



City of Carlsbad, New Mexico
RFP # 2017-04
Addendum #5

4/18/17

Addendum Notice – Third Party Administrator and Health Insurance Coverages

The City of Carlsbad has been asked the following question and provides the answer in blue text.

We want to be sure that we understand how the City is requesting the quotes. It appears that TPA's are to submit quotes directly to the City and list any prospective local agents that they will work with. Is that an accurate interpretation?

Yes, that is correct. Proposals should be from the TPA with the following information provided regarding the prospective local agent:

- 1. Resume detailing their experience and qualifications as a local insurance agent;**
- 2. Documentation of New Mexico License;**
- 3. Address of place of business in the City of Carlsbad**
- 4. Their requested commission;**
- 5. Narrative detailing their ability to respond efficiently and effectively to the needs of member employees.**

Both the TPA and Local Agent will be evaluated during the City's selection process.

**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: _____