


December 20, 2021

**MEMORANDUM**

TO: All State Agencies  
FROM: David Abbey, Director   
SUBJECT: **2022 Legislative Session – Agency Bill Analyses**

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During the 2022 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 and transmitting bill analyses. To facilitate this process, agencies should identify a single e-mail address to serve as the agency's point of contact with the LFC.

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 10, 2022 to [rene.lopez@nmlegis.gov](mailto:rene.lopez@nmlegis.gov), Subject: FIR contact.

Detailed instructions, including the standard file format and naming convention for bill analyses, will be available beginning January 5, 2022 at <https://bit.ly/3yMWLln>. Please pay careful attention to the instructions.

Pre-filed bills will be available beginning January 3, 2022 on the Legislative website at <https://bit.ly/394de8z>.

In preparation for the 2022 legislative session, LFC will conduct two online training sessions for agency staff via Zoom. Agency staff may only sign up for one of the sessions but must pre-register in order to get the link to the meeting. The first training will be held on January 11<sup>th</sup> at 10:00 am and the second will be held on January 12<sup>th</sup> at 1:00 pm. LFC does not anticipate any significant changes to either the process or procedures for processing FIRs in 2022. 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 Nathan Eckberg.

If you have any questions, please email Nathan Eckberg at [nathan.eckberg@nmlegis.gov](mailto:nathan.eckberg@nmlegis.gov).

Thank you for your attention, support, and cooperation.

Attachment