

Questions and Answers RFP# 2023-001
Office of Family Representation and Advocacy
Request for legal representatives in all roles and districts
April 14, 2023

1. Will there be a separate ICWA Court contract or will ICWA Court cases be included in the total case tier for payments?

No, there will not be a separate contract for ICWA Court cases, but there will be an added monetary value attached to those cases.

ICWA Court cases will be counted in an attorney's overall case count to ensure that the attorney has a manageable workload.

2. There are two Notification Dates: May 19, 2023 (p. 4) and May 11, 2022 (p. 17). Can you please confirm the correct date of notification to finalists?

Finalists will be notified on May 19, 2023.

3. Do we need to list all trainings attended by year? For example, the exact years attending CLI or just the number of years attended? (p. 15g)

Offerors should provide documentation adequate to establish that they've attended training related to child and family welfare law by, for example, providing their NMMCLE transcript and/or brief descriptions of other trainings attended, with a focus on the last two years.

4. Do we need to list all educational certifications in addition to just education history? (p. 15i)

Yes, Offerors should list all colleges attended, all degrees conferred, and dates degrees were awarded.

For certifications, Offerors should provide information (certification, date, and certifying entity) for any certifications that are relevant to the law generally and child and family welfare specifically.

5. Will there be a mechanism or framework within OFRA (or another entity) for attorneys to bill "off-contract" for JQ & FC court appointments, like there currently is under AOC (Per NMCourts resources: Payment Guidelines & Payment Forms). If so, is submission of the RFP required for "off-contract" representation?

Generally speaking, the Court will be appointing OFRA to each case and OFRA will assign contractors to each case. However, if the Court appoints an attorney directly (for a Fostering Connections or abuse/neglect matter), the appointed attorney will be able to utilize an OFRA invoicing form for the non-contract cases. OFRA reserves the right to discuss out-of-cycle small contracts for these appointment situations as the need arises.

While the courts may appoint counsel who did not respond to the RFP, OFRA will provide each court with a list of contracted counsel.

6. Are the reporting and invoicing requirements the same as 2023?

Contractors will be required to use a standardized log and invoice that is substantially the same as are currently in use. Note, however, that once OFRA's case management system is operational, reporting and invoicing will be done using the case management system.