



Patrick Sandoval
Executive Director

Martha Quintana
Deputy Director

-NOTICE-

Request for Proposal Number: 342-2023-06

TITLE: Workers Compensation Claims Auditing Services

PURPOSE: The purpose of the Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiations for the procurement of a Third Party Assessor (TPA). The Third Party Assessor shall act as the Agency's representative in processing claims for the care of employees who are injured or become disabled during executing their duties. The TPA shall also act as the Agency's representative in processing potential claims for money damages asserted by both first and third parties premised upon allegations of negligent or careless acts or omissions of the Agency's Member for which the Agency's Member is legally responsible for. The TPA will provide Workers' Compensation claim administration services for all participating members; conduct investigation of claims; determine availability of coverage and set reserves; issue reservation of rights letters where appropriate; assign and monitor legal counsel and provide litigation management; prepare checks bearing the name of the Agency to third parties; update, if necessary, the claims procedure manual; adhere to excess carrier reporting requirements for all qualified claims and provide computer loss information as specified in this RFP.

This procurement will have the option to renew the contract for three (3) subsequent years.

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

Name: Andrew Romero, Procurement Manager
Address: 410 Old Taos Highway
Santa Fe, NM 87505
Telephone: (505) 469-5746
Email: NMPSIA.procurement@psia.nm.gov

ISSUANCE: The Request for Proposals will be issued on **January 26, 2023**. Offerors interested in obtaining a copy may access and download the document from the Internet on at the following address: <https://nmpsia.com/procurements.html>

PROPOSAL DUE DATE AND TIME: Proposals must be received by the Procurement Manager no later than **February 28, 2023, 3:00 PM MOUNTAIN STANDARD TIME/DAYLIGHT TIME**

Proposals received after the due date and time will not be accepted.