



Third Judicial District Court

THIRD JUDICIAL **VETERANS** TREATMENT COURT

REQUEST FOR PROPOSALS

RFP NUMBER: 27-05

Starting **April 19, 2026**

Submittal Deadline: **June 03, 2026**

Table of Contents

SOLICITATION OF PROPOSALS	3
INTRODUCTION	3
LIABILITY INSURANCE	4
REVISIONS AND SUPPLEMENTS	4
BRIEF HISTORY ON TREATMENT COURTS	5
DESCRIPTION OF VETERANS TREATMENT COURTS	5
Ten Key Components:	6
SCOPE OF WORK	7
Summary of Services:	11
PROPOSAL SUBMISSION	12
PROPOSAL FORMAT	13
COVER PAGE	14
LETTER OF TRANSMITTAL	14
TABLE OF CONTENTS	15
PROPOSAL NARRATIVE	15
COST PROPOSAL	16
PROPOSAL EVALUATION	16
NOTIFICATION OF SELECTION & REJECTION	17
DEFINITIONS OF TERMINOLOGY	17

THIRD JUDICIAL DISTRICT COURT TREATMENT COURT PROGRAMS

201 West Picacho
Las Cruces, New Mexico 88005
(575) 528-8392

REQUEST FOR PROPOSAL 27-05
RELEASED: April 19, 2026

THE THIRD JUDICIAL DISTRICT VETERANS TREATMENT COURT PROGRAMS
ARE REQUESTING PROPOSALS FOR
TREATMENT SERVICES

SOLICITATION OF PROPOSALS

The Third Judicial District Court is soliciting proposals for Veterans Treatment Court treatment services in Las Cruces, New Mexico and the County of Dona Ana.

Substance abuse treatment services – including drug testing, counseling, operating costs and professional services – sought for a continuing Veterans Treatment Court program at the Third Judicial District Court. Proposals must be received at the address above no later than **June 03, 2026 at 3:00 p.m.** To receive a request for proposal packet, contact the Treatment Court Programs Director, Carmen Florez Lucero, at (575) 528-8392 at Third Judicial District Court, 201 West Picacho, Las Cruces, New Mexico 88005.

The Procurement Code, NMSA 1978, 13-1-28 to –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.

INTRODUCTION

This Request for Proposal (RFP) has been developed for the purpose of soliciting, evaluating and selecting proposals in a fair and competitive manner. If an Offeror fails to meet any mandatory items set forth in this RFP, their proposals will be declared nonresponsive.

All costs incurred by the Offeror in the preparation, transmittal, or presentation of any proposal material submitted in response to this RFP shall be borne solely by the Offeror, whether or not the Offeror is the successful Offeror.

Before the award is made, the Third Judicial District Court 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 such discussions.

When it is in the best interest of the State of New Mexico, the RFP may be canceled, or any and all proposals may be rejected in whole or in part. Any contracts awarded as a result of this RFP process may be terminated or reduced in scope if sufficient appropriations or authorizations do not exist. Such termination will be effected by the Third Judicial District Court sending written notice to the Contractor. The Third Judicial District Court's decision as to whether sufficient appropriations and authorizations are available will be accepted by the Contractor as final.

If the determination is made that there is insufficient funding to continue or finalize a project, the Contractor will be compensated to the level of services performed, as authorized by the Third Judicial District Court, prior to that determination. This provision, however, is not exclusive and does not waive other legal rights and remedies afforded the Third Judicial District Court in such circumstances as Contractor's default or breach of contract.

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

This RFP is being issued to hire a Contractor to work with the Third Judicial District Veterans Treatment Court Program to provide substance abuse treatment.

The contract will be for a one-year period beginning **July 1, 2026** with an option to renew each year after the first year for no more than three additional years, for a total of no more than four (4) years, at the discretion of the Third Judicial District Court. Continuation of the contract for each additional year will be contingent upon satisfactory contract compliance by the Contractor as determined by the Third Judicial District Court and upon sufficient funding.

LIABILITY INSURANCE

Submit evidence of the organization or individual's current liability insurance policy of at least \$1 million covering injury to any program participant or third party for injuries arising out of actions of all staff members of the Contractor pursuant to this contract. If the organization or individual does not yet have a liability insurance policy of at least \$1 million covering injury to any program participant or third party for injuries arising out of actions of all staff members of the Contractor, please describe the steps being taken to obtain such insurance and provide any assurances received from insurance carrier.

REVISIONS AND SUPPLEMENTS

If it becomes necessary 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 receive the RFP packet. All persons intending to make an offer shall provide written acknowledgment of receipt of any revisions or supplements. The Third Judicial District Veterans Treatment Court shall not issue a revision or supplement

to the RFP less than seven (7) working days before the deadline set for receipt of proposals, unless the Third Judicial District Veterans Treatment Court extends the deadline.

Applicants may revise or withdraw their proposal prior to the proposal submission deadline date and time by sending written notice by e-mail to Amanda Oliveri, Court Financial Manager at lcrdpurchasing@nmcourts.gov.

BRIEF HISTORY ON TREATMENT COURTS

A Treatment Court is a special court program given the responsibility to handle cases involving non-violent drug-using offenders through an intensive supervision and treatment program. Many of these individuals repeatedly cycle through the courts, corrections and probation/parole systems. Basic criteria for Treatment Court participation include non-violent felony offenders who have drug or alcohol abuse addiction as a substantial underlying reason for the criminal charge/conviction. The first Treatment Court began in 1989 in Miami, Florida. There are now over 3,500 Treatment Court Programs Nationwide. Through the use of continual judicial interaction, random and frequent drug testing, intensive treatment, supervision and the use of graduated incentives and sanctions, participants are encouraged to learn a new way of life substance free.

All Veterans Treatment Courts are treatment focused courts, so rehabilitative services are at the core of the program's activities. The monitoring services are intense and directed toward those areas providing the best support to therapy. Consistent, frequent, and random drug testing, home visits multiple days a week and on weekends, bi-monthly contact with the judge, per phase office appointments with Coordinators, use of electronic alcohol monitoring, and the regular input of a multidisciplinary team of professionals who provide insight to the judge regarding potential sanctions and incentives as needed are mainstays of the Veterans Treatment Courts.

The Veterans Treatment Court Program follows the New Mexico Treatment Court Standards (https://treatmentcourts.nmcourts.gov/wpcontent/uploads/sites/34/2021/04/2020-NM-Treatment-Court-Standards_Order-No.-21-8500-002.pdf) and the National Association of Drug Court Professionals Best Practices (<https://www.nadcp.org/standards/Veterans-drug-court-best-practice-standards/>)

DESCRIPTION OF VETERANS TREATMENT COURT

The mission of the Veterans Treatment Court is to stop the abuse of alcohol and other drugs and related criminal activity (recidivism). Reducing the stigma of substance use and mental health disorders has never been more important as our nation continues to battle with the opioid epidemic, and is now facing a new Fentanyl epidemic. Treatment Courts transform the roles of both criminal justice practitioners and Alcohol and Drug (AOD) treatment

providers. Treatment courts save lives every single day. They employ a holistic approach that goes beyond simply treating substance use disorders. They improve education, employment, housing, and financial stability and increase the rate of mothers with substance use disorders delivering fully drug-free babies. Treatment courts uphold the enduring, absolute value of every human person and embody compassion towards the most vulnerable in our justice system. Leading the way, Treatment courts provide access to evidence-based, medication-assisted treatment, including buprenorphine, methadone, and naltrexone. The Treatment court team along with a presiding Judge, focus on sobriety and accountability as the primary goals. Because the Judge takes on the role of trying to keep participants engaged in treatment, providers can effectively focus on developing a therapeutic relationship with the participant. In turn, treatment providers are required to keep the Court informed of each participant's progress so that rewards and sanctions can be provided.

Treatment Courts create an environment with definite, easily understood and certain rules. Compliance is within the individual's control. The rules are measurable. For example, the participant appears in court, or does not; attends treatment sessions or does not; the drug tests reveal drug use or abstinence. The participant's performance is communicated to the Judge, who rewards progress or addresses a noncompliance. A Treatment Court establishes an environment that the participant can understand – a system in which clear choices are presented and individuals are encouraged to take control of their own recovery.

Treatment Courts provide a collaborative and non-adversarial model of justice system operations linked with effective treatment services and community resources, using a team approach, with the Treatment Court Judge leading the team, to address the needs of the substance use offenders. There is strong evidence that Treatment Courts are effective in reducing recidivism, reducing substance use, and helping substance using individuals change their lifestyles and become productive citizens.

The program utilizes the Veterans Health Administration, Veterans Benefit Administration, State Department of Veterans Affairs, Veteran's service organizations, and volunteer Veteran mentors to assist defendants.

Veteran treatment courts act as a "one-stop-shop," linking Veterans with the programs, benefits, and services they have earned.

Ten Key Components:

There are **10 Key Components** in the Veterans Treatment Court perspective for Best Practices as defined by The National Clearinghouse for Veterans Treatment Courts at the National Association of Treatment Court Professionals as follows:

Key Component #1: Veterans Treatment Court integrate alcohol, drug treatment, and mental health services with justice system case processing

Key Component #2: Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights

Key Component #3: Eligible participants are identified early and promptly placed in the Veterans Treatment Court program

Key Component #4: Veterans Treatment Court provide access to a continuum of alcohol, drug, mental health and other related treatment and rehabilitation services

Key Component #5: Abstinence is monitored by frequent alcohol and other drug testing

Key Component #6: A coordinated strategy governs Veterans Treatment Court responses to participants' compliance

Key Component #7: Ongoing judicial interaction with each Veteran is essential

Key Component #8: Monitoring and evaluation measure the achievement of program goals and gauge effectiveness

Key Component #9: Continuing interdisciplinary education promotes effective Veterans Treatment Court planning, implementation, and operations

Key Component #10: Forging partnerships among Veterans Treatment Court, Veterans Administration, public agencies, and community-based organizations generates local support and enhances Veteran Treatment Court effectiveness.

SCOPE OF WORK

FOR THE VETERANS TREATMENT COURT IN LAS CRUCES, NEW MEXICO AND NEARBY SURROUNDING AREAS WITHIN DONA ANA COUNTY

The Third Judicial District Court's Veterans Treatment Court program are designed to function as a component within the Veterans Criminal Justice System within Dona Ana County. The program components will address and provide the following:

Timely case intake processing, to include program orientation, assessment, and treatment plans.

It is required that the provider be Medicaid certified at the time of award. The provider will be required to bill Medicaid primarily for screening assessments and all other services that qualify. The provider must provide the explanation of benefits (EOB) for each participant that is billed to Medicaid, Medicare or any private insurance if there is a formal denial that has exhausted all options of resubmission for payment. The court will be the payer of last resort and can be billed via monthly invoice with the proper EOB attached as evidence of final denial.

For therapy and counseling sessions (both individual and group sessions), licensed professionals must be utilized (LADAC, LPCC, MA, LBSW, LMSW, LISW). Moral Reconciliation Therapy ® with the participants is preferred by the Court. Any Evidence-Based Program Modalities will be considered. Clinical supervision of all counselors must be conducted (and be verifiable) at least monthly. All practitioners providing services to program participants must be appropriately licensed and supervised according to the rules and requirements of the NM Counseling and Therapy Practice Board (CTPB) and 16 NMAC 27. Counselors must not operate outside their level of expertise or licensure. Regarding Licensed Substance Abuse Associate (LSAA) Scope of Work: As noted by the CTPB, “The license IS a restricted license... and the licensee MUST have a supervisor who directs that individual’s work and ensures the quality of the services provided to clients. The licensee CANNOT work without a clinical supervisor. There are several ways to provide clinical supervision within the counseling and behavioral health industry. These methods include regular case reviews, audiotape reviews, videotape reviews, and direct observation.” Supervision of LSAA’s and other counselors as required by the CTPB must be documented and available for inspection by the Program Manager.

The National Provider Identifier (NPI) numbers associated with the healthcare provider organization, the supervising provider, and individual providers of clinical services must be available for inspection by the Program Manager.

Screening & Assessment – A diagnostic evaluation / assessment shall be conducted by the treatment provider on all incoming participants to identify, diagnose, and determine appropriate level of care that is SPECIFIC TO THE INDIVIDUAL and including Intensive Outpatient Therapy (IOT), and level or risk and need. Persons with co-occurring disorders shall be accurately identified. Psychosocial issues that may affect participant engagement in Treatment court shall be identified. Assessment shall include evidence-based and validated instruments, including structured diagnostic interviews, psychosocial assessment instruments, psychological tests, laboratory, or other types of testing, and collateral information (e.g., from family members, Coordinator and/or Manager). To expedite participant program entry, clinical assessments shall be conducted by the treatment provider as quickly as possible, but no later than five days from the date of referral. The CONTRACTOR agrees to provide the Coordinator and Manager with written notice of all screenings and assessments within 24 hours of the completed appointment. Notice of screenings and assessments may be provided to the Manager via DIMS database entry and a notification e-mail.

Individualized Service / Treatment Plan – An individual treatment plan will be prepared as soon as possible by a licensed/certified practitioner for each program participant to be reviewed by the Coordinator and Manager. The plan must state the type, amount, frequency, and duration of the services to be furnished and indicate the diagnoses and anticipated goals as well as other agencies involved in service provision and the plan to coordinate services. Per Medicaid Fee Schedule

Individual Therapy – Individual therapy will be provided for each participant by an appropriately licensed/certified practitioner, up to and including IOT. The Contractor agrees to allow the Manager to observe sessions, as needed. Per Medicaid Fee Schedule

Case management services must be provided with all necessary documentation. This will include, but is not limited to, providing assistance with inpatient treatment, if needed, referrals for housing, Medicaid, public benefits, employment, education, or other supports as needed. Case management will also assist in preparing court summary progress reports (the court summary forms are supplied by the Program Manager) that are submitted to the Treatment Court Team which contain all Court-requested information. Court summaries must be prepared and submitted to the Coordinator and Program Manager 48 hours prior to the Treatment Court sessions. Summaries can be updated verbally at the Treatment Court team staffing session prior to the Treatment Court session, if necessary.

The treatment provider may utilize other professionals to instruct or conduct specific classes related to substance abuse issues or other appropriate issues of concern. For example, those participants who may also be required to attend Victim Impact Panel presentations and other classes to gain knowledge of the ramifications regarding the perils associated with drinking and driving. Cultural awareness/sensitivity and gender specific services must be integrated into each component of treatment services.

Outpatient and/or IOT as required pursuant to the client's clinical needs as stated in the treatment plan – Services will be provided for each participant by an appropriately licensed/certified practitioner on a weekly basis according to the assessed needs of the client and according to recognized best practice up to and including IOT. IOT programs must be based on research and evidence-based interventions, be culturally sensitive, incorporate recovery and resiliency values into all service interventions, address co-occurring mental health disorders as well as substance use disorders when indicated, and will attempt to address the following general goals:

- To achieve abstinence/recovery;
- To foster behavioral changes that support abstinence/recovery and a new lifestyle;
- To facilitate active participation in community-based support systems (e.g., peer recovery groups, 12-Step fellowship, Alumni groups etc.);
- To assist clients in identifying and addressing a wide range of psychosocial problems (e.g., housing, employment, adherence to probation requirements);
- To assist clients in developing a positive support network;
- To improve the client's problem-solving skills and coping strategies;
- Contractor records must contain documentation of training of staff according to the agency's treatment model. To the extent possible, the Contractor agrees to provide gender specific groups on a weekly basis as appropriate to Veterans Treatment Court clientele. The Contractor agrees to allow the Program Manager or Designee to observe sessions, as needed. Per Medicaid Fee Schedule;
- Group Sessions – The Contractor will provide group sessions that are not part of IOT, as needed and in accordance with the Veterans Treatment Court policy. Per Medicaid Fee Schedule;

- Aftercare Group Sessions – The Contractor will provide aftercare services as needed and in accordance with Veterans Treatment Court policy. Per Medicaid Fee Schedule;
- Provide Administrative Services - The Contractor agrees to provide the following administrative services:
 - Liaison services – The Contractor’s representative, knowledgeable about each participant’s treatment progress, will be available for Veterans Treatment Court multidisciplinary team meetings and staffing sessions, court hearings, and care coordination meetings.
 - Written Reports – Weekly written updates documenting client presence, participation, and progress will be provided to the court via the DIMS statewide database. Additionally, The Contractor agrees to enter written incident reports advising of any and all known participant program infractions, including but not limited to: missed group therapy sessions, missed individual therapy sessions, and positive breath analysis testing if conducted. Notice of incident reports shall be provided to the Treatment Team via email within 24 hours if an incident occurs Monday through Friday and 72 hours if an incident occurs Friday through Sunday or on a holiday. Notice may be provided to the Program Manager or Designee via email, fax or hard copy.
 - Quality Assurance & Supervision – Supervision of licensed staff who provides services to program participants will be conducted and documented at least monthly by an appropriately licensed and trained individual.
 - Contingency Management – The Contractor shall work with the Program Manager or Designee to establish a meaningful contingency management system to serve as the basis for short term and long-term incentives, including recognizing significant achievement within the program phases and for graduation upon program completion. Incentives, awards, and other tangible items to recognize achievement and progress will be managed in conjunction with the Program Manager or Designee and Treatment court team.
 - Expedited Services – Assessments will be provided according to the deadlines noted in this contract, to include data entry services to the Program’s designated database (Currently DIMS), no later than 48 hours post service delivery.

The Contractor shall be Medicaid certified at the time of contract inception and shall determine if all current and incoming participants are on Medicaid. The Contractor shall ensure that every participant who is Medicaid eligible applies for services. Should a participant be on Medicaid, Medicare or a private Insurance, the Contractor shall bill Medicaid, Medicare or Private Insurance first and then the Veterans Treatment Court. The Contractor will provide all information (insurance explanation of benefits, EOB) regarding its billing of to the above insurance agencies to the Veterans Treatment Court on a monthly basis. The Contractor shall make every effort to be reimbursed by Medicaid, Medicare or Private Insurance before billing the Veterans Treatment Court. Insurance before billing

the Veterans Treatment Court for services that are denied after extensive appeals or justifiable denials.

Treatment Court is a specialized judicially driven program. The Veterans Treatment Court treatment services are not confined merely to the treatment provider—all activity generated by the Veterans Treatment Court is designed to be collaborative and therapeutic in nature, including the interaction between “treatment” and “court” processes, which will be ongoing. Veterans Treatment Court treatment services are to provide early and timely case evaluation and assessment, offer culturally appropriate services (such as treatment services for those who are predominantly Spanish-speaking), gender appropriate services (women’s group) and address the participants’ issues, such as trauma focused care, and any family issues or concerns.

Summary of Services:

In summary, the Veterans Treatment Court is a court-supervised treatment program that will require the following:

- Provide substance abuse and mental health treatment/therapy for an ongoing, maximum matrix of clients at a time, per court (VTC=18);
- Provide medication management services, as needed;
- Use Evidence-Based, (highly preferred Moral Reconciliation Therapy MRT), modalities, group, family and individual therapy settings, and referrals to appropriate inpatient or partial hospitalization programs;
- Treatment services must be provided in a gender appropriate, trauma-informed and culturally sensitive manner, risk and need levels must not be mixed;
- Treatment services must utilize a motivational approach;
- Participants receive behavioral or cognitive behavioral interventions that are manualized and validated;
- Interventions are carefully documented;
- Practitioners are appropriately trained to deliver the intervention consistent with the manual;
- Fidelity to the treatment model is maintained through continual clinical oversight;
- Supervision strategies are in writing and available for inspection by the Third Judicial District Court or its designee;
- Since recovery is a long-term process and internal changes proceed through various stages, it is expected that the treatment provider will:
 - Develop a treatment plan that provides for long term continuity of care
 - Employs therapeutic interventions that are specific to the unique challenges, strengths and overall needs of the individual program participant
 - Understanding that the likelihood of co-occurring disorders is high among participants eligible for Treatment courts, the treatment provider will address both immediate and long-term needs for supportive associations, employment (including vocational rehabilitation), housing, medical issues, etc., and will secure and/or refer for community resources as needed.
 - Treatment services must support total sobriety with long-term goals of living in recovery.

- Individualized treatment plans must be developed upon acceptance into the program (which should be re-assessed at the beginning of each phase and have an aftercare plan in place prior to graduation from the program) and must be shared with the team; and
- Monitoring of participants' progress in conjunction with the Treatment Court's own Surveillance Officers, the Veterans Probation Officers assigned to Treatment Court, and the Pre-Prosecution Diversion Officer(s) of the Third Judicial District Attorney's Office, DWI Compliance Monitors of Dona Ana County, and other team members, as needed; and
- Use appropriate diagnostic assessments and intake services for treatment planning via the use of validated testing tools, such as AUDIT, ASI, SASSI, RANT, MAST, and/or other validated screening and assessments, as may be required by the Court; and
- Attendance to staff meetings, court hearings, Advisory Committee Meetings, Eligibility Committee Meetings, and Trainings or as otherwise advised by the Program Manager; and
- Prepare consistent, accurate, and timely notifications of compliance and noncompliance reports (no later than 48 hours of the incident) to the Treatment staff and team via DIMS database, and monthly court summary progress reports (the court summary forms are supplied by the Program Manager) entered into the DIMS database, containing all Court-requested information. Court summaries must be prepared and submitted to the Program Manager 48 hours prior to the Treatment Court sessions.
- Ensure Bilingual counselors are accessible along with materials in Spanish; and
- Coordinate with Medicaid and Private Insurance to ensure the Court is the payor of last resort; and
- Maintain a database of solely treatment-related activities, which includes uploading required documents, such as treatment plans, assessments, incident reports, and medication lists, and must be done within 48-hours post service delivery (Currently DIMS software); and
- Adhere to the New Mexico Treatment Court Standards https://treatmentcourts.nmcourts.gov/wp-content/uploads/sites/34/2021/04/2020-NM-Treatment-Court-Standards_Order-No.-21-8500-002.pdf) and the National Association of Drug Court Professionals Best Practices, (<https://www.nadcp.org/standards/Veterans-drug-court-best-practice-standards/>); and
- Adhere to and support the program's contingency management component through use of incentives to encourage positive behavioral changes; and
- Agree to regular examination and review of all the program participants' case files by the Program Manager or designee.

PROPOSAL SUBMISSION REQUIREMENTS

1. Letter proposals must be submitted electronically.

2. Proposals must be submitted as designated herein by the advertised deadline in electronic format with the following subject line: “RFP27-05 Veterans Treatment Court Treatment Services”

Due: June 03, 2026, 3:00 PM MDT

3. Electronic submissions must be sent to:
Third Judicial District Court
Attn: Amanda Oliveri, Court Financial Manager,
lcrdpurchasing@nmcourts.gov
4. Faxed proposals will not be accepted.
5. Requests for extensions of this deadline shall not be granted.
6. Proposals received after the above receipt date and time will not be accepted and will be returned to the applicant unopened and/or without review.
7. The Court will not be liable in any way for any costs incurred by vendors in the preparation and delivery of their responses to the RFP nor for any subsequent discussions.
8. This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the Court determines such action to be in the best interest of the Court.

PROPOSAL FORMAT

Each applicant may submit one proposal electronically to the email provided in the PROPOSAL SUBMISSION REQUIREMENTS section.

Application materials could accidentally get out of order when being processed, thus every sheet of the proposal must have a page number and be numbered consecutively from beginning to end (for example, page 1 for the Cover Page, page 2 for Letter of Transmittal, page 3 for the Tables of Contents, etc.)

Any appendices should be labeled and separated from the narrative and budget section, and the page numbers should be continued in the sequence.

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

- Cover Page
- Letter of Transmittal

- Table of Contents
- Proposal Narrative
- Cost Proposal
- Application Forms (resumes, licenses and certifications)

Within each section of the proposal, applicants should address the items in the order in which they appear in the RFP.

Any proposal that does not adhere to this format, and which does not address each specification and requirement within the RFP may be deemed non-responsive and rejected on that basis. All material submitted in response to this RFP becomes the property of the State of New Mexico, Third Judicial District Court.

COVER PAGE

Each proposal must have a Cover Page.

The cover page must:

- Identify the RFP (i.e., Proposal for the Veterans Drug/Treatment Court Program in the Third Judicial District);
- Identify the applicant organization;
- Identify the applicant organization's contact person;
- Identify the applicant organization's address, phone and fax; and
- Identify the date of the proposal.

LETTER OF TRANSMITTAL

A Letter of Transmittal must accompany each proposal and must:

- Identify the applicant organization and contact person;
- Identify the name and title of the person authorized by the organization to contractually obligate the organization;
- Identify the legal status of the submitting organization (proprietorship, corporation, non/for-profit, etc.). Include Federal Tax number and New Mexico Gross Receipts Tax number, if applicable;
- Identify the name, title, telephone and fax number of the person to be contacted for clarification;
- Explicitly indicate acceptance of all requirements of the RFP;
- Be signed by the person authorized to contractually obligate the organization;
- Acknowledge receipt of any and all amendments to this RFP; and
- Must be on official business letterhead.

TABLE OF CONTENTS

Immediately following the Letter of Transmittal, the applicant is required to provide a Table of Contents that identifies all subsequent sections and pages.

PROPOSAL NARRATIVE

Describe your organization's qualifications and experience in Treatment Court treatment programs in New Mexico under this RFP's SCOPE OF WORK.

In addition, explain your knowledge and understanding of and experience with:

- Treatment Court programs;
- Familiarity with the New Mexico Criminal Code and procedures pertaining to Veterans Probation and Parole;
- Familiarity with the New Mexico Treatment Court Standards, (<https://treatmentcourts.nmcourts.gov/wp-content/uploads/sites/34/2021/04/2020-NM-Treatment-Court-Standards-Order-No.-21-8500-002.pdf>) and the National Association of Drug Court Professionals Veterans Drug Court Best Practice Standards, (<https://www.nadcp.org/standards/Veterans-drug-court-best-practice-standards/>);
- Familiarity with related judicial entities working with the Veterans Criminal population (for example: public defenders, district attorney's pre-prosecution diversion program staff, Treatment Court administrators and Judge);
- Familiarity with the use of validated clinical screening instruments, such as the such as AUDIT, ASI, SASSI, RANT, MAST, and/or other validated screening and assessments;
- Understanding of and experience with MRT or any other Evidence Based Therapy; and
- Understanding of and/or experience with Drug/Treatment Court programs.

In detail, explain how your organization will address, incorporate and coordinate all components of this RFP's SCOPE OF WORK.

Identify the lead professional and his or her qualifications and experience in conducting these types of assessments. If applicable, identify other professional staff, citing their qualifications and experience.

COST PROPOSAL

The contract period for this RFP is from **July 1, 2026 through June 30, 2027** and may be renewable for a period not to exceed four (4) years. The applicant must provide a detailed cost including, but not limited to, travel, cost per service, supplies, and any other applicable costs. A narrative description of each proposed cost must be provided. **See attached example of Treatment Fee Pricing schedule.**

PROPOSAL EVALUATION

The Court Financial Manager or designee will open the proposals immediately after the deadline and will record them. The Third Judicial District Veterans Treatment Court Program Manager/Director will perform a preliminary review of the proposals to determine compliance with the mandatory requirements of the RFP. All proposals determined to be responsive will be sent to the Evaluation Committee.

The contents of any proposal shall be kept confidential during the evaluation process.

All proposals received by the Third Judicial District Court on or before the submission deadline shall become the property of the Third Judicial District Court and shall not be returned to the applicant. The Third Judicial District Court shall have the right to use any or all ideas contained in the proposal. Acceptance or rejection of a proposal shall not affect this right.

The Evaluation Committee shall evaluate each proposal using the following weighted criteria. It is important that proposals address each item in sufficient detail to provide the best possible evaluation.

Proposal Narrative:

Qualifications of the Organization	15%
Qualifications of the Lead Professional	5%
Description of How the Organization will Address, incorporate and coordinate ALL Components of the SCOPE OF WORK	60%
(2) Budget	<u>20%</u>
	100%

NOTIFICATION OF SELECTION & REJECTION

The Third Judicial District Court Administrator will send a recommendation for award letter to the successful applicant and will begin contract negotiations. Upon agreement of a contract, notifications will be sent to unsuccessful bidders.

DEFINITIONS OF TERMINOLOGY

This section contains definitions used throughout this procurement document, including appropriate abbreviations.

“Aftercare” means between 4 and 8 weeks of treatment designed to facilitate ongoing recovery after completion of the program. This is part of Phase 5 and is completed prior to Graduation from the program.

“Case Management Services” means that participants will receive referrals to local support services such as housing, transportation, education, public financial services, employment training and continuing care.

“Contract” means an agreement for the procurement of items of tangible personal property or services.

“Contractor” means the successful Offeror.

“Coordinator” means the person authorized by the Third Judicial District Court to supervise the Veterans Treatment Court, under the supervision of the Programs Manager.

“Veterans Treatment Court Team” is a representative from the multi-agency collaborative to include: the Judge, the Treatment Court Program Manager, Coordinator, Assistant District Attorney, Assistant Public Defender, Probation and Parole Officer, Pre-Prosecution Diversion Officer, Treatment Provider, Law Enforcement Representative, Surveillance Officers, and DWI County Compliance staff.

“Evaluation Committee” means a body appointed by the Third Judicial District Court to perform the evaluation of Offeror proposals.

“Group Treatment/Session Counseling” means a licensed/certified practitioner will provide specific group counseling sessions to two or more participants at a given time as they progress from phase one through phase five of the program.

“Individual Therapy” means individualized therapeutic services performed by a licensed/certified practitioner for each program participant.

“IOT” means Intensive Outpatient Program, a primary treatment program for people with substance use disorders or co-occurring mental and substance use disorders designed to establish psychosocial supports and relapse management and coping strategies.

“MRT” means Moral Reconciliation Therapy®, which is a systematic treatment strategy that seeks to decrease recidivism among criminal offenders by increasing moral reasoning. It takes a cognitive-behavioral approach to influence how offenders think about moral issues and make moral judgments, especially about committing criminal offenses.

“Offeror” is any person, firm, corporation or partnership who chooses to submit a proposal.

“Programs Manager” means the person authorized by the Third Judicial District Court to supervise the Problem-Solving Courts.

“Request for Proposals” or “RFP” means all documents, including those attached or incorporated by reference, used for soliciting proposals.

“Screening and Assessment” means that an assessment shall be evidence-based and validated instruments, including structured diagnostic interviews, psychosocial assessment instruments, psychological tests, laboratory, or other types of testing, and by collateral information and shall be conducted on all incoming participants to identify, diagnose and determine appropriate level of care that is specific to the individual. The yielded information is shared with the Treatment Court team to the extent that it does not jeopardize confidentiality.

“Sealed” means, in terms of non-electronic submission, that the proposal is enclosed in a package, which is completely fastened in such a way that nothing can be added or removed. Open packages submitted will not be accepted except for packages that may have been damaged by the delivery service itself. The State reserves the right, however, to accept or reject packages where there may have been damage done by the delivery service itself. Whether a package has been damaged by the delivery service or left unfastened and should or should not be accepted is a determination to be made by the Third Judicial District Court. By submitting proposal, the Offeror agrees to and concurs with this process and accepts the determination of the Programs Manager in such cases.

“State (the State)” means the State of New Mexico.

“Treatment Provider” means the organization responsible for providing Group, Individual, and Family therapy in order to facilitate early and ongoing recovery.

End of Request for Proposal