

1. Section II.A Schedule (page 6): Does the Authority have an end date by which you expect the project to be completed?

Answer: The audit must be complete by August 15, of every year. The auditor must write the audit report 45 days after the physical audit has been completed. The audit must be reviewed with NMPSIA staff prior to being presented to the Risk Advisory Committee and the Board of Directors. The Risk Advisory Committee and the Board of Directors meet the first Wednesday and Thursday of September.

2. Section III.B.F.6 Technical Proposal (Page 22): Financial stability requirement. The offeror is an LLC filing with the IRS using Form 1065 and does not produce an audited financial statement. What proof of financial security is acceptable to the Authority for such an organization? Also, does the Authority require a Certificate of Insurance to be included in this section?

Answer: If independently audited financial statements do not exist, Offeror must state the reason and, instead, submit sufficient information to enable the evaluation committee to determine the financial stability of the offeror (e.g. a D&B Comprehensive Insight Plus credit report or Experian Profile Plus report, balance sheet, statements of income, retained earnings, and statement of cash flows etc.).

3. Section IV.B.3.G. Methodology/ Workers' Compensation and Property, Liability and Crime Coverages (page 30): How many TPAs are used by the Authority to administer these coverages? Who are the TPA(s) used, and at what location of the files that need to be reviewed physically located? Also, are there any Fiscal Years from which the Authority wishes the Offeror to concentrate the random file selection? Is there a report that provides the number of claim files by Line of Business in each of the FY involved in this study?

Answer: There is only one TPA that is used by the Authority to complete Workers' Compensation, Property, Liability, and Crime Coverages. The TPA that is used is Cannon Cochran Management Services Inc. The location of the files are in Albuquerque, New Mexico. Files can span multiple fiscal years. The TPA pulls a list of open files and files closed within the past year at the request of the audit vendor and the vendor then chooses a random selection of claims from both lists.

4. Section IV.G.9 Methodology/ Workers' Compensation and Property, Liability and Crime Coverages (Page 31): Why does the Authority require 35 paper copies of the final report instead of one digital copy that can be distributed electronically? Also, if more than one TPA is utilized to administer the claims arising from these coverages, does the Authority require a separate report for each TPA?

Answer: The Authority requires hard copies for distribution in addition to an electronic copy. The Authority only uses one TPA to administer claims.

5. General (no specific RFP section reference): Has this type of study been previously performed? If so, when and what firm(s) performed the study, and what were the costs?

Answer: An audit is performed every year. Farley Management Inc. completed the audit for the last four years. The cost for FY22 was \$23,170.00.

6. General (no specific RFP section reference): Is there a budgeted amount for this work? If so, can you share that figure?

Answer: Bidders shall provide the most competitive financial offer while adhering to the scope of work and all specifications.

7. Can you please provide the name of other prospective vendors receiving the RFP?

Answer: This information is confidential until an executed contract is in place.

8. Does NMPSIA anticipate presentation of the audit report via Zoom/teleconference, or will an in-person presentation be required?

Answer: Going forward NMPSIA will have meetings in person with an option join virtual. Please be advised this is subject to change at discretion of the NMPSIA Board of Directors.

9. Regarding Campaign Contribution Disclosure Form (pp. 40-42 of RFP): If no contributions of any kind have been given to any New Mexico public employee or public official's employees at any time, is it acceptable to execute only page 42 of the disclosure form?

Answer: Yes, that is acceptable.

10. Is there any form that must be completed pertaining to the New Mexico Preferences referenced in Section 1, F.8 on page 22 of the RFP?

Answer: No form is to be completed

32. New Mexico Preferences

To ensure adequate consideration and application of §13-1-21, NMSA 1978 (as amended), Offerors **must** include a copy of their preference certificate with their proposal. Certificates for preferences must be obtained through the New Mexico Department of Taxation & Revenue <http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>.

A. New Mexico Business Preference

A copy of the certification must accompany Offeror's proposal.