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Administration Division

State of New Mexico
Bernalillo County
Metropolitan Court

September 27, 2024

To: Interested Independent Contractor

Informal Solicitation 24-002 for Instructor Services
for the Court's Schools

Dear Sir or Madam:

The Bernalillo County Metropolitan Court ("Court") is requesting Letters of Interest from independent contractors ("Contractors") for the provision of instructor services for one or more of the Court's Schools. At this time, the Court is primarily seeking the services of a Bilingual – English/Spanish instructor for the Court's Driving While Under the Influence of Intoxicating Liquor or Drugs ("DWI") School. Instructor services are needed to provide instruction for classes conducted entirely in Spanish, but this instructor also may be used to conduct classes in English. The Court is also interested in receiving letters of interest from bilingual instructors who, in addition to being bilingual and qualified to teach in the Court's DWI School, may also be interested in being a substitute instructor for any of the Court's other schools, specifically the Court's Driver Improvement ("DI") or Aggressive Driving Schools. The nature of the services are 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.

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 drug 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 drug use and driving behaviors. Each classroom session shall be for **four hours (4.0 hours)** and be held during the hours specified by the Court. Unless otherwise notified by the Court, each classroom session is currently scheduled on Mondays, Tuesdays, Wednesdays and Thursdays from 9:00AM to 1:00PM or 5:00PM to 9:00PM, and Saturday from 8:00AM to 12:00PM. Defendants 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 will encourage defendants to change their habits and unsafe choices as drivers. Each classroom session shall be for **three hours (3.0 hours)** and be held during the hours specified by the Court. Unless otherwise notified by the Court, each classroom session is currently scheduled Monday, Tuesday, Wednesday, and Thursday from 5:00 PM to 8:00 PM, and on Saturday from 8:00 AM to 12:00 PM. Defendants ordered to attend this school are required to attend **two (2) 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 discussions. 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 hours (3.0 hours)** and be held during the hours specified by the Court. Unless otherwise notified by the Court, each classroom session is currently scheduled Wednesdays and Thursdays from 5:00 PM to 8:00 PM, twice a month. Defendants ordered to attend this school are required to attend **two (2) classroom sessions**.

Description of the Instructor Services:

1. Students in the DWI School are defendants who have pled or been found guilty of a DWI traffic violation. Students in the DI or Aggressive Driving Schools have pled or been found guilty of other moving traffic violations.
2. Class size is typically limited to approximately thirty (30) students.
3. Currently, the Court’s DWI School is held in-person (onsite at the Court’s Educational Center located in The Shops @ Metro Park, which is adjacent to the Metropolitan Courthouse). In-person classroom instruction occurs when both the instructor and the students meet in-person for a classroom session at the Court’s Educational Center. The Court’s DI and Aggressive Driving Schools are being held virtually (audio visual). Virtual classroom instruction, typically occurs when both the instructor and the students meet via audio-visual means from a location that is off-site from the Courthouse.
4. The Court has developed the curriculum and materials for each class, but Instructors also may be required to develop additional curriculum and materials for a specific School.

5. In addition to providing instruction services, any Contractor selected by the Court in response to this solicitation will also be responsible for the following:
 - 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 an 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 assigned.
6. 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 instructional services.
7. Any Contractor selected in response to this solicitation will be scheduled to provide services for the Court on specific dates and times, subject to the needs of the Court.

THE PROJECT BUDGET: To be determined.

CONTRACTUAL TERMS: A sample form of contract terms and conditions will be made available to interested contractors upon request. The rate of compensation under any contract entered into by the Court and any contractor selected in response to this solicitation shall be Thirty Dollars (\$30.00) per hour, plus applicable gross receipts tax. The maximum possible term of contract may not exceed four (4) years in duration.

QUALIFICATIONS: To be eligible for consideration for this opportunity, interested contractors must:

1. Possess a Bachelor's degree from an accredited college or university. Four (4) years of directly related or relevant experience may substitute on a year for year basis for the educational requirement.
2. Prior to beginning teaching services for the Court, be licensed and certified by the New Mexico Traffic Safety Bureau ("TSB") as a DWI School Facilitator and also be licensed and certified as a Driving Safety School Instructor by the New Mexico Traffic Safety Bureau if the Contractor is also interested in being considered as a substitute instructor for the Court's DI School or the Court's Aggressive Driving School;
4. Have strong experience in teaching (teaching license is preferred, but is not required), training, and/or school counseling;
5. Have excellent interpersonal skills;
6. Proficiency in using a computer for email, printing, scanning and saving files;
7. Proficiency with Google Meet, Zoom, Google Classroom, and other online platforms, as well as experience managing an in-person classroom; and
8. Bilingual in English/Spanish is required.

EVALUATION CRITERIA:

1. The Letters of Interest submitted must not exceed four (4) pages in length, including resume/cover letter. One (1) original and **six (6)** copies are required.
2. The Letters of Interest must demonstrate an understanding of the services being sought.
3. Please indicate which of the Court's Schools you qualify for in your Letter of Interest.
4. Describe your experience teaching with references.
5. List your qualifications and in doing so respond to the Court's required qualifications.
6. Provide copies of all required licensure and professional or other insurance coverage documentation.

SUBMISSION REQUIREMENTS: If you are interested in providing these services for the Court, Letters of Interest are due by **October 29, 2024**, no later than **4:00 PM MST** to the Administration Division for the Metropolitan Court, Attn: Floricela Barraza-Corral, 401 Lomas NW, Room 803, Albuquerque, New Mexico 87102. Please use the address below if you are mailing your Letter of Interest:

Bernalillo County Metropolitan
Administration Division
Attn: Floricela Barraza-Corral
401 Lomas Blvd. NW
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 Instructor Services No. 24-002"**

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.

CONTACT: If you have any preliminary inquiries, please submit all questions in writing to metrfixb@nmcourts.gov no later than **4:00 PM on October 9, 2024.**

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 background check on any selected contractor as a condition of entering into any agreement. Resumes of all eligible contractors will be retained on file by the Court for up to one year. Therefore, even if you are not selected at this time, you may be selected to provide services for the Court in the future. Lastly, this is not a solicitation of employment.

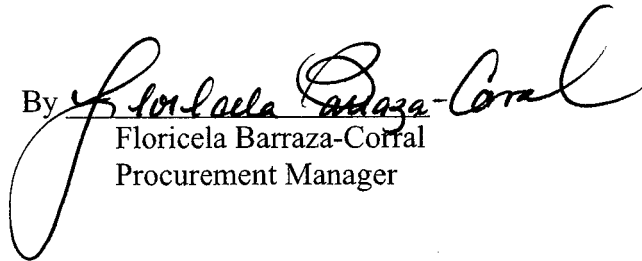
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Thank you in advance for considering the Court's request.

Very truly yours,

BERNALILLO COUNTY
METROPOLITAN COURT

By 
Floricela Barraza-Corral
Procurement Manager