



City of Carlsbad, New Mexico
RFP # 2017-05
Addendum 9

5/12/17

Addendum Notice – Supplemental Insurance Coverage

Additional questions have been asked in regards to RFP 2017-05 and the City offers the following responses in blue text:

Can you please clarify the definition of what is confidential, is this specifically referencing the rates or is it something else?

This is just standard language in the RFP template. With certain RFP's, for example, some firms might be proposing products or services of a proprietary nature and they do not want their competitors or others to be able to gain information that might be deemed a "trade secret". Perhaps they have a type of software capability that they do not want to disclose to competitors. So, anything could potentially be declared confidential within a proposal. However, the Open Records Act makes it very clear that almost nothing can be kept confidential when it comes to fulfilling a public records request. Anything submitted on a public procurement is open to inspection by the public. There are only a few instances where government records can remain confidential, if the information could endanger someone or violate HIPPA laws.

1) Do you need plan certificates or summary of benefits at this time?

Certificates or plan summaries are not required at this time. However, your proposal should be comprehensive enough to allow the City evaluators to fully access the acceptability of the coverage being offered.

2) Regarding New Mexico Preference Resident Veterans Certificate, we are not a “resident veteran” so do we answer the questions in this section or sign this document?

If you do not qualify as a resident veteran business, you do not need to complete or submit the Resident Veteran Business form. However, the Campaign Contribution form must be completed and signed. Failure to do so will result in disqualification from consideration.

3) Do the 30 pages for the proposal include the addendums?

The 30 page count should only include the “body” of the proposal and does not include any addenda or required forms.

**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: _____