

CHANDLER, JOSHUA L. (Contractor)

From: SCOTT, MARK A.
Sent: Wednesday, July 2, 2025 2:50 PM
To: CHANDLER, JOSHUA L. (Contractor)
Subject: Re: Emergency Approval Request - Info tech Research Group, Inc Amendment #2

I'm good with this.

Mark Scott
City Manager
mscott@santafenm.gov
(505) 946-7915

From: CHANDLER, JOSHUA L. (Contractor) <jlchandler@santafenm.gov>
Sent: Wednesday, July 2, 2025 9:50 AM
To: SCOTT, MARK A. <mscott@santafenm.gov>
Cc: CANDELARIA, ERIC D. <edcandelaria@santafenm.gov>; CONNER, KAYLA M. <kmconner@santafenm.gov>; GOMEZ, ERIN A. <eagomez@santafenm.gov>; EDWARDS, JAMES W. <jwedwards@santafenm.gov>; VIGIL, XAVIER I. <xivigil@santafenm.gov>; TAPIA, ERMINIA M. <emtapia@santafenm.gov>
Subject: Emergency Approval Request - Info tech Research Group, Inc Amendment #2

The ITT Department respectfully requests your approval to expedite Info Tech Research Group, Inc Amendment #2 to Professional Services Agreement Item #24-0257 through an abbreviated committee review process.

REQUEST: We are seeking approval to present Amendment #2 to only two committees next week:

- Finance Committee
- Governing Body

JUSTIFICATION: This request is being made on an emergency basis due to the imminent expiration of Amendment #1 on June 25th, 2025. To ensure continuity of services and avoid any disruption to critical systems, immediate action is required.

NEXT STEPS: Upon your approval, the City Clerk's office will assist with posting the necessary meeting captions and documentation to facilitate the expedited review process.

We appreciate your consideration of this time-sensitive matter and are available to provide any additional information you may require.

Requested Action: Please approve the abbreviated committee review process for Amendment #2 to prevent service interruption.

Emergency Approval Request - Info Tech Research Group, Inc Amendment #2

Thank you,
Joshua Love Chandler

Contract Administrator
ITT Department/Mouton Hall
OFFICE: 505-955-5519
WORK CELL: 505-629-7314
Email: jlchandler@santafenm.gov



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