



Attorneys and Counselors at Law

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May 17, 2017

Ms. Diane Mittler, Principal
Mosaic Academy Charter School
450 Llano Street
Aztec, NM 87410

Re: Enclosed 2017-2018 Professional Services Agreement for Legal Services

Dear Ms. Mittler:

Enclosed is a Professional Services Agreement for the 2017-2018 fiscal year. If approved, the agreement will be effective from July 1, 2017 through June 30, 2018, unless terminated prior to that time pursuant to its terms. Your school may issue a purchase order on an as needed basis; however, an agreement in place establishes an attorney-client relationship and often facilitates a quick turnaround on unexpected legal issues presented to the school's administration. If you anticipate needing our legal services prior to the receipt of signatures on the Agreement, please issue a purchase order to cover those services in the interim.

We have traditionally put the Procurement Code small purchases maximum¹ for professional services agreements in the "not to exceed" clause, however, if you prefer, the amount can be reduced. In any event, the school has no obligation to use our firm's services during the year, even if the enclosed professional services agreement is signed and returned to us. Please feel free to ask questions about the agreement or to request that the maximum amount be restated, in which case a new agreement will be prepared and sent to you.

This year we are also enclosing a copy of "Working With An Attorney" and ask that you provide this guide to your governing body members. It is important that your council members are fully informed and that the School and the council have representation. If you or your council members have questions about our role as legal counsel, please do not hesitate to contact us.

We look forward to working with MACS. If our contract is approved, please send a signed copy to us for our files.

¹ The maximum pursuant to NMSA 1978 §13-1-125 (2013) is \$60,000 (sixty thousand dollars).

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Sincerely,
MATTHEWS FOX, P.C.

By: 
Patricia Matthews

Enclosures: Professional Services Agreement
"Working With An Attorney"
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