

December 23, 2024

**MEMORANDUM**

TO: All State Agencies

FROM: Charles Sallee, Director 

SUBJECT: **2025 Legislative Session – Agency Bill Analyses**

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During the 2025 legislative session, as in previous years, the New Mexico Legislature will rely on state agencies to produce analyses of proposed legislation. The Legislative Finance Committee (LFC) will use an e-mail system for requesting bill analyses, and agencies will use an online portal to submit the analysis. To facilitate this process, agencies should identify a single e-mail address to serve as the agency's point of contact with the LFC, as well as provide the contacts for FIR requests.

A list of agency contacts to date is attached. If your agency's contact information is inaccurate, please e-mail corrections no later than January 8, 2025 to [rene.lopez@nmlegis.gov](mailto:rene.lopez@nmlegis.gov), Subject: FIR contact.

Detailed instructions, including a the process for uploading analysis, will be available beginning January 8, 2025 at <https://bit.ly/3yMWLln>. Please pay careful attention to the instructions.

Pre-filed bills will be available beginning January 2, 2025 on the Legislative website at <https://bit.ly/394de8z>.

In preparation for the 2025 legislative session, LFC will conduct two online training sessions for agency staff via Teams. The first training will be held on January 9<sup>th</sup> at 2:00 PM and the second will be held on January 10<sup>th</sup> at 2:00 PM. The presentation will be posted the day before the training. Questions from participants will be taken via the Chat function the day of the meeting or may be submitted in advance to Helen Gaussoin.

If you have any questions, please email Helen Gaussoin at [helen.gaussoin@nmlegis.gov](mailto:helen.gaussoin@nmlegis.gov).

Thank you for your attention, support, and cooperation.

Attachment