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DATE: 11/13/2023

RFP NUMBER: 24-021CG

RFP TITLE: RFP #24-021CG Part A and Part B

ADDENDUM NUMBER: 4 to Part A

RFP due date and time has been extended to Monday, November 20, 2023 at 3pm local time

Addendum #4 Questions and Answers

Addendum #4, Additional Questions and Answers

1. Pertaining to RFP #24-021CG-E, Tab 5.A. Offerors to Complete, Item 3.7 - Could you provide greater detail on this question. Particularly explain self-administration billing and reconciliation following payment.

As noted in the RFP, SoNM prepares a consolidated premium/fee statement that combines all their agencies. Additional information on this process is not available at this time. Offerors should provide their most competitive offer based upon the specifications provided in this RFP and related Addendums.

2. Pertaining to RFP #24-021CG-E, Tab 5.A. Offerors to Complete, Item 3.12 - Could you provide an example of a public information written request that we may receive.

Reference the information below for more information and procedure for requesting public records under the Inspection of Public Records Act (IPRA):

IPRA Request Information

The Inspection of Public Records Act (IPRA), NMSA 1978, §14-2-1 to – 12, is a New Mexico state law that provides the public access to public records. The law requires open access to almost all public records in state and local government, with a few exceptions. The Attorney General has the statutory authority to enforce IPRA, as do district attorneys.

14-2-8. PROCEDURE FOR REQUESTING RECORDS

1. Any person wishing to inspect public records maintained by the Secretary of State may

submit an oral or written request to the custodian. However, the procedures set forth in this section shall be in response to a written request. The failure to respond to an oral request shall not subject the custodian to any penalty.

2. Nothing in the Inspection of Public Records Act shall be construed to require a public body to create a public record.

3. A written request shall provide the name, address and telephone number of the person seeking access to the records and shall identify the records sought with reasonable particularity. No person requesting records shall be required to state the reason for inspecting the records.

Copies of records may be given to a person who has requested inspection. Reasonable fees may be charged. Advance payment of fees may be required before copies are made.

3. Pertaining to RFP #24-021CG-E, Tab 5.B. Offerors to Complete, Item 5.13 & 5.14 - The RFP instructions indicate offerors can only attach a 1-page "IBAC EAP Questionnaire Additional Information"; however, these two questions ask for examples of communication materials and handouts. Would it be acceptable to use the 1-page to list all the materials? How would you want the materials attached to the submitted proposal?

The 1-page "IBAC EAP Questionnaire Additional Information" pertains to the text of questionnaire responses. Samples of communication materials and handouts are excluded from this limitation. Please label the attachments "IBAC EAP – Sample Communications Material – Offeror Name" and include it in your response to this RFP.

4. Pertaining to RFP #24-021CG-R – IBAC Big Bid RFP Performance Guarantees-Implementation and Operating, Several of the questions pertain to the Big Bid and only a few to EAP. The submittal deadline for EAP is earlier than for the Big Bid. Is it acceptable for the EAP portion only to be completed for the EAP submission?

The Proposal Checklist notes the items to be submitted with Part A proposals. If you are submitting responses to only Part A, you should complete the "RFP#24-021CG_R-Offeror Name-IBAC Big Bid RFP Performance Guarantees File _Part A and B" for Part A along with the other required elements as outlined in the Proposal Checklist. It is acceptable to submit the section(s) applicable to the Part A submission for the "RFP#24-021CG_R-Offeror Name-IBAC Big Bid RFP Performance Guarantees File _Part A and B".