

**New Mexico Public Schools Insurance Authority**

**REQUEST FOR PROPOSALS (RFP)**

**Anonymous Reporting System**



**AMENDMENT # 1**

**RFP# 342-2023-04**

RFP Release Date: October 25, 2022

Proposal Due Date: December 6, 2022

**ELECTRONIC-ONLY PROPOSAL SUBMISSION**

## II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule of events, the descriptions of each event, and the conditions governing this procurement.

### A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
1. Issue RFP	NMPSIA	October 25, 2022
2. Acknowledgement of Receipt Form	Potential Offerors	November 1, 2022
3. Deadline to submit Written Questions	Potential Offerors	November 10, 2022
4. Response to Written Questions	Procurement Manager	November 15, 2022 November 18, 2022
5. Organizational Reference Questionnaire	Organizational References	December 2, 2022
<b>6. Submission of Proposal</b>	<b>Potential Offerors</b>	<b>December 6, 2022</b>
7.* Proposal Evaluation	Evaluation Committee	TBD
8.* Selection of Finalists	Evaluation Committee	TBD
9.* Best and Final Offers	Finalist Offerors	TBD
10.* Oral Presentation(s)	Finalist Offerors	TBD
11.* Finalize Contractual Agreements	Agency/Finalist Offerors	TBD
12.* Contract Awards	Agency/ Finalist Offerors	TBD
13.* Protest Deadline	NMPSIA	+15 days

\* Dates indicated in Events 7 through 13 are estimates only, and may be subject to change without necessitating an amendment to the RFP.

### B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the Sequence of Events shown in Section II.A., above.

#### 1. Issue RFP

This RFP is being issued on behalf of the State of New Mexico New Mexico on October 25, 2022, the date indicated in Section II.A, Sequence of Events.

## 2. Acknowledgement of Receipt Form

Potential Offerors may e-mail the Acknowledgement of Receipt Form (APPENDIX A), to the Procurement Manager, Claudette Roybal at NMPSIA.procurement@state.nm.us, to have their organization placed on the procurement Distribution List. The form must be returned by 3:00 pm MST/ MDT on November 1, 2022 the date indicated in Section II.A, Sequence of Events

The procurement distribution list will be used for the distribution of written responses to questions, and/or any amendments to the RFP. Failure to return the Acknowledgement of Receipt Form does not prohibit potential Offerors from submitting a response to this RFP. However, by not returning the Acknowledgement of Receipt Form, the potential Offeror's representative shall not be included on the distribution list, and will be solely responsible for obtaining from the Procurement Library (Section I.G.) responses to written questions and any amendments to the RFP.

## 3. Deadline to Submit Written Questions

Potential Offerors may submit written questions to the Procurement Manager as to the intent or clarity of this RFP until 3:00 pm MST/MDT on November 10, 2022 as indicated in Section II.A, Sequence of Events. All written questions must be addressed to the Procurement Manager as declared in Section I.D. Questions shall be clearly labeled and shall cite the Section(s) in the RFP or other document which form the basis of the question.

## 4. Response to Written Questions

Written responses to the written questions will be provided via e-mail, on or before ~~November 15, 2022~~ **November 18, 2022**, the date indicated in Section II.A, Sequence of Events, to all potential Offerors who timely submitted an Acknowledgement of Receipt Form (Section II.B.2 and APPENDIX A).

An electronic version of the Questions and Answers will be posted to: <https://nmpsia.com/>

## 5. Submission of Proposal

At this time, only **electronic** proposal submission is allowed. **Do not** submit hard copies until further notice.

ALL PROPOSALS MUST BE RECEIVED BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 3:00 PM MST/MDT ON DECEMBER 6, 2022. **NO LATE PROPOSAL CAN BE ACCEPTED.**

*It is the Offeror's responsibility to ensure all documents are completely uploaded and submitted electronically via email by the deadline set forth in*