

Administrative Office of the Courts

Supreme Court of New Mexico



Solicitation for Letters of Interest for Policies and Procedures Development

The Administrative Office of the Courts invites letters of interest from individuals with experience writing policies and procedures or other professional documents. The policies and procedures are to be developed for an emerging form of representation practice in child abuse and neglect cases. The Family Advocacy Program, in conjunction with the AOC, received a federal grant for solidification, study, refinement and expansion of the FAP, which involves an interdisciplinary approach to representation of children and parents in child welfare cases. The contract deliverables are for the development and formalization of programmatic policies specifically for attorneys, social workers, peer mentors and potentially others. The contract may also require formalization of information memorandums for other stakeholders (e.g. Judges). The contractor will work with the FAP steering committee and others who are familiar with the practice. The contract will run through June 30, 2019 with a contract maximum of \$20,000. Contractor will be required to report to and meet with FAP team and the AOC prior to beginning project, provide regular drafts and updates to the AOC and the steering committee.

Letters of interest must include: full legal name, street address, phone number, email address, and a brief statement describing your background and understanding of child abuse and neglect cases, interdisciplinary practice, and a detailed description of your ability to perform the above mentioned contractual duties. Contractors must have regular access to email, meet with AOC or the steering committee if requested, and submit monthly reports and invoices, as required by AOC protocols and financial standards. Please send questions to Sarah Jacobs at aocsej@nmcourts.gov or (505) 827-4887. Letters of interest and accompanying resumes should be emailed to aocsej@nmcourts.gov by November 1, 2018.