



City of Carlsbad, New Mexico
RFP # 2017-04
Addendum 1

4/6/17

Addendum Notice – Third Party Administrator and Health Insurance Coverages

The City of Carlsbad has been asked the following questions regarding RFP 2017-04 and offers the following response in blue text:

Do you have a census to send to us? The employee list you sent is not something we can use. It needs to be in excel format, with DOB, gender, zip code & medical tier (EE, ES, EC or FAM).

Unfortunately the census is not available in an excel format. The list has been sorted by age from oldest to youngest employee. The census already contains the DOB and gender information. All employees would have the same zip code, which would be 88220, the local zip code for Carlsbad, NM. We don't have medical tiers. The proposer should simply provide a composite based on the information provided.

I will also need the following information sent as well:

- Most recent 24 months of month to month claims data with membership.
- Most recent large claims report for the same 24 month

The City is currently in the process of compiling this data and will be releasing it in the form of an addendum very soon. This information will be provided to all those who have submitted an Acknowledgment of Receipt Form.

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: _____

