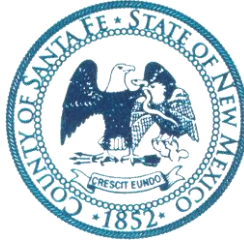


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

August 13, 2018

SANTA FE COUNTY
RFP NO. 2019-0002-HR/MM
INSURANCE BROKER AND BENEFITS CONSULTING SERVICES

ADDENDUM NO. 2

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 2. This documentation shall become permanent and made part of the departmental files.

Attachment A: Pre Proposal Agenda and Sign in Sheet

Please add this Addendum No. 2 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Responders are reminded that any questions or need for clarification must be addressed to Maricela Martinez, Senior Procurement Specialist at mcmartinez@santafecountynm.gov.



PRE PROPOSAL CONFERENCE
RFP# 2018-0002-HR/MM
INSURANCE BROKER AND BENEFITS CONSULTING SERVICES
JULY 13, 2018
2:00PM

Contracting Agency: Santa Fe County

- | | | |
|---------------------|----------------------------------|---------------------|
| • Maricela Martinez | Procurement Specialist Senior | Purchasing Division |
| • Sonya Quintana | Interim Human Resources Director | Human Resources |
| • Ashley Barela | Human Resources Supervisor | Human Resources |

Project Information

Santa Fe County is requesting proposals from qualified Offeror's to provide Insurance Broker and Benefits Consulting Services.

Proposal Information

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Sequence of Events are listed on page 10.
- Proposal Organization - Proposal should be organized as outlined in the RFP on page 20.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 22-24) will be scored by a three to five-member evaluation committee.
- Preferences -
 - 1) N.M. In-State Business Preference Certificate 5% of total weight of all evaluation factors added to score.
 - OR**
 - 2) N.M. Resident Veterans Preference Certificate, 10% total weight of all evaluation factors added to score. For more information on State Preference visit www.tax.newmexico.gov
 - AND**
 - 3) Santa Fe County Preference, 5% of total weight of all evaluation factors added to score. For more information on County Preference visit https://www.santafecountynm.gov/asd/purchasing_division
- Please submit all questions via email to Maricela Martinez at mcmartinez@santafecountynm.gov. The last day for questions will be **Friday, August 17, 2018**. (Please do not contact any other County staff.)
- Addendum will be issued on **August 21, 2018**. (*Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.*)
- Proposal Submittal –
 - Due Date: September 5, 2018**
 - Time: 2:00 PM**
 - Location: 142 W. Palace Avenue 2nd Floor, Santa Fe, NM**



PRE-PROPOSAL CONFERENCE
RFP NO. 2018-0002-HR/MM
INSURANCE BROKER AND BENEFITS CONSULTING SERVICES
MONDAY, JULY 13, 2018
2:00PM

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Amy Gillette	Segal	602-3814065	agilardo@segalco.com
Brandon W. Hensberg	ACN	505-280-5895	brandon.writtenberg@acn.com
Dawn Montano	ACN	505-280-5355	dawn.montano@acn.com
John Rossetti	DANIELS	505-982-7302	JROSSETTI@DANIELSINSURANCEINC.COM
Steve Crawford	"	"	SCRAWFORD@DANIELSINSURANCEINC.COM
Cynthia Allen	"	5 " "	Callen@danielsinsuranceinc.com
Amy Pasho	Brown Brown COMPETITIVE CBA	505-920-5780	apasho@bbnm.com
JAMES R. MOUNTAIN	BENEFITS ADMINISTRATOR	412-3974	jmountain@cba-inc.us
Ashley Barela	HR	(505) 992-9881	abarela@santafecountynm.gov
Suzanne Quastner	HR	995-6507 (505) 992-9881	squastner@santafecountynm.gov
Marcela Martinez	SFC Purchasing	(505) 992-9804	mmartinez@santafecountynm.gov

