City of Santa Fe New Mexico
Memorandum

Date: **January 13, 2025**

To: **Mayor Alan Webber and Governing Body**
Finance, Quality of Life

Via: **Emily Oster, Finance Department Director**
Travis Dutton-Leyda, Chief Procurement Officer
Johanna Nelson, Director, Office of Economic Development

From: **Eric Renz-Whitmore, Economic Development Specialist, edrenzwhitmore@santafenm.gov**

Subject: **Request for Approval of a General Services Contract with UNM Anderson Center for Responsible Entrepreneurship Programming**

Vendor Name: **UNM Anderson Center for Responsible Entrepreneurship (CRE) Anderson School**

Vendor Number: **1073**

ITEM AND ISSUE:
The Office of Economic Development (OED) respectfully requests your review and approval of a General Services Contract with the UNM Anderson Center for Responsible Entrepreneurship, in the total amount of $300,000 (not to exceed). This contract is for entrepreneurial support, training, and administering an accelerator program, all aimed at strengthening Santa Fe's economy in line with the OED's mission.

Request for the Approval of a General Services Contract in the total amount of $ 300,000 (not to exceed) for entrepreneurial support, training and administering an accelerator; University of New Mexico Anderson School Center for Responsible Entrepreneurship, Office of Economic Development; (Eric Renz-Whitmore, edrenzwhitmore@santafenm.gov) (Johanna Nelson, jcnelson@santafenm.gov, 505-699-7003)

BACKGROUND AND SUMMARY:

The City of Santa Fe's Office of Economic Development (OED) supports a variety of programs that provide resources and technical assistance to entrepreneurs. To expand opportunities for those launching high-growth, high-impact ventures, the OED proposes continued support for the

UNM Anderson Center for Responsible Entrepreneurship (CRE) and its presence in Santa Fe. This funding will help establish an accelerator and related programs focused on fostering entrepreneurial development, business creation, and growth, with an emphasis on businesses that prioritize environmental and social stewardship through a triple bottom line approach. By supporting responsible businesses and B Corps, this initiative strengthens Santa Fe's business ecosystem while promoting sustainability and social responsibility.

In recent years, the OED has funded several accelerator-like programs. A study by the UNM Anderson School and Santa Fe Innovates found that many entrepreneurs and job seekers today are not only pursuing financial success but also seeking work that contributes to their communities and the planet.

PROCUREMENT METHOD:
The Procurement method is exempt, as UNM Anderson Center for Responsible Entrepreneurship (CRE) is a governmental institution. Contracts with UNM are exempt per NMSA 1978, Section 13-1-98 (A).

Supporting Information:
Chief Procurement Officer Approval: **Date:**
Comment/Exceptions:

CONTRACT NUMBER:
The FY25 Munis contract number is 325XXX- Pending
The FY25 Project ledger number is XXXXX \Pending

SOURCE/REVENUE: X Expense ☐Revenue

The funding source is:
Fund Name/Number: Fund 212: Economic Development
Munis Org Name/Number: 2122800/510400
Munis Object Name/Number: Professional Contracts/510300

Grant Manager / Accounting Officer Approval: **Date:**
Comment/Exceptions:

Project Ledger #: Pending

Budget Officer Approval: **Date:**
Comment/Exceptions:

CAPITAL ASSET (will this procurement result in a tangible item that costs more than $5,000?):

☐Yes | X No

 # (if known):

City of Santa Fe New Mexico

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Repair or Replacement of Existing Equipment:

☐Yes | X No
If yes -> ☐Repair | ☐ Replacement

Please explain:

Capital Project:
(New and improvement projects that are going to cost $10,000 or more)
☐ Yes | X No

Project Ledger #:

Anticipated length of project:

Asset Manager Approval: **Date:**
Comment/Exceptions:

Department Approvals:
IT Components: ☐ **Yes | X No**
Vehicles: ☐ **Yes | X No**
Facilities, Furniture, Fixtures, Equipment: ☐ **Yes | X No**

Approval: **Title:** **Date**:
Approval: **Title:** **Date**:
Comment & Exceptions:

Department Contract Administrator Contact Info:

ATTACHMENTS:
Certificate of Liability Insurance
Professional/General Services Contract
CPO Determination
Horizons declination

From:	Matt Loehman
To:	RENZ-WHITMORE, ERIC D.
Subject:	Re: Request for Determination from Office of Economic Development: Acceleration and Business Support Services
Date:	Wednesday, June 26, 2024 3:57:53 PM
Attachments:	image001.png image001.png

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Eric,

Thank you checking. These are not services we offer.

We will respectfully decline.

Kind regards,

Matt

Matt Loehman
Executive Director

Horizons of New Mexico
6121 Indian School Rd. NE, Suite 102
Albuquerque, NM 87110

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web: www.horizonsofnewmexico.org

On Wed, Jun 26, 2024, 9:53 AM RENZ-WHITMORE, ERIC D. <edrenzwhitmore@santafenm.gov> wrote:

> Matt,
>
> I don't believe you offer these services but wanted to check. We're exploring a contract to provide an entrepreneur support effort, including pre-acceleration and acceleration program for new businesses:
>
> The objective of this contract is to create jobs through the launch of new ventures by the participating entrepreneurs. The pre-acceleration program guides entrepreneurs through a process to validate their startup idea, and the acceleration program guides entrepreneurs through a process

to build and launch their business. Key metrics are the number of entrepreneurs participating in the programs, and the businesses that launch and create jobs through their venture.

Please let me know if you have any questions!

Eric

Eric D Renz-Whitmore
Economic Development Specialist
Office of Economic Development
City of Santa Fe, NM

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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

From:	DUTTON-LEYDA, TRAVIS K.
To:	RENZ-WHITMORE, ERIC D.
Cc:	NELSON, JOHANNA C.
Subject:	RE: Request for Determination on Contract with UNM Anderson Center for Responsible Entrepreneurship
Date:	Wednesday, July 10, 2024 5:59:21 PM
Attachments:	image003.png

Eric,

Here is my determination. This is exempt because *University of New Mexico Anderson School of Management Center for Responsible Entrepreneurship* is a government entity. NMSA 1978, § 13-1-98 (A). Include this determination in your packet when you submit for signatures in the Purchasing team. Pro tip: you can always go through this channel and see the approved packets and compare.

Thank you.

Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

https://santafenm.gov/finance-2/purchasing-1

Internal Link: https://intranet.santafenm.gov/finance_1

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FINANCE

From: RENZ-WHITMORE, ERIC D. <edrenzwhitmore@santafenm.gov>
Sent: Wednesday, July 10, 2024 3:08 PM
To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Cc: NELSON, JOHANNA C. <jcnelson@santafenm.gov>
Subject: Request for Determination on Contract with UNM Anderson Center for Responsible Entrepreneurship

Travis,

Thanks for your info and insights in the ARPA Projects session this morning.

While it's not part of our ARPA portfolio, one of our larger contracts – with UNM Anderson's Center

for Responsible Entrepreneurship – appears ready to move on to committees and general body.

You may recall that our office originally attempted to pursue this as a Memorandum of Understanding, and we worked with you and the City's legal team to determine that a contract was the appropriate vehicle. We are requesting your approval for this contract (attached) as exempt from procurement.

Is this the appropriate way to do this?

Thanks, and best wishes,

Eric

Eric D Renz-Whitmore
Economic Development Specialist
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City of Santa Fe, NM
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Want more info about opportunities for businesses and economic development activity in Santa Fe?
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