



State of New Mexico
Bernalillo County
Metropolitan Court

Administration Division

401 Lomas NW
Albuquerque, New Mexico 87102
P.O. Box 133
Albuquerque, New Mexico 87103
Telephone (505) 841-8106
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March 6, 2026

To: Interested Independent Contractor

**Informal Solicitation No. 26-001 for Instructor
Services for the Bernalillo County Metropolitan
Court's Schools**

Greetings:

The Bernalillo County Metropolitan Court ("Court") is requesting Letters of Interest from independent contractors ("Contractors") for the provision of instructor services for the Court's Schools, specifically, the Court's Driving While Intoxicated ("DWI") School, Driver Improvement ("DI") School, and Aggressive Driving School. Instructor services are needed to provide instruction for classes conducted entirely in English and also for classes conducted entirely in Spanish. However, the Court invites any and all qualified instructors to respond to this solicitation regardless of whether or not they are bilingual. The nature of the instructor services being sought by the Court are more fully described below.

BASIS OF PROCUREMENT: The Metropolitan Court is conducting this Informal Solicitation pursuant to NMSA 1978, § 13-1-76 and § 13-1-125, and is requesting Letters of Interest from interested individuals and entities. Awards will be made in the discretion of the Court and subject to applicable state and federal law.

LOCATION: The Shops @ Metro Park, 801 4th Street, NW, Albuquerque, NM 87102-4138. A portion of the space in The Shops @ Metro Park is dedicated for use as a training facility for the Court's educational programs and schools. However, certain of the school's classes are held virtually through the use of Google Meet™ or such other appropriate audio-visual application in the discretion of the Court.

SCOPE OF WORK:

Description of the Court's Schools:

- 1. Driving While Under the Influence of Intoxicating Liquor or Drugs ("DWI") School:**
The Court's DWI School's primary focus is to help students change their attitude toward their alcohol and/or substance use and driving behavior. The students actively participate in small and large group discussions based on homework assignments and a required Personal Action Plan, which states exactly what they will do to change their drinking and/or substance use and driving behaviors. Each classroom session for the Court's DWI School shall be for **four (4) hours** and be held during the hours specified by the Court. **Although subject to change in the discretion of the Court, classroom sessions are currently held on Mondays, Tuesdays, Wednesdays and Thursdays from 9:00 AM to 1:00 PM or from 5:00 PM to 9:00 PM, and on Saturdays from 8:00 AM to 12:00 PM and are held in-person. Defendants who are ordered to attend this school are required to attend three (3) - four (4) hour classroom sessions.**
- 2. Driver Improvement ("DI") School:** The Court's DI School provides a learning environment that heightens the awareness of drivers' attitudes, emotions, and behavior through adult-centered learning. The students actively participate in group activities, class discussion, and homework assignments. The coursework is expected to encourage defendants to change their habits and unsafe choices as drivers. Each classroom session shall be for **three (3) hours** and be held during the hours specified by the Court. **Although subject to change in the discretion of the Court, classroom sessions are currently held on Monday through Thursday from 5:00 PM to 8:00 PM, and on Saturdays from 9:00 AM to 12:00 PM and are held virtually. Defendants who are ordered to attend this school are required to attend two (2) - three (3) hour classroom sessions.**
- 3. Aggressive Driving School:** The Court's Aggressive Driving School provides **eight (8) modules** that mix in heavy student-instructor interchange, student-student interaction, short video presentations, self-tests, and full-class discussion. Students learn how to identify and deal with their own aggressiveness and anger, as well as aggression from other drivers. Each classroom session shall be for **three (3) hours** and be held during the hours specified by the Court. **Although subject to change in the discretion of the Court, classroom sessions are currently held on Wednesdays and Thursdays from 5:00 PM to 8:00 PM, once month and are held virtually. Defendants who are ordered to attend this school are required to attend two (2) - three (3) hour classroom sessions.**

Description of the Instructor Services (in addition to that included in the above descriptions of each of the Court's Schools):

1. Students in the DWI School are defendants who have pled or been found guilty of DWI a traffic violation.
2. Students in the DI or Aggressive Driving Schools have pled or been found guilty of other moving traffic violations.

3. Class size is typically limited to approximately **thirty (30) students**.
4. Although subject to change in the discretion of the Court, currently, the Court's DWI School is held in-person. In-person classroom instruction occurs when both the instructor and the student meet in-person for a classroom session in the Court's Educations Services Center located in The Shops @ Metro Park, which is adjacent to the Courthouse.
5. Although subject to change in the discretion of the Court, currently, the Court's DI School and its Aggressive Driving School are being held virtually. Virtual classroom instruction occurs when both the instructor and the student meet via audio-visual means from a location that is off-site from the Courthouse.
6. Although currently, none of the Court's schools are being conducted using a hybrid format, this is subject to change in the discretion of the Court and/or when an accommodation reasonably needs to be made by the Court under the Americans with Disabilities Act, as amended, in order to afford a student with a disability the opportunity to participate in one of the Court's Schools. Hybrid classroom instruction occurs when there is a combination of virtual and in-person classroom sessions.
7. While the Court has developed the curriculum and materials for each class within each of the Court's Schools, Instructors selected by the Court in response to this Informal Solicitation also may be required to develop additional curriculum and materials for a specific School.
8. In addition to providing instruction services, any Contractor selected by the Court in response to this Informal Solicitation will also be required to provide the following Lead Instructor Duties:
 - a. Maintaining, preparing, and submitting to the Court all necessary records and reports including Class Rosters, Attendance, and Incident reports;
 - b. Checking students into class and directing them to the proper classroom at the beginning of a session;
 - c. Monitoring student behavior outside of the classroom, i.e. before and after each session and during breaks;
 - d. Answering questions regarding school protocols and facility guidelines;
 - e. Providing classroom coverage when another instructor is late due to an emergency;
 - f. Observing and providing peer assistance for colleagues training for New Mexico Traffic Safety Bureau certification; and
 - g. Other duties as may be assigned by the Court in its discretion.
9. The Court is also seeking Letters of Interest from Contractors who are interested in providing services as a substitute instructor for any of the Court's Schools for which the Contractor may be selected or otherwise qualified to provide instructor services.

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10. The Court is also seeking Letters of Interest from Contractors who are bilingual in English and Spanish and who could conduct classes entirely in Spanish for which the Contractor is otherwise qualified to provide instructor services.
11. Any Contractor selected by the Court in response to this Informal Solicitation will be scheduled by the Court to provide instructor services for the Court on specific dates and times, subject to the needs of the Court in its sole discretion.

THE PROJECT BUDGET: The Court anticipates that the total cost of the instructor services for all of the classes for all three (3) of the Court's schools will not exceed **Sixty Thousand Dollars (\$60,000.00)**, excluding New Mexico gross receipts tax.

CONTRACTUAL TERMS: A sample form of the contract for instructor services will be made available to interested contractors upon request. The rate of compensation under any contract entered into by the Court for services provided by any Contractor selected by the Court in response to this Informal Solicitation shall be **Thirty Dollars (\$30.00) per hour**, plus applicable gross receipts tax. The term of the initial Contract(s) shall begin on **July 1, 2026**, as soon as an award pursuant to this Informal Solicitation is made and a Contract is finalized. As the Court is seeking professional services, the maximum possible term of any Contract may not exceed **Four (4) years** in duration. Therefore, under no circumstances will any Contract with any Contractor selected in response to this Informal Solicitation, including any extensions thereof, extend beyond **June 30, 2030**.

QUALIFICATIONS: To be eligible for consideration to provide instructor services for the Court's Schools, prior to beginning any teaching services for the Court, interested Contractors must:

1. Have, at a minimum, a Bachelor's Degree, a DWI School Facilitator License issued by New Mexico Department of Transportation Traffic Safety Bureau ("TSB"), and experience in teaching to be eligible for consideration to be an instructor for the Court's DWI School;
2. Have, at a minimum, a Bachelor's Degree, a Driving Safety School Instructor License issued by TSB, and experience in teaching to be eligible for consideration to be an instructor for the Court's DI School;
3. Have, at a minimum, a Bachelor's Degree, a Driving Safety School Instructor License issued by TSB, and experience in teaching to be eligible for consideration to be an instructor for the Court's Aggressive Driving School;
4. Have **Four (4) years** of directly related or relevant experience that may substitute on a year for year basis for the educational requirement that an instructor possess a Bachelor's degree from an accredited college or university;
5. Have strong experience in teaching (a teaching license is preferred, but is not required), training, and/or school counseling experience;

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6. Have excellent interpersonal skills;
7. Have proficiency in using a computer for email, printing, scanning, and saving files and documents;
8. Have Proficiency with Google Meet™, Google Classroom™, and other online platforms, as well as experience managing a virtual classroom, an in-person classroom, and a hybrid classroom;
9. Be bilingual in English/Spanish for Contractors who are interested in providing bilingual instructor services for classes conducted in Spanish;

EVALUATION CRITERIA: Letters of Interest submitted by interested Contractors must:

1. Not exceed **Four (4) pages** in length, including resume/cover letter. **One (1) original and Four (4) copies** are required;
2. Demonstrate an understanding of the Court's Schools and of the instructor services being sought by the Court;
3. Indicate which of the Court's Schools the Contractor is qualified to be an instructor;
4. Indicate whether the Contractor is bilingual in English and Spanish and interested in being considered by the Court to be a bilingual instructor;
5. Describe the Contractor's teaching experience with references;
6. List the Contractor's qualifications and in doing so respond to the Court's Scope of Work and Qualification requirements;
7. Provide copies of all required licensure including TSB Licensure, any teaching licenses, any business or other licenses, and proof of Bachelor's Degree or other substitute educational experience; and
8. Provide copies of any professional business insurance or other insurance as may be required to provide instructor services.

SUBMISSION REQUIREMENTS: If you are interested in providing these services for the Court, Letters of Interest are due by **April 17, 2026**, no later than **4:00 PM** to the Administration Division for the Metropolitan Court as follows:

Bernalillo County Metropolitan Court
Attn: Floricela Barraza-Corral
401 Lomas NW
Administrative Division, Room 803
Albuquerque, New Mexico 87102

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Letters of Interest must be time-stamped by the Administration Division staff. **Late Letters of Interest will be disqualified.** All Letters of Interest should be clearly marked **“Informal Solicitation for Instructor Services No. 26-001.”**

If you are selected by the Court to provide these services, you will receive a copy of the Court’s Agreement to review, sign, and return. All approved Contractors will have a non-exclusive right to provide services for the Court during the term of the Agreement, subject to the Court’s right to terminate any such Agreement in accordance with its terms.

CONTACT: If you have any preliminary inquiries, please submit all questions in writing to metrfixb@nmcourts.gov by no later than **4:00 PM on March 20, 2026.**

No work shall be initiated or cost incurred by you until a contract has been executed and approved by all appropriate parties. The Court reserves the right to conduct a criminal history background check on any selected Contractor as a condition of entering into any agreement. Lastly, this is not a solicitation of employment.

Thank you in advance for your consideration of this Informal Solicitation.

Very truly yours,

BERNALILLO COUNTY
METROPOLITAN COURT

By: 
Floricela Barraza-Corral
Procurement Manager