



City of Carlsbad, New Mexico
RFP # 2016-08
Addendum 2

2/26/16

Addendum Notice – Third Party Claims Administration

The City of Carlsbad has been asked the following question regarding RFP 2016-08 and offers the following response in blue text:

Question 1: So if I am understanding this correctly, The summation of lines 1 through 5 are only a value and not a monetary bid price, correct?

The price you indicate on the cost proposal would represent your bid price for each of those items. The total for lines 1 through 5 will represent a total cost for all services and will be used for the purpose of comparing the cost proposals for each offer. The amount you would invoice the City on a per claim basis would vary depending on the amount of the claim.

For example: If you were processing a claim that is less than \$2,500 in value, you would invoice the City as follows:

Claim processing fee (less than \$2,500) plus charges for Items (3,4,5)

If you were processing a claim that is between (\$2,501 and \$5,000) in value, you would invoice the City as follows:

Claim processing fee (\$2,501 to \$5,000), plus charges for items (3,4,5)

For the purposes of comparing competing quotes, the Total Cost for items (1-5) will be used. The proposer with the lowest total cost (Items 1 - 5) will receive the full value of points for that category. The higher proposals will receive a pro-rated points total based on the following formula:

(Lowest Cost Proposal divided by Cost of Higher Proposal) x 20 points = Score for Cost Proposal Category

Matt Fletcher
Purchasing Manager
City of Carlsbad
575-234-7905

If you have any questions, please feel free to contact me at 575-234-7905 or email me at msfletcher@cityofcarlsbadnm.com.

Please return a signed copy of this addendum notice with your bid.

X _____
Name of Representative

Date: _____