORDINANCE, SECTION 28-1 SFCC 1987  
EFFECTIVE MARCH 1, 2017 ALL WORKERS WITHIN THE  
CITY OF SANTA FE  
SHALL BE PAID A LIVING WAGE OF

**\$11.09**  
**PER HOUR**

**Santa Fe's Living Wage**

-  The Santa Fe Living Wage Ordinance establishes minimum hourly wages.
-  The March Living Wage increase corresponds to the increase in the Consumer Price Index (CPI).
-  All employers required to have a business license or registration from the City of Santa Fe ("City") must pay at least the adjusted Living Wage to employees for all hours worked within the Santa Fe city limits.

**Who is Required to Pay the Living Wage?**

-  The City to all full-time permanent workers employed by the City;
-  Contractors for the City, that have a contract requiring the performance of a service but excluding purchases of goods;
-  Businesses receiving assistance relating to economic development in the form of grants, subsidies, loan guarantees or industrial revenue bonds in excess of twenty-five thousand dollars (\$25,000) for the duration of the City grant or subsidy;
-  Businesses required to have a business license or registration from the City; and
-  Nonprofit organizations, except for those whose primary source of funds is from Medicaid waivers.
-  For workers who customarily receive more than one hundred dollars (\$100) per month in tips or commissions, any tips or commissions received and retained by a worker shall be counted as wages and credited towards satisfaction of the Living Wage provided that, for tipped workers, all tips received by such workers are retained by the workers, except that the pooling of tips among workers shall be permitted.

More Information, including the Living Wage Ordinance, is available at  
<http://www.santafenm.gov>  
(Click on Hot Topics/Living Wage)

**ATTACHMENT 4  
SAMPLE CONTRACT**