



# City of Santa Fe New Mexico

## Memorandum



**Date:** October 10, 2024

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

**Via:** Emily Oster, Finance Department Director *Emily K. Oster*  
Travis Dutton-Leyda, Chief Procurement Officer *[Signature]*  
Johanna Nelson, Director, Office of Economic Development *[Signature]* Johanna Nelson (Nov 15, 2024 09:40 MST)

**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

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### 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](mailto: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:**   
**Comment/Exceptions:**

**Date:** Nov 12, 2024

**CONTRACT NUMBER:**

The FY25 Munis contract number is 325XXX- Pending  
The FY25 Project ledger number is XXXXXX \Pending

**SOURCE/REVENUE:**  Expense  Revenue

The funding source is:

**Fund Name/Number:** Fund 212: Economic Development  
**Munis Org Name/Number:** Economic Development 2122800  
**Munis Object Name/Number:** Professional Contracts/510300

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

**Date:**

**Project Ledger #: Pending**

**Budget Officer Approval:** *Andy Hopkins*  
**Comment/Exceptions:**

**Date:** Nov 12, 2024

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

Yes |  No

**# (if known):**



# City of Santa Fe New Mexico

## Memorandum



### Repair or Replacement of Existing Equipment:

Yes |  No

If yes ->  Repair |  Replacement

Please explain:

#### Capital Project:

(New and improvement projects that are going to cost \$10,000 or more)

Yes |  No

Project Ledger #:

Anticipated length of project:

Asset Manager Approval:

Comment/Exceptions:

Date:

#### Department Approvals:

IT Components:  Yes |  No

Vehicles:  Yes |  No

Facilities, Furniture, Fixtures, Equipment:  Yes |  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

**CITY OF SANTA FE  
GENERAL SERVICES CONTRACT**

Services

THIS CONTRACT is made and entered into by and between the City of Santa Fe, herein after referred to as the “City,” and **University of New Mexico Anderson School of Management Center for Responsible Entrepreneurship** herein after referred to as the “Contractor ” or “Center.”

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.

**IT IS MUTUALLY AGREED BETWEEN THE PARTIES:**

1. **Definitions**
  - A. "Products and Services Schedule" refers to the complete list of products and services offered under this Contract and the price for each. Product and service descriptions may be amended with the prior approval of the City’s Office of Economic Development Contract Administrator, Eric Renz-Whitmore. New products and services shall not be added to the Products and Services Schedule.
  - B. "Business Hours" means 8:00 a.m. to 5:00 p.m. Mountain Time.
2. **Scope of Work**
  - A. The Contractor shall perform the following work:
    - Create short- and long-term positive impact for entrepreneurs and local businesses in Santa Fe and Northern New Mexico by completing the deliverables listed below.
    - Build a reputation for fostering the social enterprise shift in capitalism (i.e., stakeholder capitalism) and promote UNM Anderson and Santa Fe as a place where social entrepreneurs and leaders thrive. These results will be measured by the number of attendees at the public events, and eventually, the number of attendees of individuals from New Mexico and other states in educational programs (e.g., executive education) and an annual conference.
    - Each year, the Contractor will host a planning session with City economic development leaders to confirm plans, gather feedback, and make adjustments in the programming. Included in the planning sessions will be key community and mentor stakeholders in the Center.
    - Complete Points 1 and 2 during the term of this contract:

**Phase 1:**

- Continue to operate a responsible entrepreneurship accelerator based in Santa Fe and operating on the UNM academic year. Hold a pre-acceleration workshop to take place over two Saturdays in June 2024. A 10-month acceleration program will begin in August 2024 and conclude in June 2025. Applications for the acceleration program will occur in July 2024. Targeted number of participants: 15 in pre-acceleration and 15 in acceleration program
- Develop hybrid programming to offer entrepreneurs and business leaders a mix of virtual and in-person sessions (target timing: Spring 2024). With 12 entrepreneurs completing the first acceleration program, the objective is to offer one or two short courses to continue to support them. An added element will be to offer an online digital certificate programs to continue to support their business acumen. The metrics will be the courses offered – in-person and virtual – and the number of attendees engaged in the programs.
- Develop an add-on social entrepreneur acceleration program, inviting individuals from all previous cohorts to apply (prospective launch: August 2025). The objective is to continue to support participating entrepreneurs in preview acceleration workshops to offer advanced programs in raising funds, scaling their business, etc. Feedback and program development would be based on collecting requirements from previous participating entrepreneurs. Target enrollment: 10 entrepreneurs
- Explore hosting the national B Academics Research community in Santa Fe (target timing: Summer/Fall 2025, requires working with a third-party – B Academics).
- Continue to develop an engaged mentoring community to support and guide local entrepreneurs and business leaders.

**Phase 2:**

- Develop and plan to host a conference on responsible entrepreneurship and leadership in Santa Fe, attracting attendees from New Mexico and other states, developing the reputation of Santa Fe as a place where social entrepreneurs and leaders thrive. The target date would be Fall 2026.
- Develop and plan to offer an abbreviated responsible entrepreneurship program for high school students in Santa Fe. The target date would be Summer 2026.

3. **Compensation**

The City shall pay to the Contractor based upon fixed prices for each Deliverable service as listed here. Paid upon receipt of quarterly progress reports showing the completion of a deliverable item of item(s).

<u>Deliverable item:</u>	<u>U/I (unit of issue)</u>	<u>Price</u>
01	See Below	\$ 50,000
02	See Below	\$135,000
03	See Below	\$ 90,000

01 – Complete a 10-month accelerator program to support local responsible entrepreneurs, including supporting student entrepreneurs in the program; host 10 monthly Meetups to develop and support responsible innovation in Santa Fe. The first cohort will be completed on June 6, 2024. The next one would be June 2025, as the UNM Anderson Center will host a new cohort each year.

02 – Host a second two-day pre-acceleration program in Santa Fe with a second group for the 10-month acceleration program. Continue to develop diverse participation and expand the number of UNM students

involved in the program. The next pre-acceleration program will be in June 2024, and the following one will be June 2025, as the UNM Anderson Center will host a new pre-acceleration program each year.

03 – Host a third 2-day pre-acceleration program in Santa Fe with a second group for the 10-month acceleration program. Continue to develop diverse participation and expand the number of UNM students involved in the program. Formulate plans to support high school students in what responsible entrepreneurship is and how to evaluate and launch a venture. Develop a plan to gather responsible entrepreneurs and leaders from around New Mexico in Santa Fe.

Compensation excluding New Mexico Gross Receipts Tax will follow the Payment Schedule as follows:

- FY 2024:
  - June 30, 2024 - \$50,000
    - Report on results of the first cohort and meetup/awareness-building events and activities.
  
- FY 2025:
  - September 30, 2024 - \$33,750
    - Report on summer pre-acceleration sessions & cohort launch.
  - December 30, 2024 - \$33,750
    - Report on cohort progress; Event series development.
  - March 31 2025 - \$33,750
    - Report on cohort progress; development of National B Academics research community event.
  - June 30, 2025 - \$33,750
    - Report on results of the second cohort; B Academics research community event development.
  
- FY 2026:
  - September 30, 2025 - \$22,500
    - Report on National B Academic Research event; development of engagement plan for HS students regarding responsible entrepreneurship; how to evaluate and launch a venture.
  - December 31, 2025 - \$22,5000
    - Report on plans for gathering of responsible entrepreneurs and leaders from around NM in Santa Fe.
  - March 31, 2026 - \$22,500
    - Report on plans to launch responsible entrepreneurship programs for HS students in Santa Fe; gathering of responsible entrepreneurs and leaders from around New Mexico in Santa Fe.
  - June 30, 2026 - \$22,500
    - Final report to include report on overall program and gathering of responsible entrepreneurship leaders in Santa Fe.

The total possible compensation excluding GRT is \$275,000 and total possible GRT (at 8.1875%) is \$22,515.63. The total compensation under this Contract shall not exceed two hundred ninety-seven thousand five hundred fifteen dollars and sixty-three cents (\$297,515.63) including GRT.

#### 4. **Payment Provisions**

All payments under this Contract are subject to the following provisions.

- A. Acceptance - In accordance with NMSA 1978, Section 13-1-158 the City shall determine if the product or services provided meet specifications. Until the products or services have

been accepted in writing by the City, the City shall not pay for any products or services. Unless otherwise agreed upon between the City and the Contractor, within thirty (30) days from the date the City receives written notice from the Contractor that payment is requested for services or within thirty (30) days from the receipt of products, the City shall issue a written certification (by letter or email) of complete or partial acceptance or rejection of the products or services. Unless the City gives notice of rejection within the specified period, the products or services will be deemed to have been accepted.

- B. Payment of Invoice - Upon acceptance that the products or services have been received and accepted, payment shall be tendered to the Contractor within thirty (30) days after the date of certification. After the thirtieth day from the date that written certification of acceptance is issued, late payment charges shall be paid on the unpaid balance due on the contract to the Contractor at the rate of 1.5 % per month. Contractor may submit invoices for payment no more frequently than monthly. Payment will be made to the Contractor's designated mailing address. Payment on each invoice shall be due within 30 days from the date of the acceptance of the invoice. The City agrees to pay in full the balance shown on each account's statement, by the due date shown on said statement.

5. **Term**

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED IN WRITING BY THE CITY. This contract shall terminate **three (3) years from date of final signature**.

6. **Default and Force Majeure**

The City reserves the right to cancel all, or any part of any orders placed under this contract without cost to the City, if the Contractor fails to meet the provisions of this contract and, except as otherwise provided herein, to hold the Contractor liable for any excess cost occasioned by the City due to the Contractor's default. The Contractor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Contractor; such causes include, but are not restricted to, acts of God or the public enemy, acts of the State or 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 supplies or services to be furnished by the sub-contractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery scheduled. The rights and remedies of the City provided in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this contract.

7. **Termination**

A. **Grounds**. The City may terminate this Contract for convenience or cause. For contracts within their authority, the City Manager or their designee is authorized to provide the notice of termination, otherwise such notice of termination shall be provided by the Mayor, or their designee as authorized by the Governing Body. The Contractor may only terminate this Contract based upon the City's uncured, material breach of this Contract.

B. **Notice: City Opportunity to Cure**.

1) Except as otherwise provided in Paragraphs 7.A and 17, the City shall give the Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.

2) Contractor shall give City written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the City's material breaches of this Contract upon which the termination is based and (ii) state what the City must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the City does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the City does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.

3) Notwithstanding the foregoing, this Contract may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the City; (ii) if, during the term of this Contract, the Contractor is suspended or debarred by the City; or (iii) the Contract is terminated pursuant to Paragraph 17, "Appropriations", of this Contract.

C. Liability. Except as otherwise expressly allowed or provided under this Contract, the City's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Contract. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. *THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE CITY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS CONTRACT.*

## 8. Amendment

A. This Contract shall not be altered, changed, or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the City proposes an amendment to the Contract to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Contract, pursuant to the termination provisions as set forth in Paragraph 7 herein, or to agree to the reduced funding.

## 9. Status of Contractor

The Contractor, and Contractor's agents and employees, are independent Contractors for the City and are not employees of the City. The Contractor, and Contractor's agents and employees, shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City because of this Contract. The Contractor acknowledges that all sums received hereunder are personally reportable by the Contractor for income tax purposes, including without limitation, self-employment tax and business income tax. The Contractor agrees not to purport to bind the City unless the Contractor has written authority to do so, and then only within the strict limits of that authority.

## 10. Assignment

The Contractor shall not assign or transfer any interest in this Contract or assign any claims for money due or to become due under this Contract without the prior written approval of the City.

11. **Subcontracting**

The Contractor shall not subcontract any portion of the services to be performed under this Contract without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Contract, nor shall any subcontract obligate direct payment from the City.

12. **Non-Collusion**

In signing this Contract, the Contractor certifies the Contractor has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the City.

13. **Inspection of Plant**

The City may inspect, at any reasonable time during Contractor's regular business hours and upon prior written notice, the Contractor's plant or place of business, or any subcontractor's plant or place of business, which is related to the performance of this contract.

14. **Commercial Warranty**

The Contractor agrees that the tangible personal property or services furnished under this Contract shall be covered by the most favorable commercial warranties the Contractor gives to any customer for such tangible personal property or services, and that the rights and remedies provided herein shall extend to the City and are in addition to and do not limit any rights afforded to the City by any other clause of this order. The contractor agrees not to disclaim warranties of fitness for a particular purpose or merchantability.

15. **Condition of Proposed Items**

Where tangible personal property is a part of this Contract, all proposed items are to be NEW and of most current production, unless otherwise specified.

16. **Records and Audit**

During the term of this Contract and for three years thereafter, the Contractor shall maintain detailed records pertaining to the services rendered and products delivered. These records shall be subject to inspection by the City, the State Auditor and other appropriate state and federal authorities. The City shall have the right to audit billings both before and after payment. Payment under this Contract shall not foreclose the right of the City to recover excessive or illegal payments.

17. **Appropriations**

The terms of this Contract, and any orders placed under it, are contingent upon sufficient appropriations and authorization being made by the Governing Body for the performance of this Contract. If sufficient appropriations and authorization are not made by the legislature, this Contract, and any orders placed under it, 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. If the City proposes an amendment to the Contract to unilaterally reduce funding, the Contractor shall have the option to terminate the Contract or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

18. **Release**

The Contractor, upon final payment of the amount due under this Contract, releases the City, its officers, and employees, from all liabilities, claims and obligations whatsoever arising from or under this Contract. The Contractor agrees not to purport to bind the City, unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

19. **Confidentiality**

Any confidential information provided to or developed by the Contractor in the performance of this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval by the City.

20. **Conflict of Interest**

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Contract, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Contract. The Contractor shall comply with any applicable provisions of the New Mexico Governmental Conduct Act and the New Mexico Financial Disclosures Act.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Contract, will continue to comply with, and that this Contract complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978.

C. Contractor's representations and warranties in Paragraphs A and B of this Paragraph are material representations of fact upon which the City relied when this Contract was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Paragraph 20 were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Paragraph 20 were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the City and notwithstanding anything in the Contract to the contrary, the City may immediately terminate the Contract.

D. All terms defined in the Governmental Conduct Act have the same meaning in this section.

21. **Approval of Contractor Representative(s)**

The City reserves the right to require a change in Contractor representative(s) if the assigned representative(s) are not, in the opinion of the City, adequately serving the needs of the City.

22. **Scope of Contract; Merger**

This Contract incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and memorandum of understandings have been merged into this written contract.

23. **Notice**

The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

24. **Equal Opportunity Compliance**

The Contractor agrees to abide by all federal and state laws, and local Ordinances, pertaining to equal employment opportunity. In accordance with all such laws, rules, and regulations, the Contractor agrees to assure that no person in the United States shall on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Contract. If Contractor is found not to be in compliance with these requirements during the life of this Contract, Contractor agrees to take appropriate steps to correct these deficiencies.

25. **New Mexico Tort Claims Act**

Any liability incurred by the City of Santa Fe in connection with this Contract 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 Contract modifies or waives any provision of the New Mexico Tort Claims Act.

26. **Applicable Law**

The laws of the State of New Mexico shall govern this Contract, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, Section 38-3-2. By execution of this Contract, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Contract.

27. **Limitation of Liability**

The Contractor's liability to the City, for any cause whatsoever shall be limited to the purchase price paid to the Contractor for the products and services that are the subject of the City's, claim. The foregoing limitation does not apply to paragraph 25 of this Contract or to damages resulting from personal injury caused by the Contractor's negligence.

28. **Incorporation by Reference and Precedence**

If this Contract has been procured pursuant to a request for proposals, this Contract is derived from (1) the request for proposal, (including any written clarifications to the request for proposals and any City response to questions); (2) the Contractor's best and final offer; and (3) the Contractor's response to the request for proposals.

In the event of a dispute under this Contract, applicable documents will be referred to for the purpose of clarification or for additional detail in the following order of precedence: (1) amendments to the Contract in reverse chronological order; (2) the Contract, including the scope of work and all terms and conditions thereof; (3) the request for proposals, including attachments thereto and written responses to questions and written clarifications; (4) the Contractor's best and final offer if such has been made and accepted by the City; and (5) the Contractor's response to the request for proposals.

29. **Workers' Compensation**

The Contractor agrees to comply with state laws and rules applicable to workers' compensation benefits for its employees. If the Contractor fails to comply with the Workers' Compensation Act and applicable rules when required to do so, this Contract may be terminated by the City.

30. **Inspection**

If this contract is for the purchase of tangible personal property (goods), final inspection and acceptance shall be made at Destination. Tangible personal property rejected at Destination for non-conformance to specifications shall be removed at Contractor's risk and expense promptly after notice of rejection and shall not be allowable as billable items for payment.

31. **Inspection of Services**

If this contract is for the purchase of services, the following terms shall apply.

A. Services, as used in this Article, include services performed, workmanship, and material furnished or utilized in the performance of services.

B. The Contractor shall provide and maintain an inspection system acceptable to the City covering the services under this Contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the City and for as long thereafter as the Contract requires. The City has the right to inspect and test all services contemplated under this Contract to the extent practicable at all times and places during the term of the Contract. The City shall perform inspections and tests in a manner that will not unduly delay or interfere with Contractor's performance.

C. If the City performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of such inspections or tests.

D. If any part of the services do not conform with the requirements of this Contract, the City may require the Contractor to re-perform the services in conformity with the requirements of this Contract at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the City may:

- (1) require the Contractor to take necessary action(s) to ensure that future performance conforms to the requirements of this Contract; and
- (2) reduce the contract price to reflect the reduced value of the services performed.

E. If the Contractor fails to promptly re-perform the services or to take the necessary action(s) to ensure future performance in conformity with the requirements of this Contract, the City may:

- (1) by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the City that is directly related to the performance of such service; or
- (2) terminate the contract for default.

32. **Insurance**

If the services contemplated under this Contract will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Contract, the following insurance coverage(s), naming the City as additional insured.

**A. Commercial General Liability** insurance shall be written on an occurrence basis and be as broad as ISO Form CG 00 01 with limits not less than \$2,000,000 per occurrence and \$2,000,000 in the aggregate for claims against bodily injury, personal and advertising injury, and property damage. Said policy shall include broad form Contractual Liability coverage and be endorsed to name the City of Santa Fe their officials, officers, employees, and agents as additional insureds.

**B. Broader Coverage and Limits.** The insurance requirements under this Contract shall be the greater of (1) the minimum coverage and limits specified in this Contract, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Contract are sufficient to cover the obligations of Contractor hereunder.

**C.** Contractor shall maintain the above insurance for the term of this Contract and name the City as an additional insured and provide for 30 days cancellation notice on any Certificate of Insurance form furnished by Contractor. Such certificate shall also specifically state the coverage provided under the policy is primary over any other valid and collectible insurance and provide a waiver of subrogation.

33. **Impracticality of Performance**

A party shall be excused from performance under this Contract for any period that the party is prevented from performing as a result of an act of God, strike, war, civil disturbance, epidemic, or court order, provided that the party has prudently and promptly acted to take any and all steps that are within the party's control to ensure performance. Subject to this provision, such non-performance shall not be deemed a default or a ground for termination.

34. **Invalid Term or Condition**

If any term or condition of this Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected and shall be valid and enforceable.

35. **Enforcement of Contract**

A party's failure to require strict performance of any provision of this Contract shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Contract shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

36. **Patent, Copyright and Trade Secret Indemnification**

A. The Contractor shall defend, at its own expense, the City against any claim that any product or service provided under this Contract infringes any patent, copyright to trademark in the United States or Puerto Rico, and shall pay all costs, damages and attorneys' fees that a court finally awards as a result of any such claim. In addition, if any third party obtains a judgment against the City based upon Contractor's trade secret infringement relating to any product or services provided under this Contract, the Contractor agrees to reimburse the City for all costs, attorneys' fees and amount of the judgment. To qualify for such defense and or payment, the City shall:

- 1) give the Contractor prompt written notice within 48 hours of any claim;
- 2) allow the Contractor to control the defense of settlement of the claim; and
- 3) cooperate with the Contractor in a reasonable way to facilitate the defense or settlement of the claim.

B. If any product or service becomes, or in the Contractor's opinion is likely to become the subject of a claim of infringement, the Contractor shall at its option and expense:

- 1) provide the City the right to continue using the product or service and fully indemnify the City against all claims that may arise out of the City's use of the product or service;
- 2) replace or modify the product or service so that it becomes non-infringing; or,
- 3) accept the return of the product or service and refund an amount equal to the value of the returned product or service, less the unpaid portion of the purchase price and any other amounts, which are due to the Contractor. The Contractor's obligation will be void as to any product or service modified by the City to the extent such modification is the cause of the claim.

37. **Survival**

The Contract paragraphs titled "Patent, Copyright, Trademark, and Trade Secret Indemnification; Indemnification; and Limit of Liability" shall survive the expiration of this Contract. Software licenses, leases, maintenance and any other unexpired Agreements that were entered into under the terms and conditions of this Contract shall survive this Contract.

38. **Disclosure Regarding Responsibility**

A. Any prospective Contractor and any of its Principals who enter into a contract greater than sixty thousand dollars (\$60,000.00) with any City for professional services, tangible personal property, services or construction agrees to disclose whether the Contractor, or any principal of the Contractor's company is presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body.

B. Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.

C. The Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, the Contractor learns that the Contractor's disclosure was at any time erroneous or became erroneous by reason of changed circumstances.

D. A disclosure that any of the items in this requirement exist will not necessarily result in termination of this Contract. However, the disclosure will be considered in the determination of the Contractor's responsibility and ability to perform under this Contract. Failure of the Contractor to furnish a

disclosure or provide additional information as requested will be grounds for immediate termination of this Contract pursuant to the conditions set forth in Paragraph 7 of this Contract.

E. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of a Contractor is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of business dealings.

F. The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts during the term of this Contract. If during the performance of the contract, the Contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the Contractor must provide immediate written notice to the City. If it is later determined that the Contractor knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the City may terminate the involved contract for cause. Still further the City may suspend or debar the Contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the City.

39. **Suspension, Delay or Interruption of Work**

The City may, without cause, order the Contractor, in writing, to suspend, delay or interrupt the work in whole or in part for such period of time as the City may determine. The contract sum and contract time shall be adjusted for increases in cost and/or time associated with Contractor's compliance therewith. Upon receipt of such notice, Contractor shall leave the jobsite and any equipment in a safe condition prior to departing. Contractor must assert rights to additional compensation within thirty (30) days after suspension of work is lifted and return to work is authorized. Any compensation requested for which entitlement is granted and the contract sum adjusted, shall have profit included (for work completed) and for cost only (not profit) for Contractor costs incurred directly tied to the suspension itself and not otherwise covered by Contract remedy. Any change in Total Compensation must be reflected in an Amendment executed pursuant to Section 8 of this Contract.

40. **Notification**

Either party may give written notice to the other party in accordance with the terms of this Paragraph. Any written notice required or permitted to be given hereunder shall be deemed to have been given on the date of delivery if delivered by personal service or hand delivery or three (3) business days after being mailed.

To the City: Eric Renz-Whitmore, 123 E. Marcy Suite 205, Santa Fe, NM, 87501;  
edrenzwhitmore@santafenm.gov

To the Contractor: Robert Del Campo, Anderson Corporate & Community Engagement, MSC05 3090, 1  
University of New Mexico, Albuquerque, NM, 87131; delcampo@unm.edu

Either party may change its representative or address above by written notice to the other in accordance with the terms of this Paragraph. The carrier for mail delivery and notices shall be the agent of the sender.

41 **Succession**

This Contract shall extend to and be binding upon the successors and assigns of the parties.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

CONTRACTOR:

University of New Mexico Anderson School of Management  
Center for Responsible Entrepreneurship

\_\_\_\_\_  
Alan Webber, Mayor



\_\_\_\_\_  
Robert DelCampo

DATE: \_\_\_\_\_

Sr. Executive Director

TITLE

DATE: May 28, 2024

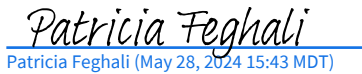
CRS# 01-504447-00-5

Registration # \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
GERALYN CARDENAS, INTERIM CITY CLERK

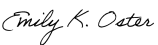
CITY ATTORNEY'S OFFICE:



Patricia Feghali (May 28, 2024 15:43 MDT)

\_\_\_\_\_  
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:



\_\_\_\_\_  
FINANCE DIRECTOR



**NEW MEXICO**

GENERAL SERVICES DEPARTMENT  
RISK MANAGEMENT DIVISION

**EVIDENCE OF COVERAGE**

**MEMORANDUM NUMBER: RMD-EOC-FY25**

This Evidence of Coverage is used as information only and confers no rights upon the Certificate Holder. This Evidence of Coverage does not amend, extend, or alter the coverage afforded by the Tort Claims Act or the applicable Certificates of Coverage or policies for the type(s) of coverage listed below.

**NAMED INSURED**

**STATE OF NEW MEXICO  
and  
UNIVERSITY OF NEW MEXICO (U6900)  
LOSS PAYEE: TO WHOM IT MAY CONCERN**

**Coverage Period:  
12:00 AM 07/01/2024 to 11:59 PM 06/30/2025**

This is to certify that the Named Insured has the coverages listed below for the period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this Evidence of Coverage may be used or may pertain, the coverages indicated in this Evidence of Coverage are subject to all terms, exclusions, and conditions of the Certificates of Coverage and other insurance policy(s) to which this Evidence of Coverage pertains.

Type of Coverage	Limit of Liability/Coverage
A) Liability i. General Liability ii. Automobile Liability iii. Law Enforcement	Statutory Limit NMSA § 41-4-19 Statutory Limit NMSA § 41-4-28 (Foreign)
B) Civil Rights	Statutory Limit NMSA § 41-4A-3
C) Workers' Compensation	Statutory Limit NMSA § 52-1-1 et seq.
D) Property i. Real and Business Personal Property ii. Auto Physical Damage iii. Mobile Equipment/UAV/Watercraft/Mobile Homes	Replacement Cost Value (RCV) Actual Cash Value (ACV) Actual Cash Value (ACV)
E) Medical Malpractice	Statutory Limit NMSA § 41-4-19
F) Fine Arts	\$300,000,000
G) Boiler & Machinery	\$150,000,000

Per 66-5-207, NMSA 1978 - A motor vehicle owned by the United States Government, any state, or political subdivision of the state, is exempt from the Mandatory Financial Responsibility Act.

Per 66-6-15(E), NMSA 1978 - A vehicle or trailer owned by and used in the service of the State of New Mexico, or any county or municipality thereof need not be registered but must continually display plates furnished by the Transportation Services Division of the General Services Department.

Should any of the above coverages for the Covered Party be changed or withdrawn prior to the expiration date issued above, the State of New Mexico will notify the Certificate Holder. The failure of such notification shall impose no obligation or liability of any kind upon the State of New Mexico, its agents, or representatives.

**Authorized Representative:** Jeannette Chavez, Director, Risk Management Division, GSD  
**Date Issued:** 07/01/2024

For questions, please contact the Property and Casualty Bureau/Underwriting at (505) 827-2566/1764 or GSD-RMDunderwriting@gsd.nm.gov.



N. M. S. A. 1978, § 41-4-19

§ 41-4-19. Maximum liability

A. Unless limited by Subsection B of this section, in any action for damages against a governmental entity or a public employee while acting within the scope of the employee's duties as provided in the Tort Claims Act, the liability shall not exceed:

(1) the sum of two hundred thousand dollars (\$200,000) for each legally described real property for damage to or destruction of that legally described real property arising out of a single occurrence;

(2) the sum of three hundred thousand dollars (\$300,000) for all past and future medical and medically related expenses arising out of a single occurrence; and

(3) the sum of four hundred thousand dollars (\$400,000) to any person for any number of claims arising out of a single occurrence for all damages other than real property damage and medical and medically related expenses as permitted under the Tort Claims Act.

B. The total liability for all claims pursuant to Paragraphs (1) and (3) of Subsection A of this section that arise out of a single occurrence shall not exceed seven hundred fifty thousand dollars (\$750,000).

**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](mailto:scortiz@santafenm.gov)



---

**From:** RENZ-WHITMORE, ERIC D. <[edrenzwhitmore@santafenm.gov](mailto:edrenzwhitmore@santafenm.gov)>  
**Sent:** Monday, July 29, 2024 12:32 PM  
**To:** Vendor Registration <[venreg@santafenm.gov](mailto:venreg@santafenm.gov)>  
**Cc:** BOWKER, PATRICK R. <[prbowker@santafenm.gov](mailto:prbowker@santafenm.gov)>; NELSON, JOHANNA C. <[jcnelson@santafenm.gov](mailto: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

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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**From:** RENZ-WHITMORE, ERIC D.  
**Sent:** Tuesday, July 23, 2024 12:02 PM  
**To:** Vendor Registration <[venreg@santafenm.gov](mailto:venreg@santafenm.gov)>  
**Cc:** BOWKER, PATRICK R. <[prbowker@santafenm.gov](mailto:prbowker@santafenm.gov)>; NELSON, JOHANNA C. <[jcnelson@santafenm.gov](mailto: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

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:** Vendor Registration <[venreg@santafenm.gov](mailto:venreg@santafenm.gov)>

**Sent:** Thursday, July 18, 2024 2:35 PM

**To:** RENZ-WHITMORE, ERIC D. <[edrenzwhitmore@santafenm.gov](mailto:edrenzwhitmore@santafenm.gov)>; Vendor Registration <[venreg@santafenm.gov](mailto:venreg@santafenm.gov)>

**Cc:** BOWKER, PATRICK R. <[prbowker@santafenm.gov](mailto:prbowker@santafenm.gov)>; NELSON, JOHANNA C. <[jcnelson@santafenm.gov](mailto: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](mailto:scortiz@santafenm.gov)



CITY OF SANTA FE  
INFORMATION & TECHNOLOGY

---

**From:** RENZ-WHITMORE, ERIC D. <[edrenzwhitmore@santafenm.gov](mailto:edrenzwhitmore@santafenm.gov)>  
**Sent:** Thursday, July 18, 2024 10:49 AM  
**To:** Vendor Registration <[venreg@santafenm.gov](mailto:venreg@santafenm.gov)>  
**Cc:** BOWKER, PATRICK R. <[prbowker@santafenm.gov](mailto:prbowker@santafenm.gov)>; NELSON, JOHANNA C. <[jcnelson@santafenm.gov](mailto: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>  
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

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**From:** NELSON, JOHANNA C. <[jcnelson@santafenm.gov](mailto:jcnelson@santafenm.gov)>  
**Sent:** Saturday, July 13, 2024 9:33 AM  
**To:** Vendor Registration <[venreg@santafenm.gov](mailto:venreg@santafenm.gov)>; RENZ-WHITMORE, ERIC D. <[edrenzwhitmore@santafenm.gov](mailto:edrenzwhitmore@santafenm.gov)>; Kiana Alvarez <[kianaalvarez@unm.edu](mailto:kianaalvarez@unm.edu)>  
**Cc:** BOWKER, PATRICK R. <[prbowker@santafenm.gov](mailto: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](mailto:venreg@santafenm.gov)>  
**Sent:** Friday, July 12, 2024 12:55 PM  
**To:** RENZ-WHITMORE, ERIC D. <[edrenzwhitmore@santafenm.gov](mailto:edrenzwhitmore@santafenm.gov)>; Kiana Alvarez <[kianaalvarez@unm.edu](mailto:kianaalvarez@unm.edu)>; Vendor Registration <[venreg@santafenm.gov](mailto:venreg@santafenm.gov)>; NELSON, JOHANNA C. <[jcnelson@santafenm.gov](mailto:jcnelson@santafenm.gov)>  
**Cc:** BOWKER, PATRICK R. <[prbowker@santafenm.gov](mailto: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](mailto:scortiz@santafenm.gov)



---

**From:** RENZ-WHITMORE, ERIC D. <[edrenzwhitmore@santafenm.gov](mailto:edrenzwhitmore@santafenm.gov)>

**Sent:** Friday, July 12, 2024 6:25 AM

**To:** Kiana Alvarez <[kianaalvarez@unm.edu](mailto:kianaalvarez@unm.edu)>; Vendor Registration <[venreg@santafenm.gov](mailto:venreg@santafenm.gov)>; NELSON, JOHANNA C. <[jcnelson@santafenm.gov](mailto:jcnelson@santafenm.gov)>

**Cc:** BOWKER, PATRICK R. <[prbowker@santafenm.gov](mailto: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](mailto:kianaalvarez@unm.edu)>

**Sent:** Thursday, July 11, 2024 at 4:47 PM

**To:** Vendor Registration <[venreg@santafenm.gov](mailto:venreg@santafenm.gov)>; NELSON, JOHANNA C. <[jcnelson@santafenm.gov](mailto:jcnelson@santafenm.gov)>

**Cc:** RENZ-WHITMORE, ERIC D. <[edrenzwhitmore@santafenm.gov](mailto:edrenzwhitmore@santafenm.gov)>; BOWKER, PATRICK R. <[prbowker@santafenm.gov](mailto:prbowker@santafenm.gov)>

**Subject:** RE: Contract next steps

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.

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](mailto:venreg@santafenm.gov)>

**Sent:** Thursday, July 11, 2024 4:29 PM

**To:** NELSON, JOHANNA C. <[jcnelson@santafenm.gov](mailto:jcnelson@santafenm.gov)>; Vendor Registration <[venreg@santafenm.gov](mailto:venreg@santafenm.gov)>; Kiana Alvarez <[kianaalvarez@unm.edu](mailto:kianaalvarez@unm.edu)>

**Cc:** RENZ-WHITMORE, ERIC D. <[edrenzwhitmore@santafenm.gov](mailto:edrenzwhitmore@santafenm.gov)>; BOWKER, PATRICK R. <[prbowker@santafenm.gov](mailto: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](mailto:scortiz@santafenm.gov)



---

**From:** NELSON, JOHANNA C. <[jcnelson@santafenm.gov](mailto:jcnelson@santafenm.gov)>

**Sent:** Thursday, July 11, 2024 4:03 PM

**To:** Vendor Registration <[venreg@santafenm.gov](mailto:venreg@santafenm.gov)>

**Cc:** RENZ-WHITMORE, ERIC D. <[edrenzwhitmore@santafenm.gov](mailto: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](mailto:venreg@santafenm.gov)>

**Sent:** Thursday, July 11, 2024 3:46 PM

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

Thank you so much!

---

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

Rob- try this contact CC-ed

---

**From:** Robert Delcampo <[delcampo@unm.edu](mailto:delcampo@unm.edu)>

**Sent:** Thursday, July 11, 2024 9:51 AM

**To:** RENZ-WHITMORE, ERIC D. <[edrenzwhitmore@santafenm.gov](mailto:edrenzwhitmore@santafenm.gov)>

**Cc:** NELSON, JOHANNA C. <[jcnelson@santafenm.gov](mailto:jcnelson@santafenm.gov)>; Kiana Alvarez <[kianaalvarez@unm.edu](mailto: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

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---

**From:** RENZ-WHITMORE, ERIC D. <[edrenzwhitmore@santafenm.gov](mailto:edrenzwhitmore@santafenm.gov)>

**Sent:** Wednesday, July 10, 2024 4:30:31 PM

**To:** Robert Delcampo <[delcampo@unm.edu](mailto:delcampo@unm.edu)>

**Cc:** NELSON, JOHANNA C. <[jcnelson@santafenm.gov](mailto: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

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# CITY OF SANTA FE ECONOMIC DEVELOPMENT

---

**From:** Robert Delcampo <[delcampo@unm.edu](mailto:delcampo@unm.edu)>  
**Sent:** Wednesday, July 10, 2024 4:25 PM  
**To:** RENZ-WHITMORE, ERIC D. <[edrenzwhitmore@santafenm.gov](mailto:edrenzwhitmore@santafenm.gov)>  
**Cc:** NELSON, JOHANNA C. <[jcnelson@santafenm.gov](mailto: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](mailto:delcampo@unm.edu) | [mgt.unm.edu](http://mgt.unm.edu)

---

**From:** RENZ-WHITMORE, ERIC D. <[edrenzwhitmore@santafenm.gov](mailto:edrenzwhitmore@santafenm.gov)>  
**Sent:** Wednesday, July 10, 2024 3:23 PM  
**To:** Robert Delcampo <[delcampo@unm.edu](mailto:delcampo@unm.edu)>  
**Cc:** NELSON, JOHANNA C. <[jcnelson@santafenm.gov](mailto: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](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>



CITY OF SANTA FE

ECONOMIC DEVELOPMENT

**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](#)

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**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

office phone: (505) 345-1540  
email: [mloehman@horizonsofnewmexico.org](mailto:mloehman@horizonsofnewmexico.org)  
web: [www.horizonsofnewmexico.org](http://www.horizonsofnewmexico.org)

**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](#)

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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](mailto:tkduttonleyda@santafenm.gov)

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

Internal Link: [https://intranet.santafenm.gov/finance\\_1](https://intranet.santafenm.gov/finance_1)



CITY OF SANTA FE

FINANCE










# Memo-OED-UNM\_Anderson\_CRE\_Updated (1)

Final Audit Report

2024-11-18

Created:	2024-11-06
By:	JAMES EDWARDS (jwedwards@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzoUHZ0h5oBihqHEqwYIM2GYppq1lpj3

## "Memo-OED-UNM\_Anderson\_CRE\_Updated (1)" History

-  Document created by JAMES EDWARDS (jwedwards@santafenm.gov)  
2024-11-06 - 4:06:45 PM GMT- IP address: 75.233.144.205
-  Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature  
2024-11-06 - 4:09:59 PM GMT
-  Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)  
2024-11-12 - 9:06:37 PM GMT- IP address: 104.47.64.254
-  Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)  
Signature Date: 2024-11-12 - 9:07:30 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document sent to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature. One of them to sign  
2024-11-12 - 9:07:32 PM GMT
-  Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)  
2024-11-12 - 9:47:58 PM GMT- IP address: 63.232.20.2
-  Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)  
Signature Date: 2024-11-14 - 11:52:17 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to Johanna Nelson (jcnelson@santafenm.gov) for signature  
2024-11-14 - 11:52:19 PM GMT
-  Email viewed by Johanna Nelson (jcnelson@santafenm.gov)  
2024-11-15 - 4:40:02 PM GMT- IP address: 104.47.65.254
-  Document e-signed by Johanna Nelson (jcnelson@santafenm.gov)  
Signature Date: 2024-11-15 - 4:40:13 PM GMT - Time Source: server- IP address: 63.232.20.2

 Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature

2024-11-15 - 4:40:15 PM GMT

 Email viewed by EMILY OSTER (ekoster@santafenm.gov)


2024-11-16 - 1:11:15 AM GMT- IP address: 104.47.64.254

 Email viewed by EMILY OSTER (ekoster@santafenm.gov)

2024-11-18 - 7:26:54 PM GMT- IP address: 104.47.65.254

 Document e-signed by EMILY OSTER (ekoster@santafenm.gov)

Signature Date: 2024-11-18 - 7:31:13 PM GMT - Time Source: server- IP address: 63.232.20.2

 Agreement completed.

2024-11-18 - 7:31:13 PM GMT