



**Patrick Sandoval**  
Executive Director

**Martha Quintana**  
Deputy Director

## **-NOTICE-**

### **Request for Proposal Number: 342-2023-07**

**TITLE:** Insurance Broker, Consulting, Pool Administration Services and Loss Prevention 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 Insurance Broker, Consulting, Pool Administration Services and Loss Prevention Services (hereafter referred to as Broker) to represent the New Mexico Public Schools Insurance Authority (NMPSIA) in evaluating proposals for its Risk Program that provides Property/Liability, Crime, Workers' Compensation and Equipment Breakdown Insurance to NMPSIA's Pool Members.

**The Term will be for four years, with one-year renewals.**

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

Name: Charlette Probst, Procurement Manager  
Address: 410 Old Taos Highway  
Santa Fe, NM 87505  
Telephone: (505) 469-9038  
Email: [NMPSIA.procurement@psia.nm.gov](mailto:NMPSIA.procurement@psia.nm.gov)

**ISSUANCE:** The Request for Proposals will be issued on **February 23, 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 **March 23, 2023, 3:00 PM MOUNTAIN STANDARD TIME/DAYLIGHT TIME**

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