



**Patrick Sandoval**  
Executive Director

**Martha Quintana**  
Deputy Director

## **-NOTICE-**

### **Request for Proposal Number: 342-2024-03**

**TITLE:** Third Party Administrator 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 Third-Party Administrator Services for the Benefits Division and specific services for the Risk Division for the New Mexico Public Schools Insurance Authority (NMPSIA).

**The Term will be one year with the option to renew for three (3) subsequent years.**

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

Name: Maria Lugo, Procurement Manager  
Address: 410 Old Taos Highway  
Santa Fe, NM 87505  
Telephone: (505) 469-0407  
Email: [NMPSIA.procurement@psia.nm.gov](mailto:NMPSIA.procurement@psia.nm.gov)

**ISSUANCE:** The Request for Proposals will be issued on **December 7, 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 **January 8, 2024, 3:00 PM MOUNTAIN STANDARD TIME/DAYLIGHT TIME**

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