



**OFFICE OF FAMILY  
REPRESENTATION AND ADVOCACY**  
Improving lives through outstanding advocacy

**REQUEST FOR PROPOSALS (RFP)  
LEGAL SERVICES**

**RFP# 26 680 0000 00001**

**Issue Date:** December 1, 2025

**Submission Deadline:** December 29, 2025, 5:00 MST

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## **I. BACKGROUND INFORMATION**

The New Mexico Office of Family Representation and Advocacy (OFRA) receives a limited amount of state general fund monies and Federal Title IV-E funds to provide court-appointed legal representation to indigent clients in Abuse and Neglect matters under Children's Code.

The OFRA seeks proposals from licensed attorneys, firms or other entities to provide representation to parties in Abuse and Neglect matters.

## **II. SEQUENCE OF EVENTS**

Dates are subject to change at the discretion of the Procurement Manager. Advance notice will be issued about any date changes.

Action	Responsibility	Date
1. Issue RFP	OFRA	December 1, 2025
2. Deadline to Submit Acknowledgement of Receipt	Potential Offerors	5:00 p.m. MST/MDT December 7, 2025
3. Deadline to Submit Written Questions	Potential Offerors	5:00 p.m. MST/MDT December 8, 2025
4. Response to Written Questions	OFRA	December 11, 2025
5. Submission of Proposal	Offeror	5:00 p.m. MST/MDT December 29, 2025
6.* Evaluation of Proposals and Selection of Finalists	OFRA	December 30, 2025- January 14, 2026
7.* Notification of Finalists	OFRA	January 27, 2026
8.* Finalize/Award Contract	OFRA/Offeror	February 2, 2026
9.* Protest Deadline	Offeror	5:00 p.m. MST/MDT February 17, 2026

\*\* Dates indicated in Events 6 through 9 are estimates only and may be subject to change without necessitating an amendment to the RFP.

### **III. PURPOSE OF REQUESTS FOR PROPOSAL**

To identify attorneys seeking to represent parents, guardians, custodians, eligible adults, and/or children and youth in Children's Code proceedings in any district around the state.

#### **Solicitation of Proposals**

In accordance with the appropriate sections of the New Mexico Procurement Code (Chapters 13-1-28 through 13-1-199 NMSA 1978, as amended), the OFRA requests proposals from attorneys, firms or entities licensed in the State of New Mexico to provide professional representation for indigent parties involved in the Abuse and Neglect system. This representation may be in the role Respondents attorney, Guardian ad Litem for children under 14 years of age, Youth Attorney, Eligible Adult Attorney, or Appellate Attorney.

The OFRA reserves the right to reject any or all proposals in whole or in part and to cancel this RFP at any time when it is in OFRA's interest to do so. Proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive or incomplete may be eliminated from further consideration.

#### **Definitions**

The following definitions apply:

*“Associate”* means the employee of a firm, corporation or entity who is the contractor.

*“Caseload”* means the cases assigned and handled by an attorney in the fiscal year.

*“Designee”* means an individual, firm, or entity who is officially selected as the representative of the contractor or the OFRA to carry out any of the responsibilities under this contract.

*“Prospective offeror”* means a person or firm or entity who seeks to submit a competitive sealed proposal.

*“Representative of a prospective contractor”* means an officer or director of a firm, corporation or entity, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

*“Subcontractor”* means an individual, firm, or entity who contracts with the contractor to perform part or all of the duties and obligations which are the responsibility of the contractor under the contract.

#### **Acknowledgement of Receipt**

Potential Offerors must confirm receipt of this RFP by sending the Confirmation form (APPENDIX A) via e-mail to [danielle.fresquez@gsd.nm.gov](mailto:danielle.fresquez@gsd.nm.gov) with “RFP CONFIRMATION” in the subject line. The body of the email shall include each potential offeror's name, address, e-mail address, and phone number.

The e-mail confirming receipt of the RFP must be received by the above email address on or before December 7, 2025, by 5:00 p.m. Only potential offerors who have confirmed receipt of the RFP will be placed on the “RFP Distribution List” and will receive written answers to questions regarding the RFP and any amendments to the RFP and/or Proposed service Contract. Failure to return the Acknowledgement of Receipt form shall constitute a presumption of receipt and rejection of the RFP, and the potential Offeror’s organization name shall not appear on the distribution list.

The initial contract will terminate on June 30, 2026, subject to renewal for a period not to exceed four years in accordance the New Mexico Procurement Code. Any renewal of a contract will be contingent upon satisfactory contract compliance by the contractor as determined by OFRA and upon sufficient funding.

All costs incurred by the offeror in the preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the offeror.

Before the award is made, the OFRA may conduct discussions with offerors who submit proposals that are determined to be reasonably susceptible of being selected for awards, but the award may be made without discussions.

Any contract awarded pursuant to this RFP process may be terminated or reduced in scope if sufficient appropriations or authorizations do not exist. Such termination will be effectuated by the OFRA by sending written notice to the contractor. The decision of the OFRA as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

Offerors may revise or withdraw their proposal before the proposal submission deadline date and time by delivering written notice to the OFRA Procurement Manager. The revision or withdrawal must be signed by the person submitting the proposal.

If it becomes necessary for OFRA to revise any part of the RFP or if additional information is needed to clarify any provision of the RFP, the revision and/or additional information shall be provided to all persons who confirmed receipt of the RFP packet and/or posting upon the OFRA website. All persons intending to make a proposal shall provide written acknowledgment of receipt of any revisions or supplements. The OFRA shall not issue a revision or supplement to the RFP less than seven days before the deadline set for the receipt of proposals unless the OFRA also extends the deadline.

Any protests of the award must be made in accordance with the Procurement Code, NMSA 1978 Section 13-1-1 through 13-1-199.

#### **IV. SCOPE OF WORK**

The successful offeror will provide legal services to all clients in a professional and skilled manner in accordance with the relevant Scope of Work (see Attachments A, B, C, D), New Mexico Children's Code (NMSA 32A- 1-1 et. seq.), New Mexico Supreme Court Performance Standards (available at nmcourts.gov) or any Attorney Performance Standards subsequently adopted by the Family Representation and Advocacy Commission, the Rules of Professional Conduct (Rules 16-101 to 805 NMRA), applicable case law and rules, and the terms of the contract. The successful Offeror will utilize the Cornerstone Advocacy approach to representation and will work with an Interdisciplinary Team where available and determined to be appropriate for the client by the interdisciplinary legal team. The OFRA reserves the right to negotiate additional provisions with the successful bidder. All contracts are reviewed, approved, and managed by the OFRA.

Attorneys will participate in training on representing all types of clients (children, youth, eligible adults, and respondents) and will be expected to serve in multiple roles (Guardian ad Litem, Youth Attorney, Respondent Attorney and/or Counsel for an Eligible Adult). Offerors may request to serve in multiple districts and may request appellate cases.

Successful offerors will be required to complete a minimum of 10 hours continuing legal education relevant to child and family welfare law.

Legal organizations and law firms agree to follow the OFRA practice model (using principles and practices of Cornerstone Advocacy; representing children, youth, respondents, and eligible adults; and working with an Interdisciplinary Team when appropriate for the client).

Legal organizations and law firms agree to either (a) pay employed attorneys on an annualized salary basis or (b) pay subcontractors at or above the rates established in the caseload tiers detailed in the Sample Contract (see Appendix D).

Successful offerors agree to participate in monitoring and quality control efforts, including case file reviews, courtroom observations, and monitoring of caseload/workload and training, for compliance with the terms of the contract and the OFRA Practice Model.

Attorneys shall report to the OFRA their total caseload (by attorney, if more than one attorney in the organization or firm maintains a caseload), other contracts, and other employment, as well as the relative percentage of each obligation in each attorney's workload. Attorneys with multiple contracts and/or employment shall report how the multiple obligations will be managed to assure compliance with contractual terms.

## **I. CONTRACT TERMS**

A successful offeror shall perform as an independent contractor for the entire term of the contract and is responsible for all state and federal taxes and any licenses or training costs.

### **Compensation**

The successful offeror will be compensated exclusively from funds appropriated to the OFRA by the state legislature and funds received via Title IV-E reimbursements. Payment pursuant to any contract resulting from this RFP shall provide compensation in-full for all services performed whether performed by the individual contractor or by a pre-approved associate, designee, or subcontractor. A contractor or their associate, designee, or subcontractor shall receive no other compensation from the State for services performed nor shall anything of value be accepted or solicited for work performed under the contract.

The successful offerors shall comply with all contracting and billing procedures of the OFRA and State of New Mexico, including submission of an invoice with an accurate monthly service log summarizing the work performed by the individual contractor or by a pre-approved associate, designee, or subcontractor. The monthly log will be used for data collection and program evaluation purposes.

Attorneys must have access to the internet, a working e-mail address, appropriate technology and the ability to use the technology necessary for effective representation.

Attorneys who accept assignments for cases will be required to enter detailed case activity into the identified case management system; until a case management system is made available, attorneys will be required to provide detailed case activity in interim data surveys, invoices and service log(s), which shall be submitted, via email to the OFRA.

The Contractor shall submit monthly invoices to the Agency, including a detailed accounting that conforms to the Agency's written billing instructions, which may be amended at the discretion of the Agency and made available to the Contractor. Invoices must be submitted between the first and fifteenth day of each month for services performed the month prior. Invoices received thirty (30) days after the fifteenth day of the month will be subject to a five percent (5%) reduction and any monthly invoice received sixty (60) days or more after the fifteenth day of the month following the month when the services were provided will be subject to a ten percent (10%) reduction absent a finding of extenuating circumstances by the Agency Director. Payments shall be made by OFRA to the successful Offeror(s) within thirty days of certification of receipt of an accurate and complete invoice for service satisfactorily performed.

## **VI. RFP REQUIRED CONTENT**

1. Letter of Transmittal (APPENDIX B)
2. Proposal (See PROPOSAL FORMAT AND ORGANIZATION, Section IX, Paragraph 7 – Mandatory Content)
3. A current resume
4. Verification of professional liability insurance (declaration page)
5. Verification of good standing from the New Mexico Supreme Court
6. Signed Campaign Contribution Disclosure Form (see Attachment C)

**Submission Deadline December 29, 2025, 5:00 pm, MST/MDT.**

Proposals *must* be received by the Procurement Manager by December 29, 2025, 5:00 pm MST/MDT to be accepted for review.

Requests for extensions of this deadline shall not be granted. *Proposals received after the deadline will not be accepted and will be returned to the applicant.*

Proposals must be submitted electronically.

The Procurement Manager and OFRA personnel will not merge, collate, or assemble proposal materials.

## **Interaction with the OFRA**

The OFRA will assign a procurement manager to work with the Offeror(s) to manage the RFP, its requirements, and deliverables. Such management and oversight by the OFRA, however, does not relieve the Offeror(s) of the primary responsibility for complying with deliverables and meeting deadlines in the RFP, or other requirements imposed by the OFRA.

## **Basic Requirements and Conditions**

### **1. Acceptance of Conditions Governing the Procurement**

Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the Letter of Proposal. Submission of a proposal constitutes acceptance of the Evaluation Criteria.

### **2. Incurring Costs**

Any cost incurred by the offeror in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the offeror.

### **3. Identification of Offeror and of designees, associates or subcontractors**

Responses to this RFP by entities comprised of multiple attorneys, shall identify both a managing attorney and the attorney(s) who will be entered as counsel of record or provide legal services for the assigned caseload. For submissions where a firm or entity proposes more than one attorney performing work, each attorney's documentation must be provided as set forth in Section IX, Paragraphs 4 and 5 (Proposal Format and Organization) in this RFP. Requirements regarding notification of changes to or the addition of attorneys to the performance of work will be set forth in any contract that may result from this RFP.

- a. Any contract that may result from this RFP and any work performed thereunder by associates or subcontractors will require prior authorization from the OFRA and the Contractor will be required, pursuant to this contract and the applicable ethical rules, to assure that:
  - i. All standards and requirements set for the Contractor are met;
  - ii. The Contractor assumes oversight and responsibility for all work performed under this Contract, including those cases where a designee, associate, or subcontractor fulfills the terms of the contract;
  - iii. The Contractor shall carry its own malpractice insurance as set forth below and assumes responsibility for ensuring that its designees, associates or subcontractors maintain insurance coverage.
  - iv. Any contract that may result from this RFP shall specify that the contractor shall not permit, without the advance written approval of OFRA, any portion of the services to be performed under this Agreement be performed by designees, associates or subcontractors.

#### 4. Administrator Identification

Any contract that may result from this RFP shall identify the individual responsible for exercising administrative oversight of the contract.

#### 5. Questions about the RFP

Responses will be provided only to questions submitted in writing, by the procedure indicated herein, and only to clarify information already included in this RFP. Written questions must be received by December 8, 2025, 5:00 pm, MST, and should be sent via email to [danielle.fresquez@gsd.nm.gov](mailto:danielle.fresquez@gsd.nm.gov). All questions and responses will be made public to all offerors through <https://www.ofra.nm.gov/>. No employee of OFRA will answer questions about this RFP outside of the formal question and response process.

#### 6. Amended Proposals

An offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the Letter of Proposal. The personnel of the OFRA will not merge, collate, or assemble proposal materials.

#### 7. Amendments to the RFP

If amendments to the RFP are issued, it will be posted on the OFRA website <https://www.ofra.nm.gov/>. *Any amendment to the RFP that affects price or technical content will be issued no later than seven days before the due date for proposal submissions.*

#### 8. Offeror's Rights to Withdraw Proposal

Offerors may withdraw their proposals at any time prior to the deadline for receipt of proposals. The offeror must submit a written request to withdraw, addressed to the OFRA and signed by the offeror or the offeror's duly authorized representative. Approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulation.

#### 9. Disclosure of Proposal Contents

The proposals will be kept confidential until a contract is awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public, except any material that is proprietary or confidential. The OFRA will not disclose or make public any pages of a proposal that the offeror has stamped or imprinted "proprietary" or "confidential," subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3-A-1 to

57-3A-7, NMSA 1978.

If a request is received pursuant to the Inspection of Public Records Act, for disclosure of data for which an offeror has made a written request for confidentiality, the OFRA shall examine the offeror's request and make and distribute a written determination that specifies which portions of the proposal should be disclosed. Unless the offeror takes legal action within 10 days to prevent the disclosure, the proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

#### 10. No Obligation

This procurement in no manner obligates OFRA or any of its departments or agencies to the service offered until a valid written contract is approved by OFRA.

#### 11. Termination

This RFP may be canceled at any time up to and including the deadline for submitting protests and any and all proposals may be rejected in whole or in part when the OFRA determines such action to be in the best interest of the OFRA and the State of New Mexico.

#### 12. Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be effectuated by sending written notice to the contractor. The decision of the OFRA as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

#### 13. Agreement

The OFRA requires that all offerors agree to be bound by the General Requirements contained in the RFP. Any offeror concerns must be brought promptly to the attention of the OFRA.

#### 14. Governing Law

This procurement and any agreement with offerors that may result shall be governed by the laws of the State of New Mexico.

#### 15. Basis for Proposal

Only information supplied by the OFRA in writing through the OFRA or in this RFP should be used as the basis for the preparation of offeror proposals.

#### 16. Contract Terms and Conditions (see Sample Contract, Appendix D)

The contract will follow the format specified by the OFRA. Should an offeror object to any of the terms and conditions of the OFRA as contained in this Section, then the offeror must propose specific alternative language that must be acceptable to the OFRA. General references to the offeror's terms and conditions or attempts at complete substitutions are not acceptable to the OFRA and will result in disqualification of the offeror's proposal. Offerors must provide a brief discussion

of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording. All contracts for professional services are subject to the review and approval by the OFRA.

#### 17. Offeror's Terms and Conditions

Offerors must submit with the proposal a complete set of any additional terms and conditions which they propose to have included in a contract negotiated with the OFRA.

#### 18. Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the OFRA and the selected offerors and will not be deemed an opportunity to amend the offeror's proposal.

#### 19. Offeror Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of the offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any offeror who is not a responsible offeror or fails to submit a responsive offer as defined in NMSA 1978 Sections 13-1-83 and 13-1-85.

#### 20. Right to Waive

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements, provided that, all of the otherwise responsive proposals failed to meet the same mandatory requirements, and the failure to do so does not otherwise materially affect the procurement. The right to waive minor irregularities and mandatory requirements is at the sole discretion of the Evaluation Committee.

#### 21. Notice of Criminal Penalties

The Procurement Code, NMSA 1978 Sections 13-1-28 through 13-1-199, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico Criminal Statutes impose felony penalties for bribes, gratuities, and kickbacks.

#### 22. Right to Publish

Throughout the duration of this procurement process and contract term, potential offerors and Contractors must secure from the OFRA written approval prior to the release of any information that pertains to the potential work or activities covered by this RFP or the subsequent contact. Failure to adhere to this requirement may result in disqualification of the offeror's proposal or termination of the contract.

#### 23. Ownership of Proposals

All documents submitted in response to this RFP will become the property of the OFRA and the State of New Mexico.

## **24. Electronic Mail Address Required**

The majority of any communication regarding this procurement will be conducted by electronic mail (email) and any offeror must have a valid email address at which to receive correspondence. OFRA is not responsible for misdirected or undeliverable electronic communications and the offeror is solely responsible for assuring that submissions or communications are received before all posted deadlines.

## **VII. CONTACT INFORMATION**

### Procurement Manager

Danielle Fresquez, Procurement  
Manager /Chief Procurement  
Officer for OFRA  
[danielle.fresquez@gsd.nm.gov](mailto:danielle.fresquez@gsd.nm.gov)

## **VIII. PROPOSAL SUBMISSIONS**

All proposals shall be submitted by email to:

Danielle Fresquez, Procurement  
Manager /Chief Procurement  
Officer for OFRA  
[danielle.fresquez@gsd.nm.gov](mailto:danielle.fresquez@gsd.nm.gov)

## **IX. PROPOSAL FORMAT AND ORGANIZATION**

### **1. Number of Responses**

Offerors shall submit only one proposal. The proposal must clearly identify the judicial district (s) the offeror seeks to work within.

### **2. Identification of Offerors**

Responses to this RFP by an offeror which is a firm, corporation or entity comprised of more than one

licensed attorney or an organization which is seeking to have associates, designees or subcontractors approved to provide services under the scope of work, shall identify both a managing attorney and the attorney(s) who will be entered as counsel of record or provide legal services for the assigned caseload. Each associate, designee or subcontractor who would provide services under the scope of work must submit the material required pursuant to this RFP including Section IX, paragraphs 5(B) through (F), 7, and 8.

### 3. Proposal Submittal

Offerors shall email their proposal on or before the closing date and time for receipt of proposals.

### 4. Proposal Format

In order to facilitate the analysis of responses to the RFP, offerors are required to prepare their proposals in accordance with the instructions outlined in this section. All proposals must be typewritten and submitted via email as a single combined PDF with standard 8.5x11 pages. The personnel of the OFRA will not merge, collate, or assemble proposal materials.

### 5. Proposal Organization

The proposal must be organized and indexed in the following order and format and must contain, at a minimum, all listed items in the sequence indicated:

- a. Letter of Transmittal (APPENDIX B)
- b. Table of Contents
- c. Proposal – Mandatory Content
- d. Supreme Court Certificate of Good Standing (or proof of request for the Certificate)
- e. Campaign Contribution Form (APPENDIX C)
- f. Offeror's Additional Terms and Conditions (if any)
- g. Other Supporting Material

Within each section of the proposal, offerors should address the items in the order in which they appear in this RFP. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal. Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis. Offerors may attach other materials that may improve the quality of their responses. However, these materials should be included in a separate, clearly identified appendix.

### 6. Letter of Transmittal (APPENDIX B)

Each proposal must be accompanied by a Letter of Transmittal. Failure to include the Letter of transmittal may result in an offer being deemed non-responsive.

## 7. Mandatory Content

The Proposal must include the following:

- a. The RFP number being responded to;
- b. Offeror's identifying and contact information, to include full name, business name, business address, phone number, email, and all the same information for designees, associates, and subcontractors, including the material required pursuant to this RFP Section IX, paragraphs 5 (B) through (F), 7, and 8;
- c. Preferred attorney role or roles the Offeror is seeking to fill (Respondent Attorney, Guardian ad Litem, Youth Attorney, Eligible Adult Attorney, and/or Appellate Attorney), and reasons for seeking the specific attorney role(s). **Regardless of preference, attorneys will be required to fill all roles (Respondent Attorney, Guardian ad Litem, Youth Attorney, Eligible Adult Attorney) with the exception of Appellate Attorney.** Attorneys not functioning as Appellate Attorneys will be required to file a docketing statement for appeals, at which point the appeal itself will be transferred to an Appellate Attorney;
- d. The Offeror's total current Abuse and Neglect caseload (by attorney, if more than one in the organization or firm), other contracts, and other employment, as well as the relative percentage of each obligation in each attorney's workload. Attorneys with multiple contracts and/or employment shall report the percentage of Offeror's practice they anticipate dedicating to Abuse and Neglect practice and how the multiple obligations will be managed;
- e. The judicial district(s) and specific counties where the Offeror is seeking to practice;
- f. Offeror's Experience:
  - i. in Children's law;
  - ii. as a Respondent's Attorney;
  - iii. as a Guardian ad Litem;
  - iv. as an attorney representing Youth;
  - v. as an Eligible Adult Attorney in Fostering Connections cases;
  - vi. as a Court-Appointed Attorney with the New Mexico Administrative Office of the Courts;
  - vii. working with social service agencies, CYFD, and other service providers;
  - viii. in Juvenile Justice/Delinquency law; and
  - ix. in any committees, commissions, organizations, task forces, work groups, or any other organizational group(s) relating to Children's Law;

- g. Training the Offeror has received (including legal and non-legal training), emphasizing training received in the past two years, in the following areas: Aging Out / Emancipation, Child Development, Developmental Disabilities, Domestic Violence Education, Family Connections, Immigration, Interviewing Children and Youth, Juvenile Justice, Mediation, Mental and Behavioral Health, Neglect, Physical Abuse, Sexual Abuse, Substance Misuse, Trauma-Responsive Practice, Trial Advocacy Training, Other (please specify);
- h. A description of the Offeror's view of the current challenges in child and family welfare law;
- i. Offeror's educational history, including all colleges attended (undergraduate, graduate, and law school), as well as degrees or certificates conferred, and dates degrees or certificates were awarded;
- j. Whether Offeror has been disciplined for violation of any rules of professional conduct in any jurisdiction. In particular, whether Offeror has ever received any discipline, formal or informal, including an "Informal Admonition." If so, the Offeror must include a description of the violation, including when it occurred, the discipline imposed, and whether and how the discipline was successfully completed;
- k. Whether Offeror has ever been a named party in any lawsuit in their professional capacity. If so, please explain the nature of the lawsuit(s) and the result(s);
- l. Offeror's proof of coverage for professional liability insurance;
- m. Offeror's bar admissions, dates of admission, and if not admitted to the State Bar of New Mexico, proof of ability to lawfully practice in New Mexico under an appropriate status, such as Pro Hac Vice, Limited License, or Emeritus status);
- n. Offeror's current employer and Offeror's areas of current practice, and any other state-paid contracts Offeror holds or has held in the past three years;
- o. Explanation of Offeror's office organization, automation and technological resources, office hours (reachable by clients), calendaring system, ability to meet deadlines, time/billing system, and case management systems;
- p. Explanation of Offeror's experience and ability to work collaboratively with other parties while providing zealous advocacy;
- q. Explanation of Offeror's ability to attend out of court meetings. (SCRB, FCMs, pre-trial mediation, and the like);
- r. Explanation of Offeror's ability to visit minor clients and meet with adult clients;
- s. A statement explicitly indicating acceptance of the Conditions Governing the Procurement, found at NMSA 1978 Section 13-1-1 through 13-1-199;
- t. Signature by the person authorized to contractually obligate the offeror and any proposed

associates;

- u. Acknowledgment of receipt of any and all amendments to this RFP;
- v. The Offeror's federal tax identification number and/or New Mexico Gross Receipts Tax number; and
- w. The most recent resumes of the offeror.

## 8. Campaign Contribution Disclosure

Prospective offerors must submit the "Campaign Contribution Disclosure Form" (APPENDIX C) pursuant to NMSA 1978, Section 13-1-191.1 (2007) with their proposal submission.

## X. EVALUATION

### Process

A representative of the OFRA will open the proposals immediately after the deadline and will record them in the proposal log. An evaluation committee will review all proposals based on the published criteria and may or may not request an oral presentation by offerors. Proposals must be in electronic format. All proposals will be reviewed for compliance with the mandatory requirements stated in this document.

Proposals deemed to be non-responsive will be eliminated from further consideration. The determination, as to non-responsiveness, is under the discretion of the OFRA in coordination with the evaluation committee and such determination is final. The OFRA may contact the offeror for clarification. The evaluation committee may use additional sources of information to complete its evaluation. Proposals deemed to be responsive will be evaluated by the evaluation committee based on the evaluation criteria and the assigned point value. Offerors with the highest points earned will be selected as finalists. If offerors are requested to submit best and final responses, then they will have points recalculated based on the best and final response. The responsible offeror whose proposal is most advantageous to the OFRA, when taking evaluation criteria into consideration, will be recommended for contract award. It is important to note that any serious deficiency in any one factor may be grounds for rejection despite the overall score.

The OFRA will send an email with the award letter to the successful offeror and will send regret notifications to unsuccessful offerors.

### 1. Notification of Finalists

The Procurement Manager will notify the finalist Offerors on January 27, 2026 . Only finalists will be invited to participate in the subsequent steps of the procurement.

### 2. Best and Final Offers from Finalists

Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers.

### 3. Finalize and Award Contract(s)

The contract(s) shall be finalized and awarded to the Offeror(s) whose proposal(s) is/are most advantageous on February 2, 2026. In the event that mutually agreeable terms cannot be reached within the timeframe specified, the OFRA reserves the right to finalize a contract with the next most advantageous Offeror(s) without undertaking a new procurement process. The most advantageous proposal(s) may or may not have received the most points in the evaluation process. The award is subject to the appropriate State approvals. Award of the contract(s) will not vest any Offeror(s) with contract rights, and any contract(s) will not be binding until contract execution and approval. Award occurs at the time a contract mutually acceptable to the OFRA, and the successful Offeror(s) has been finalized.

### 4. Protest Deadline

Any protest by an Offeror must be timely and in conformance with Section 13-1-172, NMSA 1978, and applicable procurement regulations. The fifteen (15) day protest period for responsive Offerors shall begin on the day following the contract award and will end February 17, 2026, 5:00 pm MDT. Protests must be written and must include the name and address of the protestor. It must also contain a statement of grounds for the protest, including appropriate supporting exhibits, and it must specify the ruling requested from the Procurement Manager. The protest must be emailed to the Protest Manager at the electronic address as listed under this section. Protests received after the deadline will not be accepted.

All protests shall be communicated to:

Danielle Fresquez  
Procurement Manager OFRA  
[danielle.fresquez@gsd.nm.gov](mailto:danielle.fresquez@gsd.nm.gov)

### Criteria

EVALUATION POINTS: The following is a summary of evaluation factors with a point value assigned to each factor. These weighted factors will be used in the evaluation of individual Offeror proposals.

Factor	Points Available	Rationale for Score
Offeror's experience working with Children's Code cases (including section 32A-6-1 et seq.)	20	

Offeror's experience with social service agencies, CYFD, and other service providers	20	
Offeror's legal and non-legal training in relevant areas	20	
Perspective – current challenges in child and family welfare law and practice	20	
Disciplinary history	20	
Offeror's current practice areas and total caseloads including abuse/neglect and other types	20	
Description of Offeror's office organization, automation, office hours (reachable by clients), calendaring system, ability to meet deadlines, time/billing system, and case management systems	20	
Offeror's ability to attend out of court meetings, home visits or client meetings (SCRB, FCMs, pre-trial mediations, etc.)	20	
Completion of the RFP	20	
Total	180	

**APPENDIX A: ACKNOWLEDGEMENT OF RECEIPT FORM**  
**REQUEST FOR PROPOSALS FOR ATTORNEY SERVICES**  
**OFFICE OF FAMILY REPRESENTATION AND ADVOCACY**

In acknowledgement of receipt of this Request for Proposal (RFP), the undersigned agrees that they have received a complete copy, beginning with the title page and table of contents, and ending with Appendices.

The acknowledgement of receipt must be signed and emailed to the Procurement Manager no later than December 7, 5:00 pm MST/MDT. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the OFRA's written responses to those questions, as well as any RFP amendments that may be issued.

**PREFERRED DISTRICT(S):** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**REPRESENTED BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **FAX NUMBER** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Proposal.

**Your firm does/does not (circle one) intend to respond to this Request for Proposal.**

Send Acknowledgement to:

Danielle Fresquez

Procurement Manager OFRA

[danielle.fresquez@gsd.nm.gov](mailto:danielle.fresquez@gsd.nm.gov)

## APPENDIX B: LETTER OF TRANSMITTAL

**RFP NUMBER:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**PROPOSAL DATE OF SUBMISSION:** \_\_\_\_\_

**PROPOSAL DEADLINE:** \_\_\_\_\_

**NM VENDOR NUMBER (IF AVAILABLE):** \_\_\_\_\_

**NM GROSS RECEIPTS TAX NUMBER:** \_\_\_\_\_

The proposer understands that the OFRA reserves the right to reject any or all proposals and to waive any irregularities in order to award the bid in the best interest of the State of New Mexico.

I hereby certify that I am authorized to act on behalf of the company making this proposal and that all statements made in this document are true and correct to the best of my knowledge.

---

Signature

---

Date

## **APPENDIX C: CAMPAIGN CONTRIBUTION FORM**

**THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

Pursuant to the Procurement Code NMSA 1978, Section 13-1-191.1 (2007), any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body.

A prospective contractor subject to this section shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local public body during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250.00) over the two- year period.

Furthermore, pursuant to NMSA 1978 Section 13-1-181, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract or a contract that is executed may be terminated pursuant to NMSA 1978 Section 13-1-182 if:

- 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process, or,
- 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The following definitions apply:

**“Applicable public official”** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a response to a proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a competitive proposal.

**“Campaign contribution”** means a gift, subscription, loan, advance, or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect, or

expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**"Family member"** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in- law, or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

**"Pendency of the procurement process"** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**"Prospective contractor"** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

**"Representative of a prospective contractor"** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

**Contribution Made By:** \_\_\_\_\_

**Relation to Prospective Contractor:** \_\_\_\_\_

**Date Contribution(s) Made:** \_\_\_\_\_

**Amount(s) of Contribution(s):** \_\_\_\_\_

**Nature of Contribution(s):** \_\_\_\_\_

**Purpose of Contribution(s):** \_\_\_\_\_

(Attach extra pages if necessary)

---

**Signature**

---

Date

---

Title (position)

--OR--

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

---

**Signature**

---

Date

---

## Title (position)

## APPENDIX D: SAMPLE CONTRACT

### STATE OF NEW MEXICO

### OFFICE OF FAMILY REPRESENTATION AND ADVOCACY

#### PROFESSIONAL SERVICES CONTRACT #26-680-##### FOR RESPONDENT ATTORNEY, ELIGIBLE ADULT ATTORNEY, YOUTH ATTORNEY, GUARDIAN AD LITEM AND/OR APPELLATE ATTORNEY

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **OFFICE OF FAMILY REPRESENTATION AND ADVOCACY**, hereinafter referred to as the “Agency,” and **CONTRACTOR NAME**, hereinafter referred to as the “Contractor,” and is effective on the date executed by the General Services Department/State Purchasing Division (GSD SPD Contracts Review Bureau).

The purpose of this Agreement is to provide high quality legal representation for children, youth, eligible adults, indigent parents, and other legal parties who are the subject of abuse or neglect proceedings, or Family in Need of Court Ordered Services (FINCOS) proceedings, or Fostering Connections proceedings, including proceedings for the termination of parental rights, adoption proceedings, or other abuse/neglect, FINCOS, or Fostering Connections proceedings designated by the Agency, as defined by statute.

IT IS FURTHER AGREED BETWEEN THE PARTIES:

**1. Scope of Work.**

The Contractor shall:

A. Provide legal services in a professional and skilled manner in accordance with the relevant Scope(s) of Work (see Attachments A, B, C, and D), the New Mexico Children’s Code (NMSA 1978, §32A-1-1 *et. seq.*), the Family Representation and Advocacy Act (NMSA 1978, §32A-27-1 *et seq.*), all Attorney Performance Standards adopted by Agency, the Rules of Professional Conduct (Rules 16-101 to -805 NMRA), applicable case law and rules, and the terms of this Agreement. The Contractor will follow the Agency’s Practice Manual using the Cornerstone Advocacy approach to representation, will work with an Interdisciplinary Team when determined to be appropriate by the Agency, and will otherwise do all things necessary for or incidental to the zealous representation and advocacy on behalf of the Contractor’s client(s). The Contractor will remain in compliance with all standards, rules, statutes and case law mentioned in this paragraph throughout the Agreement period.

B. The Office of Family Representation and Advocacy will assign work on an as-needed basis using Task Orders. A Task Order is an official directive to perform work for a defined amount of money. While the Agency anticipates the need to assign several Task Orders throughout the contract period, the Agency cannot and does not predict or guarantee the number or frequency of Task Order assignments that the Contractor may be asked to complete. No Contractor will be asked to perform work without a Task Order in place, and no Contractor will experience a gap in

case representation responsibilities during the contract period. No work shall be initiated by the contractor without written approval by the Contractor's Executive Director or designee. To be valid, Task Order forms (Attachment G) must be signed by both the Agency and Contractor.

C. Timely provide services and accurate invoices (including accurate attorney logs) in compliance with this Agreement. The Contractor will remain in compliance with such policies and procedures throughout the Agreement period, including any amendments/revisions made thereto by the Agency during the Agreement period.

D. Upon the issuance of a final order, counsel the client on their rights of appeal. If a client requests an appeal, the Contractor shall timely file a Notice of Appeal pursuant to Rule 10-352 NMRA. In addition, Contractor is responsible for filing a timely Docketing Statement and Request for Appointment of Appellate Counsel. A guardian-ad-litem (GAL) or Youth Attorney responding to an appeal may receive additional compensation contingent on availability of funds. If the Contractor has questions about this process, the Contractor may contact the Agency for guidance.

E. Comply with the confidentiality requirements of the New Mexico Children's Code (NMSA 1978, §32A-1-1 *et seq.*), and the Mental Health and Developmental Disabilities Act (NMSA 1978, §43-1-1 *et seq.*). When any data or case records could contain medical records, the Contractor shall consider those medical records or data to be covered by the Health Insurance Portability and Accountability Act of 1996 (HIPAA, 42 U.S.C. 1320d). When HIPAA applies, the Contractor shall ensure that the medical records are protected in accordance with the standards in the HIPAA Security Rule and the HIPAA Privacy Rule as defined by the U.S. Department of Health and Human Services, found at <https://www.hhs.gov/hipaa/index.html>. The Contractor shall observe the HIPAA Security Rule, the HIPAA Privacy Rule, and other industry standards and best practices when applicable to safeguard confidential and sensitive court information that is maintained on Contractor's systems, software, or any other medium belonging to Contractor, for the required time period.

F. Immediately provide written notice to the Agency if the Contractor's, its employee's, agent's, or subcontractor's license to practice law has been suspended or terminated for any reason, including for administrative reasons such as non-payment of bar dues, or the Contractor, an employee, an agent, or a subcontractor is the subject of a substantiated investigation by the New Mexico Children, Youth and Families Department (CYFD). There is no obligation to report an unsubstantiated investigation.

G. Within thirty (30) days of hire, provide to Agency a list of all attorneys in Contractor's firm who are carrying or will carry abuse and neglect or fostering connections cases.

- 1) If/when there are changes to the attorneys being assigned abuse and neglect or fostering connections cases (after the contract has been awarded) the Contractor shall submit to the Agency the attorney's resume and a training plan that ensures relevant training related to Children's Court law practice before assigning cases to the attorney.
- 2) Within 5 business days, Agency will review the information provided, and provide by email notice to the Contractor whether the attorney has been approved to carry cases.

H. Maintain Liability Insurance:

- 1) Every Contractor working under Contractor's Agreement accepting assignments from the Agency shall continuously maintain professional

liability (malpractice) insurance. Contractors should be aware that allowing coverage to lapse or be cancelled may have the effect of voiding coverage for claims made prior to the date of any new policy.

- 2) A Contractor who allows their insurance to lapse or be cancelled shall immediately notify the Agency of the same in writing. Contractors who do not provide proof of continuous professional liability insurance, upon request, are not in compliance with this Agreement, and may be ineligible to receive payment for services provided or have existing cases reassigned.
- 3) Where the scope of work being fulfilled by a subcontractor is approved, the Contractor shall assure that the attorney handling any portion of the scope of work continuously maintains professional liability insurance.

I. Participate in the Agency's program and individual performance evaluation processes as requested and cooperate with the Agency in efforts to improve representation.

- 1) Evaluation processes may include courtroom observation, case file reviews, satisfaction surveys or interviews with clients, attorney interviews with OFRA's evaluator, etc. All evaluations shall be performed in such a manner that they will not unduly interfere with the Contractor's business or work.

J. Comply with all of Agency's policies and procedures applicable to contractors, including but not limited to the complaint procedure adopted by the Agency. If a complaint against the Contractor is made to the Agency, the Contractor agrees to comply with any recommendations made by the Agency after investigation of the complaint, which may include but is not limited to: additional training, mentoring, mediation, reduction in caseload, freeze on new case assignments, and/or termination of the contract.

K. Carry a reasonable caseload that allows them to provide quality, competent, and vigorous representation for each of their clients.

- 1) Agency retains the right to limit the size of Contractor's caseload if necessary to ensure quality, competent, and vigorous representation.
- 2) If Contractor has been notified by OFRA that their caseload has been capped, Contractor cannot accept requests for reassignment of abuse and neglect or fostering connections cases from other attorneys without written approval of Agency.

L. Maintain an ongoing duty of disclosure of any other contracts held by the attorney (i.e., federal defender, etc.) and approximate case load size.

M. Regularly review the Agency's website, [www.ofra.nm.gov](http://www.ofra.nm.gov), for updates of the Agency's policies, procedures, and guidelines. Should any substantive changes to the Agency's policies, procedures, or guidelines be made, the Agency will promptly contact the Contractor to apprise them of such change(s).

N. Obtain Tier 2 Online Access to re:Search©NM through the New Mexico Administrative Office of the Courts, Judicial Information Division.

O. Provide Agency with name and contact information of their successor attorney.

P. Maintain case files for each client sufficient to ensure a smooth transfer of cases if needed or required, including at minimum:

- 1) Current client contact information, including placement information for child clients;
- 2) Pleadings filed;
- 3) Case plans and other documents provided by the New Mexico Children, Youth and Families Department or service providers; and
- 4) A calendar with upcoming court dates.

Q. Provide each client with written notice of their legal rights and the attorney's roles, responsibilities and expectations, including notice for how to file a grievance for alleged misconduct of their attorney or the attorney's failure to provide thorough and competent representation to the client.

R. Participate in at least ten (10) hours of training in children's law during the term of this Agreement. All training taken to satisfy this requirement shall meet all existing requirements for Minimum Continuing Legal Education (MCLE) established by the New Mexico Supreme Court. The Contractor shall provide copies of the Continuing Legal Education (CLE) certificates, MCLE annual reports, or written confirmation of attendance by the provider to the Agency upon request.

- 1) The required training may be provided by:
  - a. the Children's Law Institute;
  - b. other topic or role-specific trainings offered by the Corinne Wolfe Center for Child and Family Justice (CWC); and/or
  - c. national trainings presented by the American Bar Association, National Association of Counsel for Children, or other CLE provider(s) recognized by New Mexico.
- 2) Four (4) hours of the required training must be related to OFRA's practice model. Participation in this training on OFRA's practice model will be compensated at the same rate as any case over 60 cases.
- 3) Additionally, Attorneys with less than three (3) years' experience in children's law must:
  - a. attend the "CORE" training, "Essential Information for Practicing and Presiding in Child Welfare Cases," offered by the CWC, at the earliest opportunity; and
  - b. participate in other training and/or mentoring opportunities identified in consultation with the Agency.
- 4) Attorneys with three (3) years' experience or more in children's law are strongly encouraged to attend the CORE training if they have not previously attended.

## 2. **Compensation.**

A. Compensation is directly tied to caseload ranges as listed in the tables provided in Attachment H-Tiers for Monthly Billing. Only one attorney per Agreement will receive credit for a case (client) assignment unless the Agency has provided pre-approval for co-counsel.

B. Voluntary Placement Agreement (VPA) cases and Extended Foster Care cases [also known as Fostering Connections (FC) cases] will no longer be counted in a contractor's caseload tiers. Instead, each VPA case and FC case will be compensated at a flat rate of one hundred and sixty dollars (\$160.00) per month in which work is performed. Unusually complex

or involved VPA and FCA cases may be entitled to additional compensation at the discretion of the Agency.

C. Contractor may no longer invoice Agency for a case under any of the following circumstances:

- i. A parent relinquishes their rights voluntarily and an order has been submitted to dismiss the attorney;
- ii. A permanent guardianship is finalized, and an order has been submitted to dismiss the attorney;
- iii. After filing the notice of appeal docketing statement, and motion for appointment of appellate counsel in an appeal of the termination of parental rights; and
- iv. Contractor's client is dismissed from the case and an order has been submitted dismissing the counsel.

D. Unusually complex cases may be entitled to additional compensation at the discretion of the Agency.

E. For ICWA Court cases in the Second Judicial District, the Agency will compensate Contractor based on the ICWA Court tiers outlined in Attachment H. ICWA Court cases shall be counted separately, and identified separately, from the Contractor's non-ICWA Court cases.

F. ICWA cases not in the Second Judicial District ICWA Court shall be counted separately, and identified separately, from the Contractor's standard cases and ICWA Court cases.

***Monthly Billing Tier can change month to month. Contractors will invoice OFRA monthly. Billing must be based on current month's caseload. See Attachment H for Monthly Billing Tiers.***

I. The Agency shall pay to the Contractor in full payment for properly billed appropriate and necessary legal services satisfactorily performed. Gross Receipts Taxes are included in the monthly compensation tiered amounts. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed \$COMPENSATION TOTAL.** This amount is a maximum and not a guarantee that the work assigned to be performed by the Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached, however attorneys retain all obligations to their clients under the Rules of Professional Conduct. The Contractor is responsible for notifying the Agency when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided.

Payment is subject to modification when there are changes in Contractor's caseload requiring either an upward or downward movement in tier(s), and/or the addition or deletion of county(s) in the Contractor's caseload. The Contractor shall modify their billing each month to accurately reflect their caseload. If the party whom the attorney is representing has been dismissed from the case, the Contractor shall not bill for the case starting the month after the attorney's work has terminated on the case.

- J. The Agency shall provide reimbursement for approved expenses:
- 1) Mileage reimbursement: The Contractor shall be reimbursed for actual mileage for travel as calculated by the New Mexico Department of Finance and Administration (DFA) mileage chart, Google Maps, or exact odometer readings in conformity with the DFA Mileage Rate Calendar which establishes the mileage rate. See DFA Mileage Rate Calendar for applicable year and mileage chart at <https://www.nmdfa.state.nm.us/financial-control/resource-information/memos-and-notices/>. All travel must occur in a manner that optimizes efficiency. The Agency will not reimburse mileage for the Contractor's staff. Mileage calculation shall be based upon the Contractor's address at the time of contracting unless otherwise amended by mutual agreement.
  - 2) Training, Professional Development, and Travel Expenses: The Contractor may receive reimbursement for approved expenses and may on occasion be reimbursed for pre-approved training, conferences, and associated pre-approved travel expenses. The Contractor is responsible for all administrative costs and the Agency will not reimburse the Contractor for such fees. The Contractor will be reimbursed for out-of-state travel expenses in addition to mileage with prior approval by the Agency. The Contractor will not be reimbursed for in-state travel expenses other than mileage, except in extraordinary circumstances with prior approval by the Agency.
  - 3) Child Welfare Law Specialist Certification:
    - a. If the Contractor holds a Child Welfare Law Specialist Certification through the National Association of Counsel for Children, the Contractor shall provide documentation of the certification within the first quarter of the fiscal year. Agency will compensate Contractor an additional five percent (5%) of the monthly figures listed in Subsection B beginning in the month following receipt of documented Child Welfare Law Specialist Certification up to a maximum of twenty-five thousand dollars (\$25,000.00) per fiscal year.
    - b. Certification Costs. The Agency will pay for the Attorney's annual fee or recertification fee if necessary. Should the Attorney become certified during the period of this Agreement and provide documentation during that fiscal year, the Agency shall reimburse the Attorney for the application fee and exam fee and the Contractor shall become eligible for an increased contract rate in the first full month following such certification. See <https://naccchildlaw.org/cwls-certification/>.

K. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below; to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work; and to approval by GSD SPD. All invoices MUST be received by the Agency no later than fifteen (15) days after the termination of the fiscal year in which the services were delivered. Invoices received after such date WILL NOT BE PAID.

L. The Contractor shall submit monthly invoices to the Agency, including a detailed accounting that conforms to the Agency's written billing instructions, which may be amended at the discretion of the Agency and made available to the Contractor. Invoices must be submitted

between the first and fifteenth day of each month for services performed the month prior. Invoices received thirty (30) days after the fifteenth day of the month will be subject to a five percent (5%) reduction and any monthly invoice received sixty (60) days or more after the fifteenth day of the month following the month when the services were provided will be subject to a ten percent (10%) reduction absent a finding of extenuating circumstances by the Agency Director. Payments shall be made by the Agency to the Contractor within thirty (30) days of official certification of an accurate and complete invoice received for service satisfactorily performed.

M. If the Agency finds that the services are not acceptable, within thirty (30) days after the date of receipt of written notice from the Contractor that payment is requested, the Agency shall provide the Contractor a letter of exception explaining the defect or objection to the services, and outlining steps the Contractor may take to provide remedial action. Upon certification by the Agency that the services have been received and accepted, payment shall be tendered to the Contractor within thirty (30) days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. However, the Agency shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.

### 3. Term.

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE GSD SPD. This Agreement shall terminate on **TERMINATION DATE**, unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations). In accordance with NMSA 1978, §13-1-150, no contract term for a professional services contract, including extensions and renewals, shall exceed four (4) years, except as set forth in NMSA 1978, §13-1-150.

### 4. Termination.

A. This Agreement shall terminate on **TERMINATION DATE**. This Contract may be terminated sooner without cause by party upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination, or pursuant to the Appropriations section, infra. By such termination, neither party shall nullify obligations already incurred. For all cases assigned during any month for which the Contractor received compensation as set forth in the Compensation section, supra, the Contractor shall provide services through disposition of the case, even if disposition occurs after the termination of the contract period.

B. Default by either party is cause for termination, provided that written notice is given by the other party at least fourteen (14) days before such termination shall occur. Default includes failing to provide required services or to comply with the terms set forth herein.

C. Upon termination, the Contractor shall continue to represent their client until substitute counsel enters an appearance or the Contractor is otherwise released by the Court. The Contractor shall make active efforts to identify substitute counsel willing and able to assume caseload and cooperate with substitute counsel to ensure that the client continues to be effectively represented. At a minimum, the Contractor shall provide new counsel with a transfer memo that includes: Client name(s), client contact information, child placement type(s), attorney role, names of other parties and counsel, case stage, case number, date/time/type of next hearing, ICWA status, the assigned judge, names of the Children's Court Attorney (CCA), the Permanency Planning Worker (PPW) and the PPW Supervisor, and a short synopsis of events and issues in the case.

D. Case transfer protocol. Upon delivery of written notice thirty (30) days prior to the

intended date of termination, or pursuant to the Appropriations section, infra, the Agency and the Contractor will cooperate in the process of identifying a new attorney to take over the Contractor's caseload. It is the Contractor's responsibility to prepare their cases for transfer. The Contractor shall prepare transfer memoranda for each case containing substantively similar information as the sample template transfer memorandum attached to this Agreement as Attachment E. The Contractor shall prepare and complete, to the best of their ability, a Withdrawal and Entry of Appearance by Substitute Counsel form, in substantive conformity with the Withdrawal and Entry of Appearance by Substitute Counsel attached to this Agreement as Attachment F. The Contractor shall also be responsible for transferring any documents, photos or other discovery related to the case to the substitute counsel.

**5. Appropriations.**

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the New Mexico Legislature for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, this Agreement shall terminate immediately upon written notice by the Agency to the Contractor. The Agency's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the Agency proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding within thirty (30) days of receipt of the proposed amendment.

**6. Status of Contractor.**

The Contractor and its agents and employees are independent contractors performing professional services for the Agency and are not employees of the State of New Mexico. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the State of New Mexico as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the State of New Mexico unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

**7. Assignment.**

The 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 prior written approval of the Agency.

**8. Subcontracting.**

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the Agency. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Agreement, nor shall any subcontract obligate direct payment by the Agency.

**9. Release.**

Final payment of the amounts due under this Agreement shall operate as a release of the Agency, its officers and employees, and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

**10. Confidentiality.**

Any confidential information provided to or developed by the 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 Agency. This provision shall extend indefinitely beyond the term of this Agreement.

**11. Product of Service -- Copyright.**

All materials developed or acquired by the Contractor under this Agreement shall become the property of the State of New Mexico and shall be delivered to the Agency no later than the termination date of this Agreement. Nothing developed or produced, in whole or in part, by the Contractor under this Agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

**12. Conflict of Interest; Governmental Conduct Act.**

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under the Agreement.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with, all applicable provisions of the Governmental Conduct Act, NMSA 1978, §10-16-1 *et seq.* Without in any way limiting the generality of the foregoing, the Contractor specifically represents and warrants that:

1) in accordance with NMSA 1978, §10-16-4.3, the Contractor does not employ, has not employed, and will not employ during the term of this Agreement any Agency employee while such employee was or is employed by the Agency and participating directly or indirectly in the Agency's contracting process;

2) this Agreement complies with NMSA 1978, §10-16-7(A) because (i) the Contractor is not a public officer or employee of the State; (ii) the Contractor is not a member of the family of a public officer or employee of the State; (iii) the Contractor is not a business in which a public officer or employee or the family of a public officer or employee has a substantial interest; or (iv) if the Contractor is a public officer or employee of the State, a member of the family of a public officer or employee of the State, or a business in which a public officer or employee of the State or the family of a public officer or employee of the State has a substantial interest, public notice was given as required by NMSA 1978, §10-16-7(A) and this Agreement was awarded pursuant to a competitive process;

3) in accordance with NMSA 1978, §10-16-8(A), (i) the Contractor is not, and has not been represented by, a person who has been a public officer or employee of the State within the preceding year and whose official act directly resulted in this Agreement and (ii) the Contractor is not, and has not been assisted in any way regarding this transaction

by, a former public officer or employee of the State whose official act, while in State employment, directly resulted in the Agency's making this Agreement;

4) this Agreement complies with NMSA 1978, §10-16-9(A) because (i) the Contractor is not a legislator; (ii) the Contractor is not a member of a legislator's family; (iii) the Contractor is not a business in which a legislator or a legislator's family has a substantial interest; or (iv) if the Contractor is a legislator, a member of a legislator's family, or a business in which a legislator or a legislator's family has a substantial interest, disclosure has been made as required by NMSA 1978, §10-16-7(A), this Agreement is not a sole source or small purchase contract, and this Agreement was awarded in accordance with the provisions of the Procurement Code;

5) in accordance with NMSA 1978, §10-16-13, the Contractor has not directly participated in the preparation of specifications, qualifications or evaluation criteria for this Agreement or any procurement related to this Agreement; and

6) in accordance with NMSA 1978, §10-16-3 and §10-16-13.3, the Contractor has not contributed, and during the term of this Agreement shall not contribute, anything of value to a public officer or employee of the Agency.

C. The Contractor's representations and warranties in Paragraphs A and B of this Article 12 are material representations of fact upon which the Agency relied when this Agreement was entered into by the parties. The Contractor shall provide immediate written notice to the Agency if, at any time during the term of this Agreement, the Contractor learns that the Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that the Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the Agency and notwithstanding anything in the Agreement to the contrary, the Agency may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this Article 12(B).

**13. Amendment.**

This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

**14. Merger.**

This Agreement incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, Agreements and understandings have been merged into this written Agreement. No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

**15. Penalties for violation of law.**

The Procurement Code, NMSA 1978, §§13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

**16. Equal Opportunity Compliance.**

The Contractor agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation, gender, gender identity, pregnancy, childbirth, or conditions related to pregnancy or childbirth, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If the Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

**17. Applicable Law.**

The laws of the State of New Mexico shall govern this Agreement, without giving effect to any choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, §38-3-1 (G). By execution of this Agreement, the Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

**18. Workers Compensation.**

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the Agency.

**19. Records, Financial Audit, Audit, and Quality Assurance.**

A. The Contractor shall maintain detailed time and expenditure records that indicate the date, time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the Agency, GSD SPD and the State Auditor. The Agency shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

B. The Contractor shall maintain all files, pleadings, and documents necessary for the competent representation of their client(s) and keep records that indicate the date, amount of time, and nature of services rendered for a period of three (3) years from the date of final payment under this Agreement.

C. The Contractor shall maintain records of total caseload (by attorney, if more than one is assigned a caseload in the organization or firm), other contracts, and other employment, as well as the relative percentage of each obligation in each attorney's workload. If the Contractor has multiple contracts and/or employment, the Contractor shall report how the multiple obligations

will be managed. Upon request, the Contractor shall provide a report of total workload to the Agency.

D. Records regarding agency cases shall be subject to audit by the Department of Finance and Administration, the Agency, and the State Auditor. The Agency shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

E. Case files may be kept and/or archived by electronic means, including encrypted internet storage, disk, or other media provided the means of storage is encrypted, housed in a secure, confidential location, and the Contractor maintains a secure backup system.

F. The Contractor agrees to participate in any quality assurance process approved by the Agency, including the Program Assessment described in Section 19(H) above.

G. The Contractor agrees to participate in monitoring and quality control efforts, including case file reviews, courtroom observations, and monitoring of caseload/workload and training, for compliance with the terms of the Agreement and the Agency Practice Manual.

## **20. Prohibition against Dual Compensation.**

The charges for services rendered under this Agreement are reimbursable or subject to compensation only to the extent that such services relate exclusively and directly to the purpose of this Agreement and supplemental or additional payment for such services is not received by the Contractor from any other source.

## **21. Indemnification.**

The Contractor shall defend, indemnify and hold harmless the Agency and the State of New Mexico from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) business days after it receives notice thereof, notify the Agency.

## **22. New Mexico Employees Health Coverage.**

A. If the Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least twenty (20) hours per week over a six (6) month period during the term of the Agreement, the Contractor certifies, by signing this agreement, to have in place, and agree to maintain for the term of the Agreement, health insurance for those employees and offer that health insurance to those employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed two hundred fifty thousand dollars (\$250,000).

B. The Contractor agrees to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the State.

C. The Contractor agrees to advise all employees of the availability of State publicly financed health care coverage.

**23. Invalid Term or Condition.**

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

**24. Enforcement of Agreement.**

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

**25. Notices.**

Any notice required to be given to either party by this Agreement shall be in writing and delivered to:

**To Agency:**

Lisa Fitting  
Office of Family Representation and Advocacy  
500 Marquette Suite #800  
Albuquerque, NM 87502  
[lisa.fitting@ofra.nm.gov](mailto:lisa.fitting@ofra.nm.gov)  
505-538-0134

**To Contractor:**

**CONTRACTOR INFO**

Either party may change the person to whom or address to which notices are to be given by providing the other party with thirty (30) days' notice of the change.

**26. Authority.**

If the Contractor is other than a natural person, the individual(s) signing this Agreement on behalf of the Contractor represents and warrants that they have the power and authority to bind the Contractor, and that no further action, resolution, or approval from the Contractor is necessary to enter into a binding Agreement.

**IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of signature by the GSD SPD Contracts Review Bureau below.**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Agency

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Agency's Legal Counsel – Certifying legal sufficiency

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Agency's Chief Financial Officer

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor

The records of the Taxation and Revenue Department reflect that the Contractor is registered with the Taxation and Revenue Department of the State of New Mexico to pay gross receipts and compensating taxes.

ID Number: **11 DIGIT BTIN NUMBER**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Taxation and Revenue Department

This Agreement has been approved by the GSD SPD Contracts Review Bureau:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
GSD SPD Contracts Review Bureau

## **Attachment A -- Scope of Work**

### **Respondent Attorneys**

The Contractor shall provide Respondent Attorney representation for parties whom a Court has determined to be indigent, and whose child or children are the subject of abuse or neglect proceedings or Family in Need of Court Ordered Services (FINCOS) proceedings, including proceedings for the termination of parental rights, adoption proceedings, or other proceedings designated by the court.

- A. The Contractor shall represent their clients in accordance with the New Mexico Children's Code, NMSA 1978, §32A-1-1 *et. seq.*; the Rules of Professional Conduct, Rules 16-101 to -805 NMRA (2008); with all other applicable laws and rules; and with the Agency Practice Manual.
- B. The Contractor shall competently and zealously represent their client's interests; specifically the Contractor shall:
  - a. attend all hearings and present evidence of reasonableness and unreasonableness of the New Mexico Children, Youth and Families Department's (CYFD) efforts to return the child home and any alternative or additional effort that could have been made by CYFD without substantial additional time or expense;
  - b. attend all meetings concerning the client in person or by phone, including CYFD treatment team meetings;
  - c. inform the client of the right to appeal and shall continue representation through:
    - i. the filing of the docketing statement and appointment of appellate counsel by the appellate court pursuant to NMSA 1978, §32A-4-20;
    - ii. an expedited appeal from an order issued under NMSA 1978, §32A-4-18;
  - d. meet with and interview the client in a professional manner, with meetings occurring at a minimum of once every week through the end of the adjudication hearing, then once a month thereafter,
  - e. review all case records and, in consultation with the client, determine the need for witnesses and evidence and present the client's declared position to the Court;
  - f. communicate with significant people in the client's life including health care, mental health care, and other professionals involved in the client's case and review medical and psychological reports relating to the case;
  - g. counsel the client, in a developmentally appropriate manner, concerning the subject matter of the litigation, the client's rights, the court system, the proceedings, the

- attorney's role, and what to expect in the legal process;
  - h. cooperate with any Court-Appointed Special Advocate (CASA), as directed by the client; and
  - i. represent and protect the cultural needs of the client.
- C. The Contractor shall continue representation of all cases assigned during the Agreement period through dismissal of each case; in the event of a change of venue, the originating respondent attorney shall remain on the case until a respondent attorney is appointed by the court in the new venue and the new respondent attorney has communicated with the former respondent attorney.
- D. The Contractor shall accurately maintain records of all work performed pursuant to this Agreement. Such records include, but are not limited to, calendars, case logs, time sheets, time records, mileage logs, notes, phone messages, letters, and emails. Failure to maintain such records may result in the Agency's nonpayment of the Contractor's submitted bills, the Contractor's reimbursement to the Agency of payments made to the Contractor for unsubstantiated work, and/or termination of this Agreement, as determined at the sole discretion of the Agency.
- E. The Contractor shall provide the Agency with all records of work performed pursuant to this Agreement for inspection and evaluation in such form and manner as the Agency in its sole discretion may require, subject to any applicable privilege(s) or confidentiality limitations.
- F. The Contractor shall comply with the Agency's Billing Policies and Procedures and all amendments made by the Agency to the Billing Policies and Procedures during the Agreement period.
- G. The Contractor shall utilize the Agency's approved forms or, once available, the Agency's case management system to input all case information, billing and activity in compliance with the Agency's Billing Policies and Procedures.
- H. If the Contractor is an individual, the Contractor agrees to participate in at least ten (10) hours of training, during the term of this Agreement, in those areas of the law in which the Contractor performs service pursuant to this agreement. Contractor shall provide copies of the CLE certificates, MCLE annual reports, or written confirmation of attendance by the provider or the New Mexico State Bar, annually to the OFRA on or before March 30 of the Agreement's fiscal year.
- I. If the Contractor uses employees, agents, or subcontractors to perform the work, the Contractor agrees that each such employee, agent, or subcontractor shall participate in at least ten (10) hours of training, during the term of this Agreement, in those areas of the law in which the employee, agent, or subcontractor performs service pursuant to this

agreement. Contractor shall provide copies of the CLE certificates, MCLE annual reports, or written confirmation of attendance by the provider or the New Mexico State Bar, annually to the OFRA on or before March 30 of the Agreement's fiscal year.

## **Attachment B Scope of Work**

### **Guardian ad Litem**

The Contractor shall provide Guardian ad Litem representation for children under the age of fourteen (14) who are the subject of abuse or neglect proceedings or Family in Need of Court Ordered Services (FINCOS) proceedings, including proceedings for the termination of parental rights, adoption proceedings, or other proceedings designated by the Court.

- A. The Contractor shall represent clients to the best of their ability in accordance with the New Mexico Children's Code, NMSA 1978, §32A-1-1 *et. seq.*; the Rules of Professional Conduct, Rules 16-101 to -805 NMRA; the Performance Standards for Guardian ad Litem as adopted by the New Mexico Supreme Court in its Order No. 11-8500; and with all other applicable laws. All references to client below are to be understood as applying to multiple children as appropriate in any matter.
- B. The Contractor shall competently and zealously represent their client's best interest; specifically, the Contractor shall:
  - a. meet with and interview the client before every hearing and present the client's declared position to the Court;
  - b. ensure the client has proper and sufficient notice of every hearing, and an opportunity for meaningful participation at the hearing;
  - c. communicate with health care, mental health care, and other professionals involved in the client's case and review medical, psychological and educational reports relating to the case;
  - d. counsel the client, in a developmentally appropriate manner, concerning the subject matter of the litigation, the client's rights, the court system, the proceedings, the Guardian ad Litem's role, and what to expect in the legal process;
  - e. cooperate with any Court-Appointed Special Advocate (CASA);
  - f. represent and protect the cultural needs of the client; and
  - g. inform the client of the right to appeal and shall continue representation when appropriate through:
    - i. the filing of the docketing statement and appointment of appellate counsel by the appellate court pursuant to NMSA 1978, §32A-4-20; and
    - ii. expedited appeal from an order issued under NMSA 1978, §32A-4-18.
- C. As required in the New Mexico Children's Code (NMSA 1978, §32A-1-7), when appointed as a Guardian ad Litem, the Contractor shall:

- a. contact the client prior to any proposed changes in the client's placement and contact the client within seventy-two (72) hours after changes in the child's placement;
- b. report to the Court on the client's adjustment to placement, the New Mexico Children, Youth and Families Department's (CYFD) and respondents' compliance with prior court orders and treatment plans, and the client's degree of participation during visitation.

D. In addition, as required by best practice, the Guardian ad Litem shall:

- a. work toward reducing delays and ensure that the Court recognizes the need to speedily promote permanency for the client;
- b. attend all meetings concerning the client, in person or by phone, including treatment team meetings and administrative hearings;
- c. when reasonable and appropriate,
  - i. personally observe the client's interaction with parents, or with whomever the child may be reunited, when reunification is anticipated;
  - ii. personally observe each and every residence at which the client is placed promptly after the client is placed at the residence to determine and facilitate the safety and well-being of the client; and
  - iii. contact the client when apprised of emergencies or significant events impacting the client.

E. The Contractor shall continue representation of all cases assigned during the Agreement period through dismissal; in the event of a change of venue, the originating attorney shall remain on the case until an attorney is appointed by the court in the new venue and the new attorney has communicated with the former attorney.

F. The Contractor shall accurately maintain records of all work performed pursuant to this Agreement. Such records include, but are not limited to, calendars, case logs, time sheets, time records, mileage logs, notes, phone messages, letters, and email. Failure to maintain such records may result in the Agency's nonpayment of the Contractor's submitted bills, the Contractor's reimbursement to the Agency of payments made to the Contractor for unsubstantiated work, and/or termination of this Agreement, as determined at the sole discretion of the Agency.

G. The Contractor shall provide the Agency with all records of work performed pursuant to this Agreement for inspection and evaluation in such form and manner as the Agency in its sole discretion may require, subject to any applicable privilege(s) or confidentiality limitations.

- H. The Contractor shall comply with the Agency's Billing Policies and Procedures and all amendments made by the Agency to the Billing Policies and Procedures during the Agreement period.
- I. The Contractor shall utilize the Agency's approved forms or, once available, Agency's case management system to input all case information, billing and activity in compliance with the Agency's Billing Policies and Procedures.
- J. If the Contractor is an individual, the Contractor agrees to participate in at least ten (10) hours of training, during the term of this Agreement, in those areas of the law in which the Contractor performs service pursuant to this agreement. The Contractor shall provide copies of the CLE certificates, MCLE annual reports, or written confirmation of attendance by the provider or the New Mexico State Bar, annually to the Agency on or before March 30 of the Agreement's fiscal year.
- K. If the Contractor uses employees, agents, or subcontractors to perform the work, the Contractor agrees that each such employee, agent, or subcontractor shall participate in at least ten (10) hours of training, during the term of this Agreement, in those areas of the law in which the employee, agent, or subcontractor performs service pursuant to this agreement. Contractor shall provide copies of the CLE certificates, MCLE annual reports, or written confirmation of attendance by the provider or the New Mexico State Bar, annually to the OFRA on or before March 30 of the Agreement's fiscal year.

## **Attachment C- Scope of Work**

### **Attorneys for Youth**

The Contractor shall provide representation for youths, age fourteen (14) and older, who are the subject of abuse or neglect proceedings or Family in Need of Court Ordered Services (FINCOS) proceedings, including proceedings for the termination of parental rights, adoption proceedings, or other proceedings designated by the Court. All references to client below are to be understood as applying to multiple youths as appropriate in any matter.

- A. The Contractor shall represent clients to the best of their ability in accordance with the New Mexico Children's Code, NMSA 1978, §32A-1-1 *et. seq.*; the Rules of Professional Conduct, Rules 16-101 to -805 NMRA; the Performance Standards for Youth Attorneys as adopted by the New Mexico Supreme Court in its Order No. 11-8500; and with all other applicable laws.
- B. The Contractor shall competently and zealously represent their client's interest; specifically, the Contractor shall:
  - a. meet with and interview the client before every hearing and present the client's declared position to the Court;
  - b. ensure client has proper and sufficient notice of every hearing, and advise the client that they have a right to be present at every hearing;
  - c. request the client's presence be assured at every hearing for which the client has expressed an intent to attend;
  - d. contact the client prior to any proposed change in the client's placement and contact the client within seventy-two (72) hours after any change in the client's placement;
  - e. communicate with health care, mental health care, and other professionals involved in the client's case and review medical, psychological and educational reports relating to the case;
  - f. counsel the client, in a developmentally appropriate manner, concerning the subject matter of the litigation, the client's rights, the court system, the proceedings, the Youth Attorney's role, and what to expect in the legal process;
  - g. cooperate with any Court-Appointed Special Advocate (CASA), as directed by the client;
  - h. represent and protect the cultural needs of the client; and
  - i. inform the client of the right to appeal.
- C. As required in the New Mexico Children's Code (NMSA 1978, §32A-1-7.1), when

appointed as Attorney for Youth, the Contractor:

- a. shall provide the same manner of legal representation and be bound by the same duties to the youth as is due an adult client, in accordance with the rules of professional conduct; and
- b. shall, unless excused by the court, represent the youth during any appellate proceedings;

D. In addition, as required by best practices, the Youth Attorney shall:

- a. work toward reducing delays and ensure that the Court recognizes the need to speedily promote permanency for the client as directed by the client;
- b. advise the client regarding the potential outcomes of the case;
- c. advise the client regarding the possible permanency plans that could be ordered;
- d. advise the client on the strengths and weaknesses of the client's expressed position(s);
- e. advise the client of their right to direct the objective of representation;
- f. attend all meetings concerning the client, in person, by phone or by letter, including: treatment team meetings, administrative hearings, and Citizen Review Board meetings;
- g. represent and zealously advocate the client's stated position including but not limited to:
  - i. visitation and interaction with siblings, parents, fictive kin, and others; and
  - ii. the client's preferred permanency plan;
- h. personally observe each and every residence at which the client is placed promptly after the client is placed at the residence to determine and facilitate the safety and well-being of the client; and
- i. contact the client when apprised of emergencies or significant events impacting the client.

E. The Contractor shall continue representation of all cases assigned during the Agreement period through dismissal; in the event of a change of venue, the originating attorney shall remain on the case until an attorney is appointed by the court in the new venue and the new attorney has communicated with the former attorney.

F. Accurately maintain records of all work performed pursuant to this Agreement. Such records include, but are not limited to, calendars, case logs, time sheets, time records, mileage logs, notes, phone messages, letters, and email. Failure to maintain such records may result in the Agency's nonpayment of the Contractor's submitted bills, the

Contractor's reimbursement to the Agency of payments made to the Contractor for unsubstantiated work, and/or termination of this Agreement, as determined at the sole discretion of the Agency.

- G. Provide the Agency with all records of work performed pursuant to this Agreement for inspection and evaluation in such form and manner as the Agency in its sole discretion may require, subject to any applicable privilege(s) or confidentiality limitations.
- H. Comply with the Agency's Billing Policies and Procedures and all amendments made by the Agency to the Billing Policies and Procedures during the Agreement period.
- I. Utilize the Agency's approved forms or, once available, the Agency's case management system to input all case information, billing and activity in compliance with the Agency's Billing Policies and Procedures.
- J. If the Contractor is an individual, the Contractor agrees to participate in at least ten (10) hours of training, during the term of this contract, in those areas of the law in which the Contractor performs service pursuant to this agreement. Contractor shall provide copies of the CLE certificates, MCLE annual reports, or written confirmation of attendance by the provider or the New Mexico State Bar, annually to the OFRA on or before March 30 of the Agreement's fiscal year.
- K. If the Contractor uses employees, agents, or subcontractors to perform the work, the Contractor agrees that each such employee, agent, or subcontractor shall participate in at least ten (10) hours of training, during the term of this Agreement, in those areas of the law in which the employee, agent, or subcontractor performs service pursuant to this agreement. Contractor shall provide copies of the CLE certificates, MCLE annual reports, or written confirmation of attendance by the provider or the New Mexico State Bar, annually to the OFRA on or before March 30 of the Agreement's fiscal year.

## **Attachment D Scope of Work**

### **Eligible Adult Attorneys**

The Contractor shall provide Eligible Adult Attorney representation for adults, age 18 to 21, who submitted to the Court's jurisdiction via a Voluntary Placement Agreement pursuant to the Fostering Connections Act.

- A. The Contractor shall represent clients to the best of his/her ability in accordance with the New Mexico Children's Code, NMSA 1978, §32A-1-1 *et. seq.*; the Rules of Professional Conduct, Rules 16-101 to -805 NMRA; the Agency draft Performance Standards for Eligible Adults; and with all other applicable laws.
- B. The Contractor shall competently and zealously represent their client's interests; specifically, the Contractor shall when reasonable and appropriate:
  - a. meet with and interview the client before every hearing and present the client's declared position to the Court;
  - b. ensure the client has proper and sufficient notice of every hearing, and advise that the client has a right to be present at every hearing. If hearings are scheduled during the client's work or school hours, request an alternate setting;
  - c. communicate with health care, mental health care, and other professionals involved in the client's case and review medical and psychological reports relating to the case;
  - d. counsel the client, in a developmentally appropriate manner, concerning the subject matter of the voluntary continuation of the court's oversight, the requirements of the client to undertake certain actions, the New Mexico Children, Youth and Families Department's (CYFD) obligation to provide support and assistance as identified and agreed to by the parties, the client's rights, the court system, the proceedings, the attorney's role, and what to expect in the Court's oversight of CYFD's provision of services to the client;
  - e. counsel the client regarding:
    - i. the nature of voluntary participation;
    - ii. qualification or eligibility requirements;
    - iii. the supports and services available, including, guaranteed housing, guaranteed connection to community based behavioral health supports, job assistance, food access, and money for college and/or other approved expenses;
    - iv. the ability to exit and re-enter receiving services during their eligibility period; and

- v. prompt notification regarding any disqualifying occurrence;
  - f. represent and protect the cultural needs of the client; and
  - g. inform the client of any right to appeal.
- C. When appointed as attorney to an eligible adult, the Contractor:
- a. shall provide the same manner of legal representation and be bound by the same duties to the eligible adult as is due any adult client, in accordance with the rules of professional conduct; and
  - b. shall, unless excused by the court, file a docketing statement to initiate an appeal.
- D. The Contractor shall continue representation of all cases assigned during the Agreement period through dismissal; in the event of a change of venue, the originating attorney shall remain on the case until an attorney is appointed by the court in the new venue and the new attorney has communicated with the former attorney.
- E. Accurately maintain records of all work performed pursuant to this Agreement. Such records include, but are not limited to, calendars, case logs, time sheets, time records, mileage logs, notes, phone messages, letters, and email. Failure to maintain such records may result in the Agency's nonpayment of the Contractor's submitted bills, the Contractor's reimbursement to the Agency of payments made to the Contractor for unsubstantiated work, and/or termination of this Agreement, as determined at the sole discretion of OFRA.
- F. Provide the Agency with all records of work performed pursuant to this Agreement for inspection and evaluation in such form and manner as the Agency in its sole discretion may require, subject to any applicable privilege(s) or confidentiality limitations.
- G. Comply with the Agency's Billing Policies and Procedures and all amendments made by the OFRA to the Billing Policies and Procedures during the Agreement period.
- H. Utilize the Agency's approved forms or, once available, the Agency's case management system to input all case information, billing and activity in compliance with the Agency's Billing Policies and Procedures.
- I. If the Contractor is an individual, the Contractor agrees to participate in at least ten (10) hours of training, during the term of this contract, in those areas of the law in which the Contractor performs service pursuant to this agreement. Contractor shall provide copies of the CLE certificates, MCLE annual reports, or written confirmation of attendance by the provider or the New Mexico State Bar, annually to the OFRA on or before March 30 of the Agreement fiscal year.

- J. If the Contractor uses employees, agents, or subcontractors to perform the work, the Contractor agrees that each such employee, agent, or subcontractor shall participate in at least ten (10) hours of training, during the term of this Agreement, in those areas of the law in which the employee, agent, or subcontractor performs service pursuant to this agreement. Contractor shall provide copies of the CLE certificates, MCLE annual reports, or written confirmation of attendance by the provider or the New Mexico State Bar, annually to the OFRA on or before March 30 of the Agreement's fiscal year.

## **Attachment E**

### **Confidential Transfer Memo**

Attorney Name:

Memo date:

Client name(s)	
Role	
Other parties and each of their counsel	
Case stage	
Case No.	
ICWA/IFPA applicable?	
Judge	
CCA	
PPW Sup	
PPW	
Client Contact info	
Child placement type	
Next Hearing	
Additional info	

Case summary:

**Attachment F**  
**Order Approving Withdrawal and Entry of Appearance of Substitute Counsel**

XXXXXXX JUDICIAL DISTRICT  
CHILDREN'S COURT DIVISION  
COUNTY OF XXXXXX  
STATE OF NEW MEXICO

CAUSE NO. D-XXX-JQ-20XX-XXXXX

STATE OF NEW MEXICO, ex rel  
CHILDREN, YOUTH AND FAMILIES DEPARTMENT  
IN THE MATTER OF XXXXX, CHILD(REN), AND CONCERNING XXXXXXXXX,  
RESPONDENT(S).

**ORDER APPROVING WITHDRAWAL AND**  
**ENTRY OF APPEARANCE BY SUBSTITUTE COUNSEL**

**Withdrawal**

I, ATTORNEY NAME, hereby withdraw as Attorney of record for CLIENT NAME, in  
the above-captioned matter.

---

Withdrawing attorney

Next hearing in this matter is set: \_\_\_\_\_

**Substitution and Entry of Appearance**

I, ATTORNEY NAME, hereby enter my appearance as attorney of record for CLIENT  
NAME.

---

Substituting Attorney  
All contact information

**Attachment G**

**Task Order/Assignment of Case(s)**

**The Office of Family Representation and Advocacy is issuing a Task Order for the following:**

**Purchase order #** \_\_\_\_\_

**Dollar amount of Task Order:** \_\_\_\_\_

**Pertinent Information:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Issued by OFRA Employee \_\_\_\_\_ on \_\_\_\_\_.

Contractor Approval: \_\_\_\_\_

OFRA Director approval \_\_\_\_\_

**Attachment H**  
**Tiers for Monthly Billing**

The following tiers will be used for compensation of cases **not subject** to the jurisdiction of the Second Judicial District's ICWA Court:

<b>Number of Cases per County</b>	<b>Monthly Compensation GRT included</b>
61+	\$160 extra per case above 60
56-60	\$9,600
51-55	\$8,800
46-50	\$8,000
41-45	\$7,200
36-40	\$6,400
31-35	\$5,600
26-30	\$4,800
21-25	\$4,000
16-20	\$3,200
11-15	\$2,400
6-10	\$1,789
3-5	\$1,325
1-2	\$613

For cases subject to the jurisdiction of the Second Judicial District's ICWA Court, the following tiers will be used for compensation:

<b>Number of Cases per County</b>	<b>Monthly Compensation GRT Included</b>
56-60	\$14,112
51-55	\$12,877
46-50	\$11,760
41-45	\$10,584
36-40	\$9,408
31-35	\$8,232
26-30	\$7,056
21-25	\$5,880
16-20	\$4,704
11-15	\$3,528
6-10	\$2,630
3-5	\$1,948
1-2	\$901

The following tiers will be used for compensation of ICWA cases not subject to the jurisdiction of the Second Judicial District's ICWA Court:

<b>Number of Cases per County</b>	<b>Monthly Compensation GRT Included</b>
56-60	<b>\$12,768.00</b>
51-55	<b>\$11,704.00</b>
46-50	<b>\$10,640.00</b>
41-45	<b>\$9,576.00</b>
36-40	<b>\$8,512.00</b>
31-35	<b>\$7,448.00</b>
26-30	<b>\$6,384.00</b>
21-25	<b>\$5,320.00</b>
16-20	<b>\$4,256.00</b>
11-15	<b>\$3,192.00</b>
6-10	<b>\$2,379.00</b>
3-5	<b>\$1,762.00</b>
1-2	<b>\$815.00</b>