

## Questions/Clarifications regarding the RFP (342-2023-07-02)

1. On page 32, Under Item 1.a. it states: "...describe how the Offeror has supplied expertise for similar contracts and must include the extent of their experience, expertise, and knowledge as a providers of Workers' Compensation Claims Auditing Services. All Workers' Compensation Claims Auditing Services provided to private sector will also be considered." Can we assume this reference to claims auditing services is incorrect and can therefore be ignored?

### **B. TECHNICAL SPECIFICATIONS**

#### **1. Organizational Experience**

##### **a) Should be replaced with:**

**Provide a description of relevant experience with educational institutions. The experience of all proposed subcontractors must be described. The narrative must thoroughly describe how the Offeror has supplied expertise for similar contracts and must include the extent of their experience, expertise and knowledge as a provider of brokerage services, risk consulting, administrative services and loss prevention service. All services provided to a private sector will also be considered. If you provide a list of clients, provide only Property and Liability Clients.**

2. On page 34: **4. Desirable Specifications**, item b), there is no reference to the number of employees required, however on page 23: **Broker Services**, first paragraph, it states, "Contractor will provide seven (7) full time professionals who provide Brokerage, Consulting, and Administration services." Can we assume seven (7) employees is the number of FTE's that are needed to perform this contract and that page 23 is correct?

**Seven (7) employees is the minimum number of employees required.**

3. Similarly, on page 39: **4. B.4 Desirable Specifications**, item c), it states "The total number of assigned staff should total eleven and a half (11.5) full-time dedicated individuals to the NMPSIA account", however on page 34: **4. Desirable Specifications, item c)** as well as page 29: **Loss Prevention Services**, item 2, the number of employees is listed as 16. Can we assume sixteen (16) is the number of FTE's that are needed to perform this contract and page 29 and 34 is correct?

**Sixteen (16) is the number of FTE's needed to perform this contract.**

4. On page 32: **B. TECHNICAL SPECIFICATIONS, 1. Organizational Experience, item b)**, it asks for "detailed resumes/bios of all key personnel Offeror proposes to use in performance of the resulting contract." In addition, on page 34: **4. Desirable Specification,, item b)**, it says "Provide a current resume of their proposed insurance brokerage services manager and staff." And in the next item, item c), it also states "Offerors should also submit current resumes of their proposed loss prevention manager and all staff members." Do you want us to include resumes for all staff in both places? If not, where would you like those resumes and how should we handle the request in the other section? Can we just refer them to the other section for that information?

**For section B. TECHNICAL SPECIFICATIONS, 1. Organizational Experience, item b), as described in the paragraph in the RFP resumes must be submitted for key personnel in this section. For**

**section 4. Desirable Specification, item b) Insurance Brokerage Manager(s) and Staff Experience, c) Loss Prevention Manager(s) and Staff Experience resumes must be submitted for key personnel in this section.**

5. Can we be notified if our RFP submission has been received and there were no technical issues with uploading the RFP packet? This also applies to the Cost packet or any additional content?

**You may be notified that this has been received and able to download content; however, the offerors should submit the information timely and call the procurement manager to verify.**