The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of State Agency/Local Government Municipality: *City of Santa Fe*

Chief Procurement Officer: *Fran Dunaway*

Telephone Number: *(505) 955-6432*

Requesting Department: *City of Santa Fe Community Services*

Department Director: Mary McCoy

Description: **Federal Funding & Grants Financial Advisory & Consulting**

II. Name of Contractor: *SLOAN & CO*

Address of Contractor: **8205 Spain NE, Suite 204**
\*Albuquerque, NM 87109*

Amount of prospective contract: **$168,000 excluding GRT**

Term of prospective contract: **7/1/2021 – 7/31/2021**

Please thoroughly list the services (scope of work), construction or items of tangible The Contractor shall provide the following services—for the City:

A. **Substantiation of Federal expenditures:**
   *Provide Final SEFA Report for City approval and supporting general ledger detail (electronic format for upload to CLA portal);*

B. **Confirmation of Federal receipts for federal funding sources:**
Provide detail Federal Receipt Reports for City approval and all supporting
documentation (electronic format for upload to CLA portal);

C. Roll-forward of Federal Accrued/deferred revenue balances for financial audit:
Provide detail Federal Accrued/Deferred reports for City approval and all
supporting documentation (electronic format for upload to CLA portal);

D. Final adjustment to true-up Federal revenues:
Provide detail Federal Revenue reports for City approval and all supporting
documentation, supplemental schedules to the financial statements that is required
for the single audit requirements. Sub-award Reporting System (FSRS). Sub-
recipients – those entities receiving sub-grants – submittal data (electronic format
for upload to CLA portal).

Compensation.
From July 1, 2021 to July 31, 2021, the City shall pay to the Contractor in full
payment for services rendered, based on actual hours incurred, at the standard
hourly rates plus travel time at one-half of standard hourly rates and other out-of-
pocket costs such as, rental car/gas, mileage, per diem, lodging, postage, etc.
Services will be performed by audit/accountant associates and/or accounting
specialist supervisors, and quality control staff. Management services shall be
completed by a manager and/or a principal.

This amount is a maximum and not a guarantee that the work assigned to be
performed by Contractor under this Agreement shall be based on the services, as
requested, in the sum, up to, One Hundred Sixty-Eight Thousand dollars
($168,000.00) excluding expenses for travel time, out-of-pocket travel costs, printing,
postage and applicable New Mexico gross receipts taxes.

III. Provide an explanation for the justification of the procurement including a description of the
emergency condition(s) requiring use of emergency procurement and the practicable
competition utilized in compliance with NMSA 1978, Section 13-1-127.

The City of Santa Fe does not have a Controller and/or CPA whose primary job
assignment is to conduct a fiscal year audit of federal and state grants for the City of
Santa Fe in accordance with NM State Auditor rules and regulations. The emergency
procurement has been declared and determined professional services pursuant to NM
Procurement Code NMSA 13-1-127 Emergency procurement; required condition;
limitations notice and the City of Santa Fe Procurement Manual paragraph L. Emergency
Procurement A. ii. b. Cannot be acquired through normal procurement methods.

IV. Please describe what measures are being taken to minimize the duration and effect of this
particular emergency procurement (for example: is the emergency only in place until a
competitive process can be completed, etc.).

The City of Santa Fe’s Finance Department has issued an RFP for these specific services
therefore the emergency is only in place until a contract has been awarded.
V. Describe what measures the City will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

Ensure that awarded contract is based on a year by year basis in order for City to hire Accounting and Grant Management staff with state & federal government audit preparation and year end close experience

Certified by:  

[Signature]  
Fran Dunaway, City of Santa Fe Chief Procurement Officer  

Date: __7/1/81__

City of Santa Approval by:  

[Signature]  
Mary McCoy, Finance Director - City of Santa Fe Chief Financial Officer  

Date: __7/1/21__

Jarel LaPan Hill  
Mayor Alan M. Webber or City Manager Jarel LaPan Hill  

Date: __7/28/2021__