

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 Source for Educational Empowerment and Community Development (SEED), (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 professional services to administer Inspire Santa Fe, a community mentorship program using the unique model implemented at Monte Del Sol Charter School, for a city-wide program integrating schools, non-profits, families and other community partners. The services are designed to help create professional relationships to enhance both workforce readiness and development for Santa Fe's youth in the community. The contract includes the following services:

A. Create and supervise no less than fifty (50) mentorships from participating Santa Fe Public Schools and/or agencies, including, but not exclusive to The Masters Program Charter School, Mandela International Magnet School, Tierra Encantada Charter School, and Santa Fe High School and shall include an active participation with the Community in Schools program to explore the expanding role of mentorship and leadership for all Santa Fe youth, including disconnected youth. This shall include recruiting, interviewing, selecting, and matching mentors to protégés and conducting a mentor screening process to check for safety and suitability of mentors and supervision of the individual mentorships through site visits.

B. Work with each school or agency to ensure a comprehensive understanding of the Inspire Santa Fe program and the needs and the expectations of the schools, agencies and advisors.

C. Collaborate with the participating schools and/or agencies in outreach efforts. Provide criteria and application forms for schools to use to identify potential candidates.

D. Facilitate training workshops for protégés and mentors in support of the mentorships.

E. Facilitate an appreciation event for all participants and a communitywide end of program festival showcasing the protégés work in partnership with the City of Santa Fe.

F. Document the Inspire Santa Fe program and communicate with press to encourage media coverage.

G. Raising of matching funds for the program of at least \$40,000 in cash and \$90,000 in in-kind services.

H. Deliverables shall include:

1) A detailed list of school and community partners and age targets and number of mentorships for each projected placement in partner schools.

2) A training seminar on best practices in mentorship to include community partners in other mentorship programs. This shall include a survey of participants to inform the recommendations on a coordinated citywide program.

3) A plan to build a long term model for sustainable funding for Inspire Santa Fe which is designed to grow the capacity of community mentorship in

Santa Fe.

4) A progress report after the mentorship appreciation festival and near the completion of all placements. This report shall identify the current number and location of student placements in the program and pertinent observations.

5) A final report including a comprehensive evaluation of the impact of the program on protégés and mentors. Including (but not limited to):

a. Recommendations and plan outline for a city wide coordinated mentorship program.

b. Total number of protégés (by host organization) and mentors by field of mentorship.

c. Socioeconomic patterns of a sample of participants (self-reported).

d. Number of mentor hours donated from the community.

e. Value and details of in-kind support for the program.

f. Summary of mentorship festival, including total participation and attendance.

g. Summary and evaluation of mentor/ protégé trainings, including total participants and hours trained.

h. Collated feedback from key stakeholders (staff, school liaisons, protégés, and mentors) for continual evaluation and modification of the program.

i. Financial analysis of program and projection for 2017/2018.

j. The plan to build a long term model for sustainable funding for Inspire Santa Fe which is designed to grow the capacity of community mentorship in Santa Fe.

6) Public acknowledgement of businesses where Inspire mentorships happen, which may include banners/posters, newspaper ads, or other ways of bringing the program into the public eye.

I. In furtherance of the foregoing, The City of Santa Fe shall provide logistical support to Contractor (e.g., helping to locate and schedule a venue) and shall make public venues available for use by Contractor (if such public venues are available for use) for hosting the Mentor Appreciation night and the Mentorship Festival events, exact dates and requirements to be agreed upon by the parties.

J. In order to help further a city wide data collection effort to better understand the local entrepreneurial and workforce community, programs and constituent needs, Contractor agrees to contribute requested internal (non-confidential) data by the City's economic development data staff or contractor and to make every reasonable effort to align data collection efforts to inform this effort.

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 thirty thousand dollars (\$30,000), inclusive of applicable gross receipts taxes. Payment shall be made upon receipt and approval of invoices and according to the following schedule:

1) Fifteen thousand dollars (\$15,000) upon a detailed list of school and community partners and age targets and number of mentorships for each projected placement in partner schools.

2) Ten thousand dollars (\$10,000) upon receipt and approval of a progress report near the completion of all placements.

3) Five thousand dollars (\$5,000) upon receipt and approval of the final report.

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, approval and acceptance 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 the Contractor, whichever occurs last, and shall terminate on June 30, 2018 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. Upon termination:

(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, therefore 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, 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 Agreement.

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. The City shall be 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:
Office of Economic Development
PO Box 909
Santa Fe, NM 87504

Contractor:
SEED
PO Box 2246
Santa Fe, NM 87504

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

CITY OF SANTA FE:

JAVIER M. GONZALES, MAYOR

Date: 7/17/17

CONTRACTOR:

SEED

Todd Lopez

Date: 7/17/2017

CRS# 02-372372-006

City of Santa Fe Business

Registration # 17-00143131

ATTEST:

YOLANDA Y. VIGIL, CITY CLERK
ccnty. 6/28/17

APPROVED AS TO FORM:

KELLEY A. BRENNAN, CITY ATTORNEY *6/9*

APPROVED:

ADAM K. JOHNSON, FINANCE DIRECTOR

22116.510340
BUSINESS UNIT/LINE ITEM