

**New Mexico Public Schools Insurance Authority  
and  
New Mexico Retiree Health Care Authority**

**REQUEST FOR PROPOSALS (RFP)**

**Benefits Consulting and Actuarial Services**



**RFP#  
342-2023-02**

RFP Release Date: September 6, 2022

**Amendment # 1**

Proposal Due Date: October 11, 2022

**ELECTRONIC-ONLY PROPOSAL SUBMISSION**

9. Review forms, plan documents and required plan administrator and employer notices (i.e., Employee Benefit Program Notices, COBRA Notifications, HIPAA Privacy Notices, Market Exchange Notices, Creditable Prescription Drug Coverage Notices for Individuals Eligible for Medicare, Health Insurance Marketplace Notices, Premium Assistance Under Medicaid and the Children's Health Insurance Program (CHIP) Notices, SBCs, SOBs, ACA Plan Requirements and other Federal and State required notices, etc.)

10. Provide assistance in the analysis of pending legislation during the legislative session. These require 24-hour turn-around time. The NM legislature meets for 60 days in odd-numbered years and 30 days in even-numbered years. It has also met in special sessions.

11. Provide attendance at meetings. Attendance is generally required at all Agency Benefit Committee meetings and Board meetings. The Benefit Advisory Committee (BAC) meeting is usually held the first Wednesday afternoon of the month. The Board meeting is usually the first Thursday of the month but may be subject to change. Meetings average four hours each and occur each month (except January and July), unless the Board determines the need to hold meetings during these months. Meetings are generally held in Albuquerque, and the August meeting is generally held outside of Albuquerque, but meeting locations may be subject to change.

12. Conduct audits of claims administrators, as directed by Agency. The level of any audit (i.e., statistically valid sampling versus review only) will be determined at the time of the request and the amount of work involved in a claim audit will be limited by the amount of funds available to pay ~~Segal~~ Contractor under this Agreement.

13. Provide Agency with brokerage services regarding Stop Loss Insurance coverage, including analysis of loss experience, review of coverage forms, retention limits, premium terms, summarizing data, RFP's and other services requested by the Agency. This includes reviewing the policy for accuracy and reporting any areas of concern or discrepancy to the Agency prior to the finalization of the annual policy.

14. Provide RFP project management and evaluation services, as directed by the Agency.

15. Provide assistance with preparing and making presentations at various meetings as assigned by the Agency. These presentations may include but are not limited to the provisions of the Patient Protection and Affordable Care Act, or other changes in laws affecting NMPSIA member groups.

16. Provide data warehousing services, including the preparation of quarterly and annual customized reports and adhoc reports, and making recommendations based on the findings. In addition, provide user access for data mining by client. If data mining by the client is not available, provide a plan with an estimated timeframe for such client access. Further, provide specifications and file layout formats to the Agency's claim administrators and the Agency's Eligibility Administrator (TPA) required for receiving claims and eligibility detailed reporting to ensure the data warehousing is populated with the information required in order to provide the Agency with the reports. This includes reporting to the Agency any problems, issues, or

performed or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the Procuring Agency by certified mail.

#### 4. Desirable Specification

- i. Offeror should provide a brief history and description of your firm. The description should include but not be limited to the size (number of employees and revenues), areas of specialization and other relevant information. Provide the same information for the office which would handle the Authority's account.
- ii. Offeror should submit a detailed narrative describing relevant experience
- iii. Staff Experience: Offeror should submit a detailed narrative describing the relevant experience of their proposed staff.
- iv. Provide a sample of data warehousing reporting.

### C. BUSINESS SPECIFICATIONS

#### 1. Financial Stability

Offerors must submit copies of the most recent years independently audited financial statements and the most current 10K, as well as financial statements for the preceding three years, if they exist. The submission must include the audit opinion, the balance sheet, and statements of income, retained earnings, cash flows, and the notes to the financial statements. If independently audited financial statements do not exist, Offeror must state the reason and, instead, submit sufficient information (e.g., D & B report).

#### 2. Performance Surety Bond

Reserved. **Not applicable**

~~Offeror(s) must have the ability to secure a Performance Surety Bond in favor of the Agency to insure the Contractor's performance upon any subsequent contract award. Each engagement will be different but the option to require a Performance Surety Bond must be available to the Agencies at time of contract award. A Statement of Concurrence, as defined in Section I.F., must be submitted in the Offeror's proposal.~~

#### **4. B.4 Desirable Specifications**

- i. Offeror should provide a brief history and description of your firm. The description should include but not be limited to the size (number of employees and revenues), areas of specialization and other relevant information. Provide the same information for the office which would handle the Authority's account.
- ii. Offeror should submit a detailed narrative describing relevant experience
- iii. Staff Experience: Offeror should submit a detailed narrative describing the relevant experience of their proposed staff.
- iv. Provide a sample of data warehousing reporting.

#### **5. C.1 Financial Stability (See Table 1)**

Pass/Fail only. No points assigned.

#### **6. C.2 Performance Bond (See Table 1)**

~~Pass/Fail only. No points assigned.~~ **Not Applicable**

#### **7. C.3 Letter of Transmittal (See Table 1)**

Pass/Fail only. No points assigned.

#### **8. C.4 Campaign Contribution Disclosure Form (See Table 1)**

Pass/Fail only. No points assigned.

#### **9. C.5 Oral Presentation (See Table 1)**

Points will be awarded based on the quality, organization and effectiveness of communication of the information presented, as well as the professionalism of the presenters and technical knowledge of the proposed staff. Prior to Oral Presentation, Agency will provide the Offeror a presentation agenda. (If no Oral Presentations are held all Offerors will receive the maximum amount of total points for this Evaluation Factor).

#### **10. C.6 Cost (See Table 1)**

The evaluation of each Offeror's cost proposal will be conducted using the following formula:

Lowest Responsive Offeror's Cost