



Administration Division

**State of New Mexico
Bernalillo County
Metropolitan Court**

401 Lomas NW
Albuquerque, New Mexico 87102
P.O. Box 133
Albuquerque, New Mexico 87103
Telephone (505) 841-8106
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May 2, 2024

To Potential Interested Bidders

Informal Solicitation No. 24-001 of Interested,
Eligible Ignition Interlock Providers to be Included
on Probation Division's Provider Referral List for
Defendants

To Whom It May Concern:

The Bernalillo County Metropolitan Court ("Court") is requesting Letters of Interest from ignition interlock Providers that are interested in being included on an Ignition Interlock provider referral list that is provided to individuals who are defendants in criminal cases before the Court. These individuals have been ordered by a Judge to install an ignition interlock on vehicle(s) as a condition of either probation or pre-trial release. The Court is seeking qualified providers to serve these defendants.

The Court is also seeking qualified providers who can provide services to defendants who have a limited English proficiency ("LEP"), who are non-English speaking ("NES"), or who are deaf or hard of hearing, or who have another recognized disability under the Americans with Disabilities Act of 1990, as amended.–

LOCATION: Primarily Bernalillo County, New Mexico and/or at provider's place of business.

SCOPE OF WORK: To be eligible, an interested provider must:

- Provide both regular ignition interlock devices and camera capable devices, both of which must be available to defendants at the time of installation;
- Provide to the Court timely reports regarding defendant compliance with Court orders, including but not limited to, timely reporting of all violations;
- Contact a defendant's Probation Officer within ten (10) business days of when provider has ceased providing ignition interlock services for a defendant;

- Provide defendants' Probation Officers with online access to Metropolitan Court defendants' interlock service and violation records located in Provider's database platform;
- Notify the Court within thirty (30) days after any modifications to Contractor's pricing, and send to the Court the cost schedule or fees for ignition interlock services that the provider would be charging defendants for any services provided including but not limited to the installation, removal, daily fees, monthly fees, etc.;
- Comply with the laws and regulations on removal of ignition interlock devices;
- Send a daily violation report via email to the Court to include:
 - Names of each defendant who has violated that day;
 - Case number for each defendant; and
 - Date and time of the violation;
- Identify a single point of contact that may be included by the Court on its list of ignition interlock providers that it will be providing to defendants; and
- Meet all State of New Mexico licensing and standards for the ignition interlock services offered or as otherwise required by law, including being licensed and certified by the New Mexico Department of Transportation ("NMDOT") Traffic Safety Division ("TSD") and on the NMDOT/TSD's List of Ignition Interlock Approved Service Centers.

THE PROJECT BUDGET: No sums of money are to be paid by the Court to any provider selected by the Court in response to this informal solicitation for inclusion on the Court's list of eligible ignition interlock providers to whom defendants are referred. Instead, it is the provider's responsibility to collect any payment for ignition interlock services from the defendant or any third-party payors, as appropriate.

TERMS OF MEMORANDUM OF UNDERSTANDING: Any providers selected by the Court shall be required to enter into and adhere to all requirements as outlined in the Court's form of Probation Provider Memorandum of Understanding ("MOU"). A copy of the form of MOU is available upon request. The anticipated initial term of any MOU shall begin on the latter of **July 1, 2024**, or the date of the last signature of the Parties to the MOU and shall not go beyond **June 30, 2034**.

QUALIFICATIONS: To be eligible for consideration for this opportunity, you must:

1. Be qualified to provide the types of services outlined above and describe your qualifications and in doing so respond to the Court's Scope of Work in your Letter of Interest;
2. Describe your experience with installation, monitoring, reporting, and removal of ignition interlocks devices in your Letter of Interest;
3. Possess all required New Mexico business licenses, including all required licenses and certifications issued by the NMDOT/TSD, and provide copies of those licenses and certifications with your Letter of Interest;
4. Possess business liability insurance as well as worker's compensation insurance, and all other such insurance necessary to cover the provider's business and operations, and provide proof of insurance with your Letter of Interest;

5. If your business is a corporation or limited liability company, provide proof of your entity's existence, good standing with the New Mexico Secretary of State's Office, and authorization to conduct business in the State of New Mexico; and provide proof of such with your Letter of Interest;
6. Provide the Court with one (1) original and four (4) copies of a Letter of Interest:
 - a. Detailing your qualifications and ability to perform the Scope of Work, including all documentation required by this Informal Solicitation to be included with your Letter of Interest;
 - b. Detailing a comprehensive and accurate description of the entire range of prices and fees that a defendant may pay for any services and equipment, including but not limited to, the installation, removal, daily fees, monthly fees, etc.;
 - c. Specifying the location of the provider's place of business where services would be provided including the hours and days of operation;
 - d. Identifying (name, address, e-mail address [if available], and phone number) three (3) references;
 - e. Identifying the name, title, phone number, and email address of the person representing your organization with the authority to execute any MOU with the Court if your organization should be selected to be included on the Court's Ignition Interlock Provider list;
 - f. Listing all ongoing contracts with any agency of the State of New Mexico; and
 - g. Listing any other services the provider offers that will benefit these defendants.

SUBMISSION REQUIREMENTS: If you are interested in being on the Court's ignition interlock provider referral list, Letters of Interest are due by **Friday, May 17, 2024**, no later than **4:00 P.M. (MDT)** to:

Bernalillo County Metropolitan
Administration Division
Attn: Michael Sedgwick, Procurement Manager
401 Lomas NW, Room 803
Albuquerque, New Mexico 87102

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 of Ignition Interlock Services - Probation Division's Provider Referral List for Defendants No. 24-001.**"

FINALISTS: All Letters of Interest will be reviewed by an Evaluation Committee, which will select finalists who may be invited to participate in a presentation to the Committee. The Court also reserves in its discretion the right to conduct site visits of any finalist's place of business.

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NOTICE TO SUCCESSFUL FINALIST(S): All Letters of Interest will be reviewed by the Evaluation Committee and the Procurement Manager will notify the finalist(s) on or about **May 30, 2024**. In addition, the Procurement Manager shall provide written notice to all other Finalist(s) of the pending award(s) to the successful Finalist(s).


CONTACT: If you or your organization has any preliminary inquiries, please contact the Procurement Manager, Michael Sedgwick in writing only at metrmas@nmcourts.gov.

If you are approved by the Court to be included on its ignition interlock provider referral list, you will receive a copy of the Court's MOU to review, sign, and return. All approved providers will have a non-exclusive right to provide services to defendants and to be included on the Court's referral list during the term of the MOU. **If you are selected to be included on this list, no work shall be initiated or cost incurred by you until an MOU has been executed and approved by all appropriate parties.**

Thank you in advance for considering the Court's request.

Very truly yours,

BERNALILLO COUNTY
METROPOLITAN COURT

By 
Michael Sedgwick
Procurement Manager