

Santa Fe County Purchasing Process Request Form

Date Submitted:	6/16/2026	Requesting User Agency:	
Name & Phone of Contact Person:	Chanelle Delgado 505-995-9555 or LeAnne Rodriguez 505-992-9830		
Contract Tracking #/Buyer (Purchasing)	Agreement No. 2026-0221-CSD	BCC Approval? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please indicate date

AGENCY REQUEST: (Lease, MOU, Grant, Professional Services Agreement, Construction, Application, etc.) Describe the County, Public and/or Agency need. Describe what you are attempting to purchase, obtain or accomplish. Attach additional information relating to your request (scope of work, specifications, bid items on etc.)

REQUEST

Request approval to execute an amendment to the Memorandum of Understanding (MOU) between Innovate+Educate and Santa Fe County Youth and Family Services to extend the term through June 30, 2027. The MOU outlines the partnership to provide an intern with practical, hands-on experience aligned with skills gained through the IC3 Certification process. This amendment is administrative in nature and does not include any additional funding.

/Does this request require IT approval? Yes No **If yes, is the approved work order attached?** Yes No

PURCHASING STATUS:

FINANCIAL / BUDGETARY INFORMATION: (If applicable, include a breakdown of project cost estimates; is funding already appropriated? If this action will result in revenue to the County, include the total compensation and timetable. Include funding information (GF, GRT, Grant, Grant Match, In Kind requirements, etc.)

<u>Grants</u>	<u>Capital, Fund & Cost Center Approval</u>	<u>Budget Approval:</u>
Is this grant related? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is this a capital project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes: provide fund(s) _____	Capital approval: _____	
Grant approval: _____	Fund/Cost Center approval: _____	

Please provide account number(s) for this request:

No funds attached to request.

LEGAL FORM: (Is this a new contract or an amendment or change of a previously submitted procurement or contract? Identify any known liabilities and/or risks to the County.

No known liability to the County.

LEGAL APPROVAL: (sign and date)

Michael Nunez for

Walker Boyd, County Attorney

6-22-26

FINANCE DIRECTOR APPROVAL: (sign and date)

COUNTY MANAGER APPROVAL: (sign and date)

A/TTACH NEEDED DOCUMENTS (Purchase Requisition, Justification Memo & Documentation (sole source, emergency or other procurement exemption), W-9 for new vendor, draft BCC memorandum, Price Agreement used (SPA, GSA, etc.))