

PRE-PROPOSAL CONFERENCE QUESTIONS

Is there a particular budget that you are allowed to discuss?

No, I do not believe I am able to discuss the numbers when it comes to the budget.

What are your policy goals?

We are currently working with coordinating with the jail on Medication Assisted Treatment. All three detention centers in the district are focused on MAT to different extents. The three facilities are at different stages, Santa Fe has a full MAT Program, Rio Arriba just started a Suboxone Program, and Los Alamos only has partial access to medication assisted treatments.

Another main goal is to stay up to date on evidence based system reforms. For example we are looking at offering evidence based sentencing training to the Judges, LOPD and DA's Office.

We are also looking to expand our data collection opportunities. We have a jail dashboard that we are hoping to expand into a notification system.

We are a response group to evidence based practices so we want to make sure we are up to date on what we are offering in the First Judicial.

You can also find our CJCC minutes on our webpage: <https://firstdistrict.nmcourts.gov/services-programs/criminal-justice-coordinating-council/>

What about workforce training options for those transitioning out of detention centers?

Santa Fe County Detention Center is working on a re-entry program that will help formerly incarcerated individuals obtain jobs with the county. That is already in development. Rio Arriba wants to have a robust re-entry program, but does not currently have one. We also have peer support workers in Rio Arriba who would love to see more peer support in Rio Arriba through workforce training and re-entry support.

What are your priority projects that need funding, and will the contractor be assisting in developing those priorities?

We've been looking heavily into peer support. Rio Arriba would like to pursue BJA funding for their MAT program. We are part of a COSSUP program for MAT. HSD also just released a rule requiring MAT in jails by 2026 so that is a big focus of ours.

Our current grants can be found on the New Mexico Sentencing Commission page. We've done a bus pass grant, peer support work grant, LOPD and DA retention and hiring, and this contractor position.

For the current grants that we have, an individual agency will apply for a grant on behalf of the CJCC and that individual agency will handle their own reporting. The only grant that the FJDC

currently has that requires reporting on our end is the Bus Pass Grant. The FJDC would maintain responsibility for reporting on this Contractor grant.

Would you want quarterly reports on best practices to the group?

Yes. We also would like to have a more formalized structure.

How many members do you have on the Committee?

We have all of the statutorily required agencies and they each get one vote per county. But our membership in terms of attendance fluctuates. Los Alamos has around 6 regular members. Rio Arriba and Santa Fe have around 30 respectively.

How often do you meet?

We meet as an entire district quarterly to vote and as subcommittees on a monthly basis.

Are you accepting both printed and electronic copies?

Offerors must deliver:

One (1) ORIGINAL, three (3) HARD COPY, and one (1) ELECTRONIC copy of the proposal containing ONLY the Technical Proposal; ORIGINAL and all HARD COPIES of the Technical Proposal shall be in separate labeled binders. The electronic copy MUST be submitted as a USB/CD and CANNOT be emailed.

EMAILED QUESTIONS

How many hours per week are required to fulfill the scope of services?

This is dependent on the work that the CJCC is generating. We are limiting the number of hours to eighty per two week period (forty hours per week), if you bill your services at an hourly rate.

I currently staff the position and spend around ten hours per week on the CJCC, but I am not able to provide assistance beyond an administrative level because of my primary job responsibilities as a staff attorney.

Because the CJCC is seeking to grow its impact, I would anticipate the hours required will need to grow as time goes on.

I have also heard that some contractors bill via a monthly fee rather than at an hourly rate so that is another option to consider when drafting the RFP.

Is this contract remote, office based, or a hybrid?

The contract is mostly remote. You can work from a home office, or other space outside the First Judicial District Court.

If an applicant desires to have an office space within the Court, we might be able to provide accommodations depending on space availability.

There are between 3 and 4 CJCC meetings a month. I currently run the Rio Arriba and Los Alamos meetings as virtual meetings because I work from the Court in Santa Fe.

The Santa Fe Meeting is held hybrid from one of our courtrooms, and the Quarterly Full CJCC Meeting (All Three Counties) is also a hybrid meeting.

It would be up to the Contractor to decide whether it is in the best interest of the CJCC and the Subcommittees to continue having their meetings remotely or to move to in-person meetings.

Does the 1st judicial district court currently operate any programs to reduce the jail population, such as pre-prosecution diversion, other diversion programs or other alternatives to incarceration? If yes, how many years have they been in place?

We currently operate a drug court and it has been around for over 20 years.

We are also in discussions regarding evidence based sentencing trainings for our Judges as well as LOPD and the DA's Office.

The CJCC has discussed having some sort of team for high-utilizers of the justice system, but does not currently have one in place.

PROPOSED AMENDMENTS

p. 44 Section A:

EXISTING LANGUAGE: The Procuring Agency shall pay to the Contractor in full payment for services satisfactorily performed at the rate of _____ dollars (\$ _____) per hour, such compensation not to exceed (AMOUNT), excluding gross receipts tax. The New Mexico gross receipts tax levied on the amounts payable under this Agreement totaling (AMOUNT) shall be paid by the Procuring Agency to the Contractor. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed (AMOUNT).**

RECOMMENDED AMENDMENT:The Procuring Agency shall pay to the Contractor in full payment for services satisfactorily performed **IN ____ EQUAL INSTALLMENTS, INVOICED MONTHLY**, such compensation not to exceed (AMOUNT), excluding gross receipts tax. The New Mexico gross receipts tax levied on the amounts payable under this Agreement totaling (AMOUNT) shall be paid by the Procuring Agency to the Contractor. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed (AMOUNT).**

Agency Response: The FJDC will accept this amendment with the following changes:

ACCEPTED AMENDMENT: The Procuring Agency shall pay to the Contractor in full payment for services satisfactorily performed **in equal installments, invoiced monthly, or at the rate of _____ dollars (\$_____) per hour, depending on the Contractor's preference to be determined upon selection as the finalist.** Such compensation not to exceed (AMOUNT), excluding gross receipts tax. The New Mexico gross receipts tax levied on the amounts payable under this Agreement totaling (AMOUNT) shall be paid by the Procuring Agency to the Contractor. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed (AMOUNT).**

p. 44 Section C:

EXISTING LANGUAGE: Payment shall be made upon Acceptance of each Deliverable and upon the receipt and Acceptance of a detailed, certified Payment Invoice. Payment will be made to the Contractor's designated mailing address. In accordance with Section 13-1-158 NMSA 1978, payment shall be tendered to the Contractor within thirty (30) days of the date of written certification of Acceptance. All Payment Invoices **MUST BE** received by the Procuring Agency no later than fifteen (15) days after the termination of this Agreement. Payment Invoices received after such date **WILL NOT BE PAID.**

RECOMMENDED AMENDMENT: Payment shall be made upon **RECEIPT AND** Acceptance of **A DETAILED PAYMENT INVOICE.** Payment will be made to the Contractor's designated mailing address. In accordance with Section 13-1-158 NMSA 1978, payment shall be tendered to the Contractor within thirty (30) days of the date of written certification of Acceptance. All Payment Invoices **MUST BE** received by the Procuring Agency no later than fifteen (15) days after the termination of this Agreement. Payment Invoices received after such date **WILL NOT BE PAID.**

Agency Response: The FJDC will accept this amendment as presented by the requestor.

ACCEPTED AMENDMENT: Payment shall be made upon **receipt and** acceptance of **a detailed payment invoice.** Payment will be made to the Contractor's designated mailing address. In accordance with Section 13-1-158 NMSA 1978, payment shall be tendered to the Contractor within thirty (30) days of the date of written certification of Acceptance. All Payment Invoices **MUST BE** received by the Procuring Agency no later than fifteen (15) days after the termination of this Agreement. Payment Invoices received after such date **WILL NOT BE PAID.**

p. 57 APPENDIX D:

EXISTING LANGUAGE: COST RESPONSE FORM (plus chart for hourly rates).

RECOMMENDED AMENDMENT: THIS WOULD REPLACE THE CHART WITH HOURLY RATES: **CONTRACTOR MUST SUBMIT A TOTAL COST TO PERFORM THE ITEMS SPECIFIED IN THE SCOPE OF WORK, INCLUSIVE OF NMGRT FOR A CONTRACT LENGTH OF 12 MONTHS.**

Agency Response: The FJDC will accept the amendment as presented by the requestor with the following changes:

ACCEPTED AMENDMENT: **Contractor may submit a total cost to perform the items specified in the scope of work, inclusive of nmgrt for a contract length of 12 months. In the alternative, Contractor may provide their hourly rates using the example chart. Contractor must choose only one of the two options.**