



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

Administration Division

401 Lomas Boulevard NW
Albuquerque, New Mexico 87102
Telephone (505) 841-8106
Fax (505) 222-4800

March 07, 2025

To: Potential Interested Providers

Informal Solicitation No. 2025-002 of
Interested Eligible Providers to be Included
on the Court's Referral List for Defendants
Ordered to Attend a Gun Safety Class

The Bernalillo County Metropolitan Court ("Court") is requesting Letters of Interest from interested eligible providers that are interested in being included on the Court's referral list that is provided to individuals who are defendants in criminal cases before the Court and who have been ordered to attend a Gun Safety Class as a condition of their probation.

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 in-person Gun Safety classes that are at a minimum four (4) hours for each class and that are held at least once every fifteen (15) days in a consistent matter to allow defendants to meet the Court's deadline to complete this class;
- Provide in-person Gun Safety classes that include instruction on:
 - Proper firearm safety;
 - Safe handling of firearms including clear and carry of firearms;
 - Safe cleaning of firearms; and
 - Safe and secure storage of firearms;
- Maintain records of attendance by defendants at any Gun Safety class for a period of not less than three (3) years and be able to provide the Court with detailed records

of dates and times the defendant attended or failed to attend any Gun Safety class upon request;

- No later than the next day after a Gun Safety class was held, provide records or reports to the Court (such as sending a copy of the roster) of defendants who attended a Gun Safety class or who were scheduled for a Gun Safety class but failed to attend. The records or roster must include:
 - Names of defendants who were scheduled to attend;
 - Court case number for each defendant;
 - Date and time of the Gun Safety class; and
 - An indication if the defendant attended or failed to attend the class;
- Identify a point of contact who may be included by the Court on the referral list that will be provided to defendants;
- Meet all State of New Mexico licensing and standards required by law to operate a shooting range and to teach Gun Safety classes.

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 referral list of eligible providers to whom defendants are referred to attend a Gun Safety Class. Instead, it is the provider's responsibility to collect any payment for the Gun Safety Class from the defendant.

TERMS OF MEMORANDUM OF UNDERSTANDING: Any providers selected by the Court to be included on the Court's Gun Safety Class referral list shall be required to enter into and adhere to all requirements as outlined in the Court's form of 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, 2025**, or the date of the last signature of the Parties to the MOU and shall not go beyond **June 30, 2035**.

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

1. Describe your knowledge, experience, and qualifications to provide the types of services outlined above and in doing so respond to the Court's Scope of Work in your Letter of Interest;
2. Provide an outline of the subject matter that is or will be covered in your Gun Safety class, the amount of time allocated to each subject covered, the total length of the class, the maximum number of students in each class, and the frequency with which the class is offered;
3. Describe your experience with teaching;
4. Possess all required New Mexico business licenses, including all required licenses and any certifications issued by the New Mexico Department of Public Safety, and provide copies of those licenses and certifications with your Letter of Interest;
5. 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;
6. 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;

7. 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 attending or rescheduling the Gun Safety Class;
 - c. Specifying the location of the provider's place of business where services would be provided including the hours and days of operation;
 - d. Providing the name, address, e-mail address [if available], and phone number of 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 Gun Safety Class Referral 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 referral list for Gun Safety Classes, Letters of Interest are due by **Friday, April 07, 2025**, no later than **4:00 P.M. (MDT)** to:

Bernalillo County Metropolitan
Administration Division
Attn: Aron Realyvazquez, 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 No. 24-005 - Court's Referral List of Gun Safety Class Providers for Defendants.**"

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.

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 02, 2025**. 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, Aron Realyvazquez in writing only at metraxr@nmcourts.gov.

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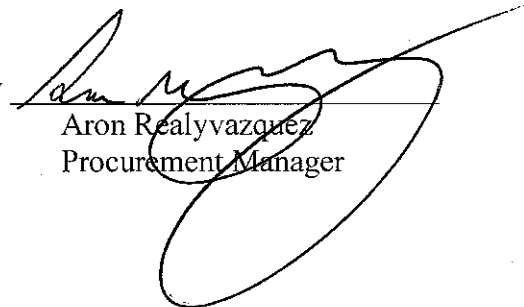
If you are approved by the Court to be included on the Court's referral list of providers for defendants ordered to attend a Gun Safety Class, you will receive a copy of the Court's MOU to review, sign, and return. All approved providers will have a non-exclusive right to provide services to defendants 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

A handwritten signature in black ink, appearing to read 'Aron Realyvazquez', is written over a horizontal line. The signature is stylized and extends to the right of the line.

Aron Realyvazquez
Procurement Manager