

**Responses to Questions Received by September 14, 2026
in Connection with RFP # FJDC 2027-002**

Publisher: Robert Rubin, Procurement Manager

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Question 1	Please clarify whether there are specific minimum education, professional credentials, certifications, years of experience, or other qualifications required for the CJCC Coordinator/program staff.
Answer 1	Refer to Amended RFP # FJDC 2027-002, Section III.A.vi.
Question 2	Are resumes/CVs for the proposed CJCC Coordinator and other key program staff required as part of the proposal, or are they considered optional supporting material?
Answer 2	Refer to Amended RFP # FJDC 2027-002, Section III.A.vi.
Question 3	Please provide an estimated number of hours per week or month expected for the CJCC Coordinator to perform the required services.
Answer 3	The sample contract is deliverables based. Hours per week or month will vary based on whether a deliverable is achieved or worked on in a given period of time.
Question 4	Please provide the anticipated number of monthly CJCC, committee, and subcommittee meetings during the initial contract term, including the typical duration of each meeting.
Answer 4	The CJCC currently meets four times a year (approximately once every quarter). The Santa Fe County Committee meets once every month. The two subcommittees thereunder meet once every month. The Rio Arriba County Committee meets approximately once every month, or every other month. A key deliverable of the contract is for the CJCC Coordinator to "follow up with members whose attendance or participation has lapsed in order to encourage consistent attendance and participation." Thus, the Coordinator may be required to attend and coordinate additional meetings as attendance and participation increases.
Question 5	Approximately how many CJCC members and key stakeholders should the contractor anticipate surveying and meeting with individually or in small groups as part of the Strategic Plan development?
Answer 5	There are currently 19 members of the CJCC. The coordinator,

	using their experience and expertise, will be tasked with evaluating how many other key stakeholders to meet with to develop the strategic plan; the number of key stakeholders to survey and meet with will also be informed by the coordinator's meetings with all members of the CJCC.
Question 6	Does the CJCC currently have a strategic plan, and if so, will the selected contractor be expected to update/revise the existing plan or develop a new five-year Strategic Plan from the ground up?
Answer 6	The CJCC does not currently have a strategic plan.
Question 7	Does the FJDC anticipate the CJCC Coordinator will be required to perform services in person in Santa Fe, including attending CJCC, committee, and subcommittee meetings?
Answer 7	Yes.
Question 8	To what extent may the required services be performed remotely?
Answer 8	Some remote work may be permitted, but the offeror should include information about proposed remote work in their proposal.
Question 9	For milestone-based payments, please clarify the criteria and process the FJDC will use to determine whether a deliverable has been accepted.
Answer 9	Refer to Sample Contract Section 2, Paragraph C.
Question 10	For the grant-related requirements, is the contractor expected only to identify opportunities and assist CJCC members with applications and reporting, or will the contractor be responsible for preparing and submitting complete grant applications on behalf of the CJCC or its members?
Answer 10	Refer to Sample Contract, Exhibit A, Paragraph B(k).
Question 11	Does the FJDC expect the CJCC Coordinator to independently develop the data-sharing agreements and technical methods, or will legal, technical, data-management, or subject-matter support be provided by the FJDC, CJCC member agencies, or the New Mexico Sentencing Commission?
Answer 11	Refer to Sample Contract, Exhibit A, Paragraph B(l).
Question 12	The Scope of Work permits the contractor to assist with "other CJCC initiatives" as mutually agreed in writing. Please clarify whether such additional services would require a separate written amendment

	and/or additional compensation if they fall outside the listed Key Deliverables.
Answer 12	Refer to Sample Contract, Exhibit A, Paragraph C; specifically, its reference to “[a]s mutually agreed by the parties in writing[.]”
Question 13	The RFP requires separate sections for “Response to Specifications,” “Response to Mandatory Specifications,” and “Response to Additional Specifications.” Please identify which specific specifications or requirements should be addressed under each of these three sections and clarify whether the Court has prescribed format or checklist for the Mandatory and Additional Specifications.
Answer 13	Refer to Amended RFP # FJDC 2027-002, Section III.A and Section IV.C.
Question 14	The proposal submission instructions reference the “First Judicial District Court Treatment Court Request for Proposals.” Please confirm whether this is a typographical error and that the correct procurement is RFP #FJDC-2027-002 for Criminal Justice Coordinating Council coordination services.
Answer 14	This was a typographical error. Refer to Amended RFP # FJDC 2027-002, Section IV.B.
Question 15	Are CJCC meetings, Committee meetings, and Subcommittee meetings held in person or virtually?
Answer 15	CJCC meetings are held in person. Committee meetings and subcommittee meetings are typically held virtually.
Question 16	To what extent is the scope of work required to be completed in person?
Answer 16	Offerors should explain in their proposal the type of work that they propose to complete remotely versus in-person.
Question 17	Can some aspects of the scope of work be completed virtually/remotely?
Answer 17	Yes. However, pursuant to New Mexico Judiciary policy, third-party Artificial Intelligence note taking applications may not be used during meetings. The contractor should plan to have a representative attend all meetings in order to comply with Sample Contract, Exhibit A, Paragraph B(b).

Question 18	In-Person and Remote Services RFP Reference: Section III- Detailed Scope of Work: Meeting Coordination and Facilitation Does the Court anticipate that the CJCC Coordinator will maintain a regular physical presence within the First Judicial District, or may portions of the work be performed remotely, with travel for meetings and activities requiring in-person participation?
Answer 18	Portions of the work may be performed remotely, with travel for meetings and activities requiring in-person participation.
Question 19	Anticipated Meeting Volume RFP Reference: Section III - Key Deliverables 1-2 Approximately how many CJCC, committee, and subcommittee meetings does the Court anticipate the contractor will be responsible for coordinating, facilitating, and attending each month?
Answer 19	The CJCC currently meets four times a year (approximately once every quarter). The Santa Fe County Committee meets once every month. The two subcommittees thereunder meet once every month. The Rio Arriba County Committee meets approximately once every month, or every other month. A key deliverable of the contract is for the CJCC Coordinator to “follow up with members whose attendance or participation has lapsed in order to encourage consistent attendance and participation.” Thus, the Coordinator may be required to attend and coordinate additional meetings as attendance and participation increases.
Question 20	Existing Court and Administrative Support RFP Reference: Section III - Key Deliverables 1-4 What Court staff, administrative resources, technology, records, or other infrastructure will be available to support the contractor with meeting coordination, membership tracking, communications, and related administrative responsibilities?
Answer 20	Court staff will not be available to assist the coordinator. Two of the Court’s staff attorneys are currently helping with CJCC coordination on a limited basis, and they will be available to provide historical information and context relevant to the work of the coordinator. However, staff attorneys and other court staff are not available to act

	as assistants to the coordinator. Remote meetings are currently held via Google Meet. In-person council meetings generally occur in courtrooms or hearing rooms at the First Judicial District Court in Santa Fe, NM. The coordinator is expected to use its own technology and resources in the performance of the contract. See <i>a/so</i> Sample Contract, Section 2(D) (“The Contractor shall not be entitled to separate reimbursement for travel or any other expenses.”). Nonetheless, some limited technology resources may be available to the coordinator while present at the First Judicial District Court. For example, the coordinator may connect its computer to the court’s technology resources, such as a video monitor to display a presentation, or use the court’s public wifi service.
Question 21	Existing Planning, Governance, and Assessment Materials RFP Reference: Section III - Key Deliverables 5-10 What existing materials will be available to inform the strategic planning and organizational assessment work, including prior strategic plans, bylaws, governance documents, stakeholder assessments, surveys, or previous organizational assessments?
Answer 21	The CJCC has bylaws, minutes of meetings, and agenda. No prior, adopted strategic plan exists. The coordinator should not rely on historical assessments or surveys given that the RFP seeks development of a strategic plan based on new information gathered by the coordinator.
Question 22	Five-Year Strategic Plan Deliverable RFP Reference: Section III - Key Deliverables 5-7: Five-Year Strategic Plan Does the Court expect a fully developed and finalized five-year CJCC strategic plan by June 30, 2027, or a draft strategic plan and implementation framework for subsequent CJCC review, refinement, and adoption?
Answer 22	The Court expects a fully developed, finalized strategic plan by June 30, 2027.
Question 23	Grant Development Responsibilities RFP Reference: Section III - Key Deliverable 11 For Key Deliverable 11, does the Court anticipate that the contractor will primarily coordinate and support member grant applications, or serve as the primary grant writer responsible for developing complete applications?
Answer 23	Refer to Sample Contract, Exhibit A, Paragraph B(k).
Question 24	Data-Sharing Agreement Responsibilities RFP Reference: Section III - Key Deliverable 12

	For Key Deliverable 12, does the Court anticipate that the contractor will primarily facilitate and coordinate development of data-sharing agreements, or provide substantive legal and/or technical drafting expertise?
Answer 24	Refer to Sample Contract, Exhibit A, Paragraph B(l).
Question 25	Compensation and Deliverable Allocation RFP Reference Attachment A, Section 2 - Compensation Is the offeror expected to propose how the total cost will be allocated between ongoing monthly services and milestone-based deliverables, or will the Court establish those allocations and the payment structure during contract negotiations?
Answer 25	Refer to Amended RFP # FJDC 2027-002, Section II.C.29.
Question 26	Anticipated Level of Effort RFP Reference: Section III - Detailed Scope of Work / Key Deliverables 1-12 Given the combination of ongoing coordination responsibilities and milestone based deliverables, does the Court have an anticipated average level of effort, expressed in hours per week or month, for the contractor?
Answer 26	The sample contract is deliverables based. Hours per week or month will vary based on whether a deliverable is achieved or worked on in a given period of time.
Question 27	Is there any precipitating event that has prompted the First Judicial District Criminal Justice Coordinating Council (CJCC) to begin the process of putting together a strategic plan at this time?
Answer 27	No, there is no precipitating event. However, NMSA 1978, Section 31-28-3 generally provides, "A criminal justice coordinating council shall develop a strategic plan to meet the requirements of this section . . ."
Question 28	Has the CJCC previously drafted a strategic plan?
Answer 28	The CJCC does not currently have an adopted strategic plan, and thus seeks a Coordinator to go about the process of researching, surveying, assessing, drafting, and finalizing (before formal adoption by the CJCC) a strategic plan.

Question 29	Has the CJCC formally identified any “criminal justice problems” in the district, as that term is used in Section 31-28-3 NMSA 1978?
Answer 29	The use of the word “formally” is unclear. Criminal Justice Coordinating Councils exist to generally identify and encourage collaborative approaches to solve criminal justice issues that will inevitably arise in any criminal justice system.
Question 30	Does the CJCC have an internal or external person or entity that currently serves in the role of CJCC Coordinator?
Answer 30	Court staff currently send out invitations and notices regarding meetings. The First Judicial District Court does not currently have an internal or external person serving as CJCC coordinator.
Question 31	What organizations, entities, departments, or agencies are currently represented as members of the CJCC?
Answer 31	Membership is by position. Members include representation by each of the following: 1. Judge of the First Judicial District Court Santa Fe 2. Judge of the Santa Fe County Magistrate Court 3. Santa Fe County Sheriff 4. Santa Fe County Health and Human Services Director 5. Santa Fe County Adult Detention Center Warden 6. Judge of First Judicial District Court Rio Arriba 7. Judge of Rio Arriba County Magistrate Court 8. Rio Arriba County Sheriff 9. Rio Arriba County Health and Human Services Director 10. Rio Arriba County Adult Detention Center Warden 11. Judge of First Judicial District Court Los Alamos 12. Judge of Los Alamos County Magistrate Court 13. Los Alamos County Sheriff 14. Los Alamos County Social Services Director 15. Los Alamos County Detention Center Sergeant 16. First Judicial District Public Defender 17. First Judicial District NM Criminal Defense Lawyers Association, President 18. Regional One Administrator of NM Probation and Parole 19. Santa Fe County First Judicial District Attorney
Question 32	Is the New Mexico Sentencing Commission a member organization or agency of the CJCC?
Answer 32	No.
Question 33	Has the CJCC applied for any grants since its formation? If so, can you share the purposes of those grant applications?
Answer 33	Yes. The CJCC received a Crime Reduction Grant from the New

	Mexico Sentencing Commission in 2024 to fund the coordinator position. In 2026, Rio Arriba County provided interim funding for the CJCC Coordinator. Other grants were sought in 2023, but were seemingly not funded. See meeting minutes from May 9, 2023 and July 25, 2023 for additional information. Additional funding discussions may be gleaned from meeting minutes available online here: https://firstdistrict.nmcourts.gov/services-programs/criminal-justice-coordinating-council/
Question 34	Can you share all current committees and sub-committees of the CJCC and how often each of those conduct meetings?
Answer 34	The CJCC currently meets four times a year (approximately once every quarter). The Santa Fe County Committee meets once every month. The two subcommittees thereunder meet once every month. The Rio Arriba County Committee meets approximately once every month, or every other month. A key deliverable of the contract is for the CJCC Coordinator to “follow up with members whose attendance or participation has lapsed in order to encourage consistent attendance and participation.” Thus, the Coordinator may be required to attend and coordinate additional meetings as attendance and participation increases.
Question 35	Are meetings of the CJCC or any of its committees or subcommittees held in person or remotely?
Answer 35	CJCC meetings are held in person. Committee meetings and subcommittee meetings are typically held virtually.
Question 36	Is there an expectation about whether the person or firm who is chosen to serve as the CJCC Coordinator will attend CJCC, committee, or subcommittee meetings in person or remotely?
Answer 36	Offerors should explain in their proposal the type of work that they propose to complete remotely versus in-person.