From:	Vendor Registration
To:	RENZ-WHITMORE, ERIC D.; Vendor Registration
Cc:	BOWKER, PATRICK R.; NELSON, JOHANNA C.
Subject:	RE: Contract next steps
Date:	Tuesday, July 30, 2024 9:44:16 AM
Attachments:	image002.png image006.png image007.png

Good Morning,

As long as you select the correct remit address on 1073 the DBA will be Anderson School.

Stephanie Ortiz
IT Project Management Office Business Analyst
Information Technology & Telecommunications
Mouton Hall, Midtown
Desk: 505-955-5521
Cell: 505-629-9123
Email: scortiz@santafenm.gov
CITY OF SANTA FE
INFORMATION & TECHNOLOGY

From: RENZ-WHITMORE, ERIC D. <edrenzwhitmore@santafenm.gov>
Sent: Monday, July 29, 2024 12:32 PM
To: Vendor Registration <venreg@santafenm.gov>
Cc: BOWKER, PATRICK R. <prbowker@santafenm.gov>; NELSON, JOHANNA C. <jcnelson@santafenm.gov>
Subject: RE: Contract next steps

Hi again!

I wanted to check on this. Can we get a confirmation that UNM Anderson is covered for vendor registration on this?

Eric

Eric D Renz-Whitmore
Economic Development Specialist
Office of Economic Development
City of Santa Fe, NM
LinkedIn: https://www.linkedin.com/in/ewhitmore
Office Phone: 505-955-6844
Mobile: 505-819-1846
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CITY OF SANTA FE
ECONOMIC DEVELOPMENT

From: RENZ-WHITMORE, ERIC D.
Sent: Tuesday, July 23, 2024 12:02 PM
To: Vendor Registration <venreg@santafenm.gov>
Cc: BOWKER, PATRICK R. <prbowker@santafenm.gov>; NELSON, JOHANNA C. <jcnelson@santafenm.gov>
Subject: RE: Contract next steps

Stephanie,

Thanks for this.

I'm wondering if we could get a memo confirming this approach for the UNM Anderson Center for Responsible Entrepreneurship? We'd include the memo in our packet to address any questions regarding vendor status.

My concern is that UNM Anderson does not appear in the Vendor Lookup menu in Munis (the entities that do are all separate business units). Since it doesn't come up as one of the entities we can do business with, I worry their contract will get kicked back without additional clarification and/or documentation.

Eric

Eric D Renz-Whitmore
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CITY OF SANTA FE
ECONOMIC DEVELOPMENT

From: Vendor Registration <venreg@santafenm.gov>
Sent: Thursday, July 18, 2024 2:35 PM
To: RENZ-WHITMORE, ERIC D. <edrenzwhitmore@santafenm.gov>; Vendor Registration <venreg@santafenm.gov>
Cc: BOWKER, PATRICK R. <prbowker@santafenm.gov>; NELSON, JOHANNA C. <jcnelson@santafenm.gov>
Subject: RE: Contract next steps

Good Afternoon,

As per our previous email there will not be a new vendor number your department will have to select the correct remit address for the payment. Let me know if you have any questions

Sincerely,

Stephanie Ortiz
IT Project Management Office Business Analyst
Information Technology & Telecommunications
Mouton Hall, Midtown
Desk: 505-955-5521
Cell: 505-629-9123
Email: scortiz@santafenm.gov

CITY OF SANTA FE
INFORMATION & TECHNOLOGY

From: RENZ-WHITMORE, ERIC D. <edrenzwhitmore@santafenm.gov>
Sent: Thursday, July 18, 2024 10:49 AM
To: Vendor Registration <venreg@santafenm.gov>
Cc: BOWKER, PATRICK R. <prbowker@santafenm.gov>; NELSON, JOHANNA C. <jcnelson@santafenm.gov>
Subject: RE: Contract next steps

Hi…

Wanted to check back on this (I'm checking with UNM on a few things).

Do they still need to do their Vendor Self Service updates? I thought this was taking care of that, but I don't see a new entity in the system (that we can pay). Is there anything else they need to do from your perspective?

Thanks,

Eric

Eric D Renz-Whitmore
Economic Development Specialist
Office of Economic Development
City of Santa Fe, NM
LinkedIn: https://www.linkedin.com/in/ewhitmore
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CITY OF SANTA FE
ECONOMIC DEVELOPMENT

From: NELSON, JOHANNA C. <jcnelson@santafenm.gov>
Sent: Saturday, July 13, 2024 9:33 AM
To: Vendor Registration <venreg@santafenm.gov>; RENZ-WHITMORE, ERIC D. <edrenzwhitmore@santafenm.gov>; Kiana Alvarez <kianaalvarez@unm.edu>
Cc: BOWKER, PATRICK R. <prbowker@santafenm.gov>
Subject: RE: Contract next steps

Great, thank you so much!

Does this get the problem solved?

From: Vendor Registration <venreg@santafenm.gov>
Sent: Friday, July 12, 2024 12:55 PM
To: RENZ-WHITMORE, ERIC D. <edrenzwhitmore@santafenm.gov>; Kiana Alvarez <kianaalvarez@unm.edu>; Vendor Registration <venreg@santafenm.gov>; NELSON, JOHANNA C. <jcnelson@santafenm.gov>
Cc: BOWKER, PATRICK R. <prbowker@santafenm.gov>
Subject: RE: Contract next steps

Good Afternoon,

I have updated the account remit address. When creating the PO please select the correct remit address.

Stephanie Ortiz
IT Project Management Office Business Analyst
Information Technology & Telecommunications
Mouton Hall, Midtown
Desk: 505-955-5521
Cell: 505-629-9123
Email: scortiz@santafenm.gov

CITY OF SANTA FE
INFORMATION & TECHNOLOGY

From: RENZ-WHITMORE, ERIC D. <edrenzwhitmore@santafenm.gov>
Sent: Friday, July 12, 2024 6:25 AM
To: Kiana Alvarez <kianaalvarez@unm.edu>; Vendor Registration <venreg@santafenm.gov>; NELSON, JOHANNA C. <jcnelson@santafenm.gov>
Cc: BOWKER, PATRICK R. <prbowker@santafenm.gov>
Subject: Re: Contract next steps

Thanks, Stephanie and team for your help!

Sent from the field!

From: Kiana Alvarez <kianaalvarez@unm.edu>
Sent: Thursday, July 11, 2024 at 4:47 PM
To: Vendor Registration <venreg@santafenm.gov>; NELSON, JOHANNA C. <jcnelson@santafenm.gov>
Cc: RENZ-WHITMORE, ERIC D. <edrenzwhitmore@santafenm.gov>; BOWKER, PATRICK R. <prbowker@santafenm.gov>
Subject: RE: Contract next steps

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Hello Stephanie,
Thank for looking into it. We appreciate your help getting us set up.

We will be collecting payment through our unrestricted accounting office, as it is the most secure and all transactions are tied to invoices that we generate. Payments should be mailed to the following address.

Unrestricted Acctg - Main
MSC01 1260
1 University of New Mexico
Albuquerque, NM 87131-0001

Thank you again. I will be out of the office tomorrow but can loop back on Monday if anything additional is needed.

Kind regards,
Kiana

Kiana Alvarez
Program Specialist
Corporate & Community Engagement
Anderson School of Management

From: Vendor Registration <venreg@santafenm.gov>
Sent: Thursday, July 11, 2024 4:29 PM
To: NELSON, JOHANNA C. <jcnelson@santafenm.gov>; Vendor Registration <venreg@santafenm.gov>; Kiana Alvarez <kianaalvarez@unm.edu>
Cc: RENZ-WHITMORE, ERIC D. <edrenzwhitmore@santafenm.gov>; BOWKER, PATRICK R. <prbowker@santafenm.gov>
Subject: RE: Contract next steps

[EXTERNAL]

Good Afternoon,

Patrick and I researched this vendor account. Because they are a school we do not add their FID to the file because they have so many departments we pay and only one account can use the FID. They will not have access to their vendor account we will have to make all the changes for them. I am going to update vendor 1073 with a new remit address and a DBA as Anderson School of Management. When creating the payment you will have to select the correct remit address.

Kiana,

Please send us the correct address to be used for the payment and I will update it for you.

Sincerely,

Stephanie Ortiz
IT Project Management Office Business Analyst
Information Technology & Telecommunications
Mouton Hall, Midtown
Desk: 505-955-5521
Cell: 505-629-9123
Email: scortiz@santafenm.gov

CITY OF SANTA FE
INFORMATION & TECHNOLOGY

From: NELSON, JOHANNA C. <jcnelson@santafenm.gov>
Sent: Thursday, July 11, 2024 4:03 PM
To: Vendor Registration <venreg@santafenm.gov>
Cc: RENZ-WHITMORE, ERIC D. <edrenzwhitmore@santafenm.gov>
Subject: RE: Contract next steps

Hi there, does that mean they don't have a registration?

From: Vendor Registration <venreg@santafenm.gov>
Sent: Thursday, July 11, 2024 3:46 PM
To: NELSON, JOHANNA C. <jcnelson@santafenm.gov>
Subject: RE: Contract next steps

Hello,

We have a different FID on file for Regents. The W-9 says New Mexico State University not University of New Mexico.

Thank you,

Patrick Bowker
Project Specialist
ITT Department
Office: 505-955-5566
Cell: 505-490-2777

From: NELSON, JOHANNA C. <jcnelson@santafenm.gov>
Sent: Thursday, July 11, 2024 11:46 AM
To: Vendor Registration <venreg@santafenm.gov>
Subject: RE: Contract next steps

Thank you so much!

From: Vendor Registration <venreg@santafenm.gov>
Sent: Thursday, July 11, 2024 11:10 AM
To: NELSON, JOHANNA C. <jcnelson@santafenm.gov>
Subject: RE: Contract next steps

Hello,

It looks like the vendor number for Regents of the University of New Mexico is #9629. Let me know if you have any questions or issues.

Thank you,

Patrick Bowker
Project Specialist
ITT Department
Office: 505-955-5566
Cell: 505-490-2777

From: NELSON, JOHANNA C. <jcnelson@santafenm.gov>
Sent: Thursday, July 11, 2024 10:32 AM
To: Robert Delcampo <delcampo@unm.edu>; RENZ-WHITMORE, ERIC D. <edrenzwhitmore@santafenm.gov>
Cc: Kiana Alvarez <kianaalvarez@unm.edu>; Vendor Registration <venreg@santafenm.gov>
Subject: RE: Contract next steps

Rob- try this contact CC-ed

From: Robert Delcampo <delcampo@unm.edu>

Sent: Thursday, July 11, 2024 9:51 AM
To: RENZ-WHITMORE, ERIC D. <edrenzwhitmore@santafenm.gov>
Cc: NELSON, JOHANNA C. <jcnelson@santafenm.gov>; Kiana Alvarez <kianaalvarez@unm.edu>
Subject: Re: Contract next steps

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Eric-

We have the certificate of insurance---however we have some issues getting into the portal--it appears that using our tax id number we ARE registered with the City (Regents of the University of New Mexico, technically)---however we need our vendor id in order to align with this opportunity---I emailed the "email for help" address but it bounced back---any assistance would be very much appreciated! Thanks!

-Rob

Get Outlook for iOS

From: RENZ-WHITMORE, ERIC D. <edrenzwhitmore@santafenm.gov>
Sent: Wednesday, July 10, 2024 4:30:31 PM
To: Robert Delcampo <delcampo@unm.edu>
Cc: NELSON, JOHANNA C. <jcnelson@santafenm.gov>
Subject: RE: Contract next steps

[EXTERNAL]

Great to hear about the applications!

And I appreciate the nudge. I know I've done a few things with this but want to do more.

We'll keep you posted on dates!

Eric

Eric D Renz-Whitmore
Economic Development Specialist
Office of Economic Development
City of Santa Fe, NM
LinkedIn: https://www.linkedin.com/in/ewhitmore
Office Phone: 505-955-6844
Mobile: 505-819-1846
Want more info about opportunities for businesses and economic development activity in Santa Fe? Sign up for our newsletter here: https://bit.ly/SantaFeEconDevNews

CITY OF SANTA FE
ECONOMIC DEVELOPMENT

From: Robert Delcampo <delcampo@unm.edu>
Sent: Wednesday, July 10, 2024 4:25 PM
To: RENZ-WHITMORE, ERIC D. <edrenzwhitmore@santafenm.gov>
Cc: NELSON, JOHANNA C. <jcnelson@santafenm.gov>
Subject: Re: Contract next steps

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thanks Eric!

this is great! we will get those 2 pieces finished this week!

please let me know when we need to appear and we will make that happen as well!

in the meantime, we are recruiting for the new cohort and if you have any means of distributing the attached graphic we would appreciate it! we have A LOT of apps already but want to get the word out!

-Rob

Robert G. DelCampo, Ph.D.

Sr. Executive Director, Corporate & Community Engagement

Executive Director, innovationAcademy

Rutledge Professor of Management

Anderson School of Management

delcampo@unm.edu | mgt.unm.edu

From: RENZ-WHITMORE, ERIC D. <edrenzwhitmore@santafenm.gov>
Sent: Wednesday, July 10, 2024 3:23 PM
To: Robert Delcampo <delcampo@unm.edu>
Cc: NELSON, JOHANNA C. <jcnelson@santafenm.gov>
Subject: Contract next steps

[EXTERNAL]

Rob,

I hope you're doing well. We believe our contract with you is now in its final steps, including a committee presentation

and appearance at the City of Santa Fe's General Assembly in August.

There are two items we're going to need:

- A copy of UNM's Certificate of Insurance
- Signing up UNM Anderson (CRE) as a vendor to receive funds from the City of Santa Fe

The vendor setup, as I'd mentioned, is a bit of an annoyance but different from the Santa Fe business license you provided. Currently only UNM Continuing Education, UNM Los Alamos, and STC.UNM are set up in this way. The instructions for getting the appropriate unit signed up are at: https://santafenm.gov/VSS_Registration_Process_%282%29.pdf and I'm happy to help someone walk through it.

Eric

Eric D Renz-Whitmore
Economic Development Specialist
Office of Economic Development
City of Santa Fe, NM
LinkedIn: https://www.linkedin.com/in/ewhitmore
Office Phone: 505-955-6844
Mobile: 505-819-1846
Want more info about opportunities for businesses and economic development activity in Santa Fe? Sign up for our newsletter here: https://bit.ly/SantaFeEconDevNews

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