

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN SANTA FE COUNTY, HORIZONS OF NEW MEXICO,  
AND GREETINGS, ETC.  
TO DESIGN AND IMPLEMENT DWI PUBLIC AWARENESS CAMPAIGNS**

**THIS AGREEMENT** is made and entered into on this 29th day of October, 2013, by and between **SANTA FE COUNTY** (hereinafter referred to as the "County"), a New Mexico political subdivision, Central Non-Profit Agency TIBH Industries, Inc. *d/b/a* Horizons of New Mexico, a Texas Nonprofit Corporation whose principle address in New Mexico is 8100 Mountain Road NE, Suite 103, Albuquerque, New Mexico 87110, and Greetings, Etc., a participating member of Horizons of New Mexico.

**WHEREAS**, the Santa Fe County Community Services Department, DWI Program, requires design services to develop and implement Public Awareness Campaigns that informs and instructs the public of the dangers of drinking and driving;

**WHEREAS**, pursuant to NMSA 1978, Section 13-1C-7.A of the New Mexico State Use Act this procurement of services is exempt from the State Procurement Code;

**WHEREAS**, pursuant to regulations of the State Use Act, as the Central Non-profit Agency, Horizons of New Mexico is authorized to broker and hold contracts between a local public body and participating members of Horizons of New Mexico;

**WHEREAS**, Horizons of New Mexico has a written membership agreement with its participating members;

**WHEREAS**, pursuant to the State Use Act, NMSA 1978, 13-1C-1, the Central Non-Profit Agency Horizons of New Mexico has identified its participating members, Greetings, Etc. as qualified and capable of performing and providing the public awareness campaigns described below (hereinafter the "Member Contractor");

**WHEREAS**, the County requires the services of the Member Contractor, the Member Contractor is willing to provide the services, Horizons of New Mexico has brokered the following Agreement and the 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 provide the creative development, design, production, management and printing of promotions for the Santa Fe County DWI Awareness Campaigns, to include the following deliverables:

- A. Develop the Fall Public Awareness campaigns, in both English and Spanish, for the Santa Fe County DWI Program. The focus of the campaigns will be as follows:

- 1) Santa Fe County's Vehicle Forfeiture Ordinance, and
- 2) Santa Fe County's "\$1 Cab Ride Home" program

Focusing on the above will highlight the law enforcement efforts to reduce DWI within Santa Fe County, as well as efforts on educating the public on the dangers of drinking and driving. Therefore, no separate or specific detailing of law enforcement efforts or the dangers of drinking and driving is required.

- B. Develop one new slogan and one piece of associated artwork/graphics to represent the campaign focus as detailed above.
- C. Produce and print 10,000 double-sided coasters (8,000 in English, 2,000 in Spanish). The Member Contractor shall choose the appropriate physical parameters (e.g., cardstock) for these coasters. The County will distribute the coasters.
- D. Produce, print and install two "Side Decal" bus wraps for the Santa Fe Trails Transit System with the understanding that the meeting and/or timing of this deliverable is contingent upon available bus inventory.
- E. Produce, print, and mail 50,000 direct mail post cards (physical parameters such as post card size and cardstock to be determined by the Member Contractor) to 50,000 households within the Santa Fe, N.M. 87501, 87507, and 87505 area zip codes. The County shall provide the database of specific addresses for this mailing.
- F. Apply the design(s) developed in 1.A above to an online (Internet) presence and/or smart phone tactic. The specific method(s) used shall be discussed with the Member Contractor and selected post-award. The County understands that there is a multitude of ways to advertise online and on smart phone, at a variety of costs. Therefore, the online and/or smart phone advertising shall be tailored to the available budget.

The Santa Fe County DWI Program shall;

- A. Provide direction and work closely with Contractor to ensure that all printed and produced promotional materials are satisfactorily completed.
- B. Work with the Member Contractor to develop a timeline with established deadlines for the timely delivery of all printed and produced promotional materials.
- C. Provide the database of specific addresses for the mass mailing of bullet 1.E above.

- D. Distribute the 10,000 coasters provided by the Member Contractor, including all associated costs of distribution.
- E. Retain digital copies of all final material produced.

## **2. COMPENSATION, INVOICING, AND SET-OFF**

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

- 1) County shall pay to Horizons of New Mexico in full payment for services satisfactorily performed by the Member Contractor. All costs and expenses shall be in accordance with Exhibit A.
- 2) The total amount payable to Horizons of New Mexico inclusive of a five percent (5%) fee to Horizons of New Mexico and inclusive of Gross Receipts Tax (GRT) shall not exceed sixty thousand dollars (\$60,000.00).
- 3) This amount is a maximum and not a guarantee that the work to be performed by the Member Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Member Contractor to continue to provide services without compensation when the total compensation amount is reached. Horizons of New Mexico is responsible for notifying the County when the services provided under this Agreement reach the total compensation amount. In no event will Horizons of New Mexico be paid for any services provided by the Member Contractor that are in excess of the total compensation amount without this Agreement being amended in writing prior to such services being rendered.

B. Horizons of New Mexico shall submit a written request for payment to the County when payment to the Member Contractor is due under this Agreement. Upon the County's receipt of the written request, the County shall issue a written certification of complete or partial acceptance or rejection of the contractual items or services for which payment is sought. Horizons of New Mexico and the Member Contractor acknowledge and agree that the County may not make any payment hereunder unless and until it has issued a written certification accepting the contractual items or services. 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 this Agreement, the County may, without penalty, withhold any payments due to Horizons of New Mexico on behalf of the Member 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 Member Contractor's breach.

D. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payment from Horizons of New Mexico.

E. Pursuant to the State Use Act, NMSA 1978, Section 13-1C-1 et seq. and its regulations, NMAC 2.40.5, the County shall make payment to Horizons of New Mexico as the Central Non-Profit Agency for services completed by the Member Contractor in accordance with subparagraph B above. In no event shall the County be liable for incomplete or late payment to the Member Contractor by Horizons of New Mexico.

### **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 one (1) year later, unless earlier terminated pursuant to Section 5 (Termination) or Section 6 (Appropriations and Authorizations). The County has the option to extend the contract at the same price, terms and conditions for a period of one (1) additional year, upon the approval of the Santa Fe County. The County may exercise this option by submitting a written notice to Contractor that the Agreement will be extended an additional year. The notice must be submitted to Contractor at least sixty (60) days prior to expiration of the initial Agreement.

### **4. ADDITIONAL SERVICES**

A. The parties agree that all tasks set forth in Paragraph 1, Scope of Work of this Agreement, shall be completed in full, to the satisfaction of the County, for the amount set forth in Section 2, Compensation, Invoicing, and Set-Off, this Agreement, and for no other cost, amount, fee, or expense.

B. The County may from time-to-time request changes in the Scope of Work to be performed hereunder. Such changes, including any increase or decrease in the amount of the Member Contractor's compensation, which are mutually agreed upon by and between the County, Horizons of New Mexico and the Member Contractor, shall be incorporated in written amendments to this Agreement.

### **5. TERMINATION**

A. Termination of Agreement for Cause. Either Horizons of New Mexico or the County 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 Horizons of New Mexico or the Member Contractor written notice of termination. The notice shall specify the effective date of termination, which shall not be less than fifteen (15) days from Horizons of New Mexico's or the Member Contractor's receipt of the notice. The County shall pay Horizons of New Mexico for acceptable work performed up to and including the termination date, in accordance with the specifications and standards set forth in this Agreement. The County shall not be liable for any work performed after the effective date of termination.

## **6. APPROPRIATIONS AND AUTHORIZATIONS**

This Agreement is contingent upon sufficient appropriations and authorizations being made for performance of this Agreement by the Santa Fe Board of County Commissioners 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 Horizons of New Mexico. Such termination shall be without penalty to the County, and the County shall have no duty to reimburse Horizons of New Mexico or the Member Contractor's 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 Horizons of New Mexico or the Member Contractor in any way or forum, including a lawsuit.

## **7. INDEPENDENT CONTRACTOR**

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

## **8. ASSIGNMENT**

Horizons of New Mexico or the Member 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.

## **9. SUBCONTRACTING**

Horizons of New Mexico or the Member 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.

## **10. PERSONNEL**

A. All services performed under this Agreement shall be performed by the Member Contractor or under its supervision.

B. The Member 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 or 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.

## **11. RELEASE**

Upon its receipt of all payments due under this Agreement, Horizons of New Mexico and the Member Contractor release 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.

## **12. CONFIDENTIALITY**

Any confidential information provided to or developed by Horizons of New Mexico or the Member 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 the prior written approval of the County.

## **13. PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT**

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.

**14. CONFLICT OF INTEREST**

Horizons of New Mexico and the Member Contractor represents that they have no and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of their obligations under this Agreement.

**15. 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 all 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 or Section 2, Compensation, of this Agreement unless such changes are set forth in a duly executed written amendment to this Agreement.

**16. 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.

**17. NOTICE OF PENALTIES**

New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

**18. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE**

A. The Member Contractor agrees to abide by all federal, state, and local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. Without in any way limiting the foregoing general obligation, the Member Contractor specifically agrees not to discriminate against any person with regard to employment with the Member 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 Member Contractor acknowledges and agrees that failure to comply with this Section shall constitute a material breach of this Agreement.

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

A. In performing its obligations hereunder, Horizons of New Mexico and the Member Contractor shall comply with all applicable laws, ordinances, and regulations.

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. Horizons of New Mexico, the Member Contractor, and the County agree that the exclusive forum for any litigation between them arising out of or related to this Agreement shall be state district court of New Mexico located in Santa Fe County.

## **20. 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, Horizons of New Mexico 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).

## **21. INDEMNIFICATION**

A. The Member 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 Member Contractor's performance or non-performance of its obligations under this Agreement, including but not limited to the Member Contractor's breach of any representation or warranty made herein.

B. Horizons of New Mexico 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 Horizons of New Mexico's performance or non-performance of its obligations under this Agreement, including but not limited to Horizons of New Mexico's breach of any representation or warranty made herein.

C. The Member Contractor and Horizons of New Mexico agree that the County shall have the right to control and participate in the defense of any 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 Horizons of New Mexico or the Member Contractor in such demand, suit, or cause of action, the County may retain its own counsel to represent the County's interest.

D. The Member Contractor's obligations under this section shall not be limited by the provisions of any insurance policy the Member Contractor is required to maintain under this Agreement.



## **22. 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.

## **23. NOTICES**

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the County: Santa Fe County  
Office of the County Attorney  
102 Grant Avenue  
Santa Fe, New Mexico 87501

To Horizons of NM: Pamela June  
Executive Director  
8100 Mountain Road NE, Suite 103  
Albuquerque, New Mexico 87110

To the Member Contractor: Greetings, Etc.  
2505 Commercial NE  
Albuquerque, New Mexico 87102

## **24. HORIZONS OF NEW MEXICO AND MEMBER CONTRACTOR'S REPRESENTATIONS AND WARRANTIES**

The Horizons of New Mexico and Member Contractor hereby represents and warrants that:

A. This Agreement has been duly authorized by Horizons of New Mexico and the Member Contractor, the persons executing this Agreement have authority to do so, and, once executed by Horizons of New Mexico and the Member Contractor, this Agreement shall constitute a binding obligation of Horizons of New Mexico and the Member Contractor.

B. This Agreement and Horizons of New Mexico and Member Contractor obligations hereunder do not conflict with Horizons of New Mexico or the Member Contractor's corporate agreements or any statements filed with the Public Regulation Commission on their behalf.

C. Horizons of New Mexico and Member Contractor are legally registered to operate as businesses in New Mexico and shall maintain such registration in good standing throughout the duration of this Agreement.

**25. FACSIMILE SIGNATURES**

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

**26. NO SPECIAL OR CONSEQUENTIAL DAMAGES**

In no event shall the County be liable to Horizons of New Mexico or the Member Contractors for special or consequential damages, even if the County was advised of the possibility of such damages prior to entering into this Agreement.

**27. NO THIRD-PARTY BENEFICIARIES**

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

**28. INSURANCE**

A. General Conditions. Horizons of New Mexico shall provide a current certificate of insurance for the Member Contractor(s). Said policy of insurance shall be written by a company authorized to write such insurance in New Mexico.

B. General Liability Insurance, Including Automobile. The Member Contractor's insurance shall be maintain during the life of this Agreement and shall consist of a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000.00 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 Member 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 Member 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 Member Contractor shall increase the maximum limits of any insurance required herein.

**29. PERMITS, FEES, AND LICENSES**

Member Contractors 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.

**30. NEW MEXICO TORT CLAIMS ACT**

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

**31. CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

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

**32. SURVIVAL**

The provisions of following paragraphs shall survive termination of this Contract; INDEMNIFICATION; RECORDS AND INSPECTION; RELEASE, CONFIDENTIALITY, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT; COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW; NO THIRD-PARTY BENEFICIARIES; SURVIVAL.


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

**SANTA FE COUNTY:**

  
Katherine Miller  
Santa Fe County Manager

10.29.13  
Date

**APPROVED AS TO FORM:**

  
Stephen C. Ross  
Santa Fe County Attorney

10/28/13  
Date

**FINANCE DEPARTMENT:**

  
Teresa C. Martinez  
Santa Fe County Finance Director

10/29/13  
Date

**MEMBER CONTRACTOR:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

FEDERAL IDENTIFICATION #: \_\_\_\_\_

**HORIZONS OF NEW MEXICO**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**MEMBER CONTRACTOR:**

Martin Candelaria  
Signature

10/28/13  
Date

MARTIN CANDELARIA  
Printed Name

CEO  
Title

FEDERAL IDENTIFICATION #: 74-1976051

**HORIZONS OF NEW MEXICO**

Paula June  
Signature

10/28/13  
Date

PAULA JUNE  
Printed Name

Executive Director  
Title



## EXHIBIT A

Horizons of New Mexico, on behalf of the Greetings Etc., is pleased to provide our price proposal for the Fall 2013 Santa Fe County DWI Public Awareness Campaign.

Greetings, Etc. is a team of dedicated professionals collaborating together to address our customer's public relations needs. Greetings Etc. consistently strives to offer the highest level of service and customer satisfaction, taking distinct care to help ensure all project deliverables are achieved both on-time and on-budget. Utilizing the team's broad range of disciplines, including advertising, project management, audio visual, media relations, printing, branding and design, social and interactive media and public awareness campaigns, Greetings Etc. delivers innovative, strategic solutions that leverage all available resources for exceptional results. Greetings Etc. can provide any organization in need of a strong communications team, the advantage they need to deliver their message most effectively.

Greetings Etc. has discussed this project in great depth and has come to the following conclusion: due to the extreme time constraints, there is insufficient time to deliver the printed materials and bus wraps by Thanksgiving. However, we can produce the new campaign slogan and graphics by the Thanksgiving holiday period.

To this end, the Group proposes that the following process and timeline:

### For Thanksgiving holiday:

1. Slogan & Graphics: Develop one new slogan and one piece of associated artwork/graphics to represent the County's Vehicle Forfeiture Ordinance and "\$1 Cab Ride Home" campaign focus.

For Christmas & New Year's holidays -- The following may be produced by December 16, 2013:

1. Coasters: Produce and print 10,000 double-sided coasters (5,000 in English; 5,000 in Spanish). Greetings Etc. is free to choose the appropriate physical parameters (e.g., cardstock) for these coasters. The County will distribute the coasters.
2. Bus Wraps: Produce, print and install two bus wraps of the Side Decals type (as defined in the Templeton Marketing Services Santa Fe Trails Transit Rate Card), for the Santa Fe Trails Transit System; the County understands that the meeting and/or timing of this deliverable is contingent upon available bus inventory.
3. Post Cards: Produce, print, and mail 50,000 direct mail post cards (physical parameters such as post card size and cardstock to be determined by Greetings, Etc.) to 50,000 households within the 87501, 87507, and 87505 Santa Fe, NM area zip codes. The County shall provide the database of specific addresses for this mailing.

Greetings Etc. believes the above steps represent the most effective and attainable approach, given the time constraints and \$60,000 total budget for this Fall Campaign project. In fact, a few items needed to be trimmed back in order to meet the stated budget. Therefore, the cost proposal for this project is as follows:

### PROJECT FEE SCHEDULE

Est. Date	Milestone	Notes	Payment
11/18/13	Selection of slogan and graphics concept by SFC	3 choices presented by HMG	\$18,500
11/25/13	Delivery of final slogan and graphics	In requested graphics form	\$18,500
12/17/13	Delivery of Coasters, *Bus Wraps, and Post Cards	For Christmas/New Year's Season	\$23,000
		<b>Fall Campaign Total</b>	\$60,000
		Greetings, Etc.	\$57,000
		Horizons of NM 5% Fee	\$3,000

#### \*Notes

1. Delivery of bus wraps is contingent upon availability of bus inventory
2. SFC = Santa Fe County

Horizons of New Mexico and our member organization have a strong commitment to provide the highest quality services to meet the ever changing needs of Santa Fe County.