

**-NOTICE-**

**Request for Proposal Number: 25-341-1000-00003**

**TITLE:** Legal Services

**PURPOSE:**

The New Mexico Department of Finance and Administration (DFA) Request for Proposal (RFP) is to solicit sealed proposals for the procurement of outside legal services, from qualified legal contractors, licensed in the State of New Mexico, to meet the DFA's broad range of legal needs on an "as needed/if needed" basis.

Contractor will work closely with the DFA's Designated Legal Contact. The DFA Designated Legal Contact shall review and monitor legal strategies employed and shall collaborate with outside counsel where appropriate to achieve early resolution of matters through motion practice or alternative dispute resolution mechanisms. The Contractor shall keep DFA Designated Legal Contact timely informed and involved during all stages of litigation and the performance of contractual duties by the Contractor for DFA.

**GENERAL INFORMATION:**

All questions about the contents of the RFP document shall be directed to:

**Procurement Manager:**

Rudy Anaya, Procurement Manager

Email: [rudy.anaya@dfa.nm.gov](mailto:rudy.anaya@dfa.nm.gov)

**ISSUANCE:** The Request for Proposals will be issued on **Friday, October 4, 2024**. Organizations interested in obtaining a copy may access and download the document from the Internet at the following address: <https://nmdfa.bonfirehub.com/projects>

**PROPOSAL DUE DATE AND TIME:** Proposals must be received by the Procurement Manager **no later than 3:00 PM MST ON Friday, October 18, 2024**. Proposals received after this deadline will not be accepted.

Please be advised that the document **Legal Services RFP# 25-341-1000-00003** located at <https://nmdfa.bonfirehub.com/projects> is the overriding document. All dates and information should be confirmed in this master document.