

**SANTA FE COUNTY  
PROFESSIONAL SERVICES AGREEMENT  
WITH JOANN SARTORIUS  
TO PROVIDE YOUTH ACTION COORDINATION SERVICES**

**THIS AGREEMENT** is made and entered into this 7<sup>th</sup> day of December, 2010 by and between Santa Fe County, hereinafter referred to as "the County," and JoAnn Sartorius, d.b.a. Program for Adolescents, a sole proprietor with a principal address located at 1430 Miracerros South Loop, Santa Fe, NM 87505, hereinafter referred to as "the Contractor."

**WHEREAS**, pursuant to NMSA 1978, Section 13-1-125 this is a "small purchase," for the provision of the professional services; and

**WHEREAS**, the County desires to engage the Contractor to provide youth action coordination service of the Santa Fe Public Schools Student Wellness Action Team (hereinafter referred to as "SWAT") for the prevention of underage drinking and the prevention of Drinking While Intoxicated (hereinafter referred to as "DWI"), and the Contractor is willing to render such services; and

**WHEREAS**, the County requires these services and the Contractor is willing to provide these services and both parties wish to enter into this Agreement.

**NOW THEREFORE**, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

**1. SCOPE OF WORK**

The Contractor shall complete the following and provide reports and/or outlines on the implementation and progress as set forth under this Agreement to the County:

- A. The Contractor will facilitate, at a minimum, three DWI related prevention projects to be conducted by the Student Wellness Action Teams (SWAT). The three projects will be developed by Contractor with participation from the SWAT Coordinator, SWAT members and the County DWI Program. The three projects and all final reports under this Agreement will be completed by June 30, 2011. The three DWI related prevention projects will focus on reducing DWI, underage drinking and increasing awareness of the negative effects of alcohol. Contractor shall develop a schedule and outlines or syllabuses for these projects to the County. An outline/syllabus and schedules for all three projects shall be completed by the Contractor and sent to the County no later than April 1, 2011. The outcomes of the three developed projects will be fully set forth and reported in the final report by Contractor that is due on or before June 30, 2011.
- B. The Contractor shall work with the designated SWAT Coordinator and shall provide the necessary support for the following activities pursuant to this Agreement:
  - i. The recruitment of high school and middle school students that will participate in the SWAT Groups. An outline of the proposed recruitment strategy and efforts shall be provided by Contractor to the County on or before April 1,

2011, with the overall results set forth in the final report.

- ii. The development of designated high school and middle school SWAT Groups that will participate in the project and education projects. An outline of the specific development efforts shall be provided by the Contractor to the County on or before April 1, 2011, with the overall results detailed and documented in the final report.
  - iii. Developing and scheduling training for SWAT sponsors. A list of these trainings and a training schedule shall be provided by the Contractor to the County by April 1, 2011. Contractor shall provide a narrative of all the trainings developed and provided, and an overall evaluation of such trainings shall be submitted with the final report.
- C. The Contractor shall work with the SWAT Coordinator to educate and assist SWAT members to advocate for local and state legislation related to the prevention of underage drinking and DWI prevention and enforcement of both during the 2011 Legislative Session, to include and any Special Sessions that may be called by the Governor. The Contractor shall provide a narrative of the education, assistance efforts and the outcome of this effort in her final report to the County.
- D. The Contractor shall work with SWAT members to develop and implement specific peer education projects in the Santa Fe Public Schools to promote the prevention of underage drinking and DWI, in addition to the three projects set forth in Paragraph A of this section. These peer education projects shall include an outline/syllabus and schedules of such presentations. The outline of the education project and its schedule for implementation shall be sent to the County by April 1, 2011. The completed and final outcomes of the developed peer education projects will be fully reported and evaluated in the final report by Contractor.
- E. At a minimum, the Contractor shall provide information and/or news releases to the local media regarding the information on at least one of the projects set forth in Paragraphs A and D above and another regarding the SWAT legislative efforts set forth Paragraph B above. Contractor is to copy Santa Fe County DWI Program on all press releases generated and sent.
- F. Contractor shall facilitate four Youth Leader Gatherings, to include one end of the year celebration. An outline and schedule of such gatherings shall be submitted by the Contractor to the County by April 1, 2011. A notice of each gathering is to be submitted to the County 14 days prior to the gathering. A narrative of each gatherings and an overall evaluation of such gatherings shall be submitted by the Contractor in the final report. All gatherings are to be held at an acceptable governmental facility which contains adequate insurance coverage.

## **2. COMPENSATION AND INVOICING**

- A. In consideration of its obligations under this Agreement the Contractor shall be compensated as follows:

In no event shall the total compensation paid to Contractor by County under this Agreement exceed \$15,000.00 inclusive of gross receipts tax.

- B. For payments under this Agreement, the Contractor shall submit a detailed invoice and written request for each of two payments to the County upon completion of services set forth in Article 1, "SCOPE OF WORK." Upon the County's receipt of the written request for payment containing a list of services provided, the County shall issue a written certification of completion, partial completion or partial acceptance or rejection of the contractual items or services for which payment is sought and Contractor shall be paid in accordance with this paragraph. Contractor may be paid one-third of the total contract amount, \$5,000.00 inclusive of gross receipts tax, only after the completion of all services and deliverables, that are due on or before April 1, 2011, and performed as set forth in Section 1 of this Agreement, Scope of Work. The remaining balance under this Agreement, \$10,000.00 inclusive of gross receipts tax, shall be paid after Contractor completes the remaining terms and conditions of this Agreement, on or before June 30, 2011, and under the terms and conditions set forth herein, including but not limited to Section 1.

The Contractor acknowledges and agrees that the County may not make any payment hereunder unless and until it has issued a written certification accepting the contractual items or services as required in Section 1, Scope of Work. Within thirty (30) days of the issuance of a written certification accepting the contractual items or services, the County shall tender payment for the accepted items or services. In the event the County fails to tender payment within thirty (30) days of the written certification accepting the items or services, the County shall pay late payment charges of one and one-half percent (1.5%) per month, until the amount due is paid in full.

- C. In the event the Contractor breaches any term or section of this Agreement, the County may, without penalty, withhold any payments due the Contractor for the purpose of set-off until such time as the County determines the exact amount of damages it suffered as a result of the breach.
- D. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payment.

### **3. EFFECTIVE DATE AND TERM**

This Agreement shall, upon due execution by all parties, become effective as of the date first written above and shall terminate June 30, 2011, unless earlier terminated pursuant to Section 4, "TERMINATION," of this Agreement.

### **4. TERMINATION**

- A. Termination of Agreement for Cause. Either party may terminate the Agreement based upon any material breach of this Agreement by the other party. The non-breaching party

shall give the breaching party written notice of termination specifying the grounds for the termination. The termination shall be effective thirty (30) days from the breaching party's receipt of the notice of termination, during which time the breaching party shall have the right to cure the breach. If, however, the breach cannot with due diligence be cured within thirty (30) days, the breaching party shall have a reasonable time to cure the breach, provided that, within thirty (30) days of its receipt of the written notice of termination, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.

- B. Termination for Convenience of the County. The County may, in its discretion, terminate this Agreement at any time for any reason by giving the Contractor written notice of termination. The notice shall specify the effective date of termination, which shall not be less than fifteen (15) days from the Contractor's receipt of the notice. The County shall pay the Contractor for acceptable work, determined in accordance with the specifications and standards set forth in this Agreement, performed before the effective date of termination but shall not be liable for any work performed after the effective date of termination.

## 5. INDEPENDENT CONTRACTOR

The Contractor and its agents and employees are independent contractors and are not employees or agents of the County. Accordingly, the Contractor and its agents and employees shall not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use the County vehicles, or participate in any other benefits afforded to employees of the County. Except as may be expressly authorized elsewhere in this Agreement, the Contractor has no authority to bind, represent, or otherwise act on behalf of the County and agrees not to purport to do so.

## 6. PERSONNEL

- A. All work performed under this Agreement shall be performed by the Contractor or under its supervision.
- B. The Contractor represents that it has, or will secure at its own expense, all personnel required to discharge its obligations under this Agreement. Such personnel (i) shall not be employees of nor have any contractual relationships with the County and (ii) shall be fully qualified and licensed or otherwise authorized or permitted under federal, state, and local law to perform such work.

## 7. ASSIGNMENT

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer without the County's advance written approval shall be null and void and without any legal effect.

## 8. SUBCONTRACTING

The Contractor shall not subcontract or delegate any portion of the services to be performed under

this Agreement without the advance written approval of the County. Any attempted subcontracting or delegating without the County's advance written approval shall be null and void and without any legal effect.

**9. INDEMNITY**

- A. The Contractor shall defend, indemnify, and hold harmless the County and its Elected Officials, agents, and employees from any losses, liabilities, damages, demands, suits, causes of action, judgments, costs or expenses (including but not limited to court costs and attorneys' fees) resulting from or directly or indirectly arising out of the Contractor's performance or non-performance of its obligations under this Agreement, including but not limited to the Contractor's breach of any representation or warranty made herein.
- B. The Contractor agrees that the County shall have the right to control and participate in the defense of any such demand, suit, or cause of action concerning matters that relate to the County and that such suit will not be settled without the County's consent, such consent not to be unreasonably withheld. If a conflict exists between the interests of the County and the Contractor in such demand, suit, or cause of action, the County may retain its own counsel to represent the County's interest.
- C. The Contractor's obligations under this section shall not be limited by the provisions of any insurance policy the Contractor is required to maintain under this Agreement.

**10. RECORDS AND INSPECTIONS**

- A. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to the County as part of the procurement process, the Contractor agrees to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under this Agreement; (ii) allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with generally accepted accounting principles ("GAAP").
- B. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to County as part of the procurement process, the Contractor also agrees to require any subcontractor it may hire to perform its obligations under this Agreement to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under the subcontract; (ii) to allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with GAAP.

**11. APPROPRIATIONS AND AUTHORIZATIONS**

This Agreement is contingent upon sufficient appropriations and authorizations being made for performance of this Agreement by the Board of County Commissioners of the County and/or, if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and authorizations are not made in this or future fiscal years, this Agreement shall terminate upon written notice by the County to the Contractor. Such termination shall be without penalty to the County, and the County shall have no duty to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision as to whether sufficient appropriations and authorizations have been made for the fulfillment of this Agreement shall be final and not subject to challenge by the Contractor in any way or forum, including a lawsuit.

**12. PERMITS, FEES, AND LICENSES**

The Contractor shall procure all permits and licenses, pay all charges, fees, and royalties, and give all notices necessary and incidental to the due and lawful performance of its obligations hereunder.

**13. RELEASE**

Upon its receipt of all payments due under this Agreement, the Contractor releases the County, its Elected Officials, officers, agents and employees from all liabilities, claims, and obligations whatsoever arising from or under or relating to this Agreement.

**14. CONFIDENTIALITY**

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

**15. PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHTS**

- A. The County has the unrestricted right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under or pursuant to this Agreement.
- B. The Contractor acknowledges and agrees that any material produced in whole or in part under or pursuant to this Agreement is a work made for hire. Accordingly, to the extent that any such material is copyrightable in the United States or in any other country, the County shall own any such copyright.

**16. CONFLICT OF INTEREST**

The Contractor represents that it has no and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its obligations under this Agreement.

**17. NO ORAL MODIFICATIONS; WRITTEN AMENDMENTS REQUIRED**

This Agreement may not be modified, altered, changed, or amended orally but, rather, only by an instrument in writing executed by the parties hereto. The Contractor specifically acknowledges and agrees that the County shall not be responsible for any changes to Section 1, "SCOPE OF WORK," of this Agreement unless such changes are set forth in a duly executed written amendment to this Agreement.

**18. ENTIRE AGREEMENT; INTEGRATION**

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this written Agreement. No prior or contemporaneous agreement, covenant or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

**19. EQUAL OPPORTUNITY COMPLIANCE**

- A. The Contractor agrees to abide by all Federal, State, and local laws, ordinances, and rules and regulations pertaining to equal opportunity and unlawful discrimination. Without in any way limiting the foregoing general obligation, the Contractor specifically agrees not to discriminate against any person with regard to employment with the Contractor or participation in any program or activity offered pursuant to this Agreement on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.
- B. The Contractor acknowledges and agrees that failure to comply with this Section shall constitute a material breach of this Agreement.

**20. SEVERABILITY**

If any term or condition of this Agreement shall be held invalid or non-enforceable by any court of competent jurisdiction, the remainder of this Agreement shall not be affected and shall be valid and enforceable to the fullest extent of the law.

**21. COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW**

- A. In performing its obligation hereunder, the Contractor shall comply with all applicable laws, ordinances, and obligations.
- B. This Agreement shall be construed in accordance with the substantive laws of the State of New Mexico, without regard to its choice of law rules. The Contractor and the County agree that the exclusive forum for any litigation between them arising out of or related to this Agreement shall be the federal and state district courts of New Mexico, located in Santa Fe County.

**22. NOTICE OF PENALTIES**

The Procurement Code, NMSA 1978, Section 13-1-28 through 13-1-199, imposes civil and criminal

penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

**23. NO THIRD-PARTY BENEFICIARIES**

This Agreement was not intended to and does not create any rights in any persons not a party hereto.

**24. FACSIMILE SIGNATURES**

The parties hereto agree that a facsimile signature has the same force and effect as an original for all purposes.

**25. LIMITATION OF LIABILITY**

The County's liability to the Contractor for any breach of this Agreement by the County shall be limited to direct damages and shall not exceed the maximum amount of potential compensation specified in Section 2, "COMPENSATION AND INVOICING", of this Agreement. In no event shall the County be liable to the Contractor for special or consequential damages, even if the County was advised of the possibility of such damages prior to entering into this Agreement.

**26. NEW MEXICO TORT CLAIMS ACT**

No provision of this Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by the County or its "public employees" at common law or under the New Mexico Tort Claims Act, NMSA 1978, § 41-4-1, et seq.

**27. INSURANCE**

- A. General Conditions. The Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.
- B. General Liability Insurance, Including Automobile. The Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,050,000 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for the County by the Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. The County of Santa Fe shall be a named additional insured on the policy.
- C. Workers' Compensation Insurance. The Contractor shall comply with the provisions of the Workers' Compensation Act.

- D. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (NMSA 1978, Sections 41-4-1 through 41-4-29, as amended), the Contractor shall increase the maximum limits of any insurance required herein.
- E. Malpractice/Errors and Omissions Insurance. Contractor shall procure and maintain during the life of this Agreement professional liability or errors and omissions insurance in amounts not less than \$1,000,000 per occurrence, \$2,000,000 per aggregate.

**28. CONTRACTOR'S REPRESENTATIONS AND WARRANTIES**

The Contractor hereby represents and warrants that:

- A. It is a sole proprietor duly organized and in good standing under the laws of the State of New Mexico.
- B. This Agreement has been duly authorized by the Contractor, the person executing this Agreement has authority to do so, and, once executed by the Contractor, this Agreement shall constitute a binding obligation of the Contractor.
- C. It will maintain throughout the life of this Agreement, its registration, licensure to conduct business in the State of New Mexico..

**29. CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

The Contractor agrees to compute and submit simultaneous with execution of this Agreement a Campaign Contribution Disclosure Form approved by the County.

**30. NOTICES**

All notices required to be given to the County under this Agreement shall be mailed (pre-postage paid) to:

Santa Fe County  
Legal Department  
102 Grant Avenue / P.O. Box 276  
Santa Fe, NM 87504-0276

All notices required to be given to the Contractor under this Agreement shall be mailed (pre-postage paid) to:

JoAnn Sartorius  
1430 Miracerros South Loop  
Santa Fe, NM 87505

**31. SURVIVAL**

The provisions of following paragraphs shall survive termination of this Contract; INDEMNITY, RECORDS AND INSPECTION, RELEASE, CONFIDENTIALITY, COPYRIGHT, COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW, NO THIRD-PARTY BENEFICIARIES, NEW MEXICO TORT CLAIMS ACT, INSURANCE, AND SURVIVAL.

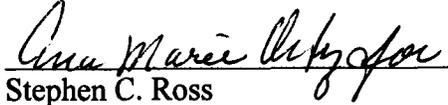
IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

**SANTA FE COUNTY**



Katherine Miller  
Santa Fe County Manager

**APPROVED AS TO FORM**



Stephen C. Ross  
Santa Fe County Attorney

11-30-10  
Date

**FINANCE DEPARTMENT APPROVAL**



Teresa C. Martinez  
Santa Fe County Finance Director

10/3/10  
Date

**JOANN SARTORIUS**

  
(Signature)

12/7/2010  
Date

**FEDERAL IDENTIFICATION NUMBER: 02-347361-00-4**