

NEW MEXICO MEDICAL INSURANCE POOL
1223 S St Francis Dr., Suite B, Santa Fe, NM 87505

Request For Information (RFI)

Solicitation Number: 2018-01

Date of Issue: November 13, 2018

RFI Title: Auditing Services

Purpose of RFI: To provide information about conducting a financial audit of the New Mexico Medical Insurance Pool's 2018 Financial Statements in accordance with auditing standards generally accepted in the U.S. and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the U.S. Detailed statements regarding claims for 2018 will be available on or around February 28, 2019, and the financial audit must be conducted between then and approximately May 1, 2019. The NMMIP will be available to provide background and answer questions prior to the date claim information is available.

SECTION ONE
INTRODUCTION AND INSTRUCTIONS

1.01 Purpose of the RFI

The New Mexico Medical Insurance Pool (NMMIP), acting through its Board of Directors (Board), is soliciting information from potential bidders to conduct its annual financial audit.

The information, data, comments, or reactions obtained may be used as research to develop a future invitation to bid or negotiation. This RFI does not constitute an Invitation for Bid, Request for Proposal, or Informal Request for Bid or Proposal and is not to be construed as a commitment by NMMIP.

NMMIP will review all responses received. If NMMIP decides to issue a solicitation for services, the procurement will be conducted in accordance with New Mexico State Procurement laws, rules and guidelines.

1.02 Contact and Response Information

The individual below (procurement officer) is the point of contact for this RFI. Please submit responses to the procurement officer by the deadline specified in the RFI Schedule. Please reference the Solicitation Number and Title. You may submit your response in person, by mail, or by email to the procurement officer at:

Address: New Mexico Medical Insurance Pool
Attention: Kristina Campbell, Deputy Director
RFI No. 2018-01
New Mexico Medical Insurance Pool
1223 S St Francis Dr., Suite B
Santa Fe, NM 87505

Email: kcampbell@nmmip.org

1.03 Assistance to Individuals with a Disability

Contact the procurement officer, as soon as possible, if an individual with a disability needs assistance with the RFI, including any events in the RFI Schedule, so reasonable accommodations can be made.

1.04 RFI Schedule

EVENT	DATE
RFI issued	11/13/2018
Deadline for Submission of Questions and Requests for Clarification by 5:00 PM, M.T.	12/7/2018
Answers to Questions Submitted Shall Be Posted Anonymously to NMMIP website	Ongoing, as received
Amendment with Responses to Questions and Requests for Clarification issued approximately (if required)	12/14/2018
Deadline for Submission of Responses by 4:00 PM, M.T.	1/14/2018

1.05 Questions and Requests for Clarification

Please submit any questions or requests for clarifications about this RFI in writing to the procurement officer by the deadline for submission of questions and requests for clarification identified in the RFI Schedule. Preferred method of submission is email.

1.06 Notice Provided – NMMIP Website

This RFI and any related amendment and notices will be posted on the NMMIP website at: www.nmmip.org

Notices related to this RFI will be sent to known potential vendors, but may be forwarded to others by anyone.

Additionally, vendors may request to receive notices related to this RFI by contacting the procurement officer in writing with the following information: RFI title, business name, contact person, mailing address, telephone number, fax number, and email address.

1.07 Respondents Responsible for All Preparation Costs

Respondents are responsible for all costs associated with the preparation, submittal, and presentation of their response to this RFI.

1.08 Bidders List Registration

Registration is not required to respond to this RFI.

If a formal competitive solicitation (RFP) is issued, notice will be sent to bidders on the State Vendor Preference List and other known potential bidders. Individuals and business entities interested in being placed on the Vender Preference List must complete the registration process. For information on becoming a registered bidder, see:

<https://www.generalservices.state.nm.us/statepurchasing/>

1.09 Disclosure of Information and Compliance with New Mexico Open Records Laws

The State of New Mexico has broad open records laws. All information submitted becomes the property of NMMIP and may be returned only at NMMIP's option. The NMMIP voluntarily adheres to the New Mexico's Inspection of Public Records Act (IPRA). Records are closed or confidential only if specifically stated in law.

Respondents may make a written request to hold confidential any trade secrets and other proprietary data contained in its response. Respondent must clearly identify the material considered confidential and explain why the material is confidential. See the New Mexico Office of the Attorney General website for additional information. <https://www.nmaq.gov/ipra.aspx>

If NMMIP receives a request for public information, the procurement officer, in consultation with the NMMIP's legal counsel, shall determine whether the information is an exception to the New Mexico IPRA and the information shall be processed accordingly.

SECTION TWO GOAL AND BACKGROUND INFORMATION

2.01 Goal and Background Information

The NMMIP is requesting information to identify potential vendors for auditing services.

The following background information is intended to help respondents understand the needs of the NMMIP:

The NMMIP was established by the 1987 New Mexico State Legislature. Its enabling legislation can be found at NMSA 1978 §59A-54-1 through §59A-54-21. The Pool was created as a nonprofit entity to provide access to health insurance coverage to residents of New Mexico who are denied health insurance and considered uninsurable. NMMIP also provides health benefit portability coverage to New Mexicans who have exhausted COBRA benefits and have no other portability options available to them.

NMMIP is governed by a Board of Directors. It is administered by Benefits Management Inc. who handles eligibility, enrollment, member services and claims processing. The Delta Consulting Group Inc. was awarded the Executive Services contract for the Pool and handles the day-to-day operations. Established in 2008, Delta Consulting Group Inc. (Delta) is a local management consulting firm specializing in management services for nonprofit organizations and professional associations.

NMMIP's financial audits for the past ten years can be found on its website at: <https://nmmip.org/audits/>

2.02 Information Requesting

NMMIP is requesting information to determine the level of interest in providing auditing services, the amount of time and costs necessary to conduct a complete audit for 2018, and to determine whether the cost would exceed the small purchase contract and would thus require issuance of a full RFP in accordance with the New Mexico Procurement Code.

SECTION THREE RESPONSE FORMAT AND CONTENT

3.01 Response Preparation Instructions

Respondents are asked to provide a response in the following format:

A. Introduction

Please provide:

1. Contact name, phone number, and email
2. Business name, address, and phone number

B. Technical Response

Respondents are asked to provide the following information:

1. Description of firm
2. Experience with similar financial audits
3. Experience auditing health insurance financial statements involving medical claims processing and billing
4. Estimated schedule / timeframe to conduct the 2018 financial audit
5. Number and experience of staff provided for audit
6. Vendor recommendations on technical specifications, onsite visits, number of meetings with Staff, identification of materials necessary for conducting audit and identification of who should make up the audit team to respond to questions for the NMMIP

C. Cost Estimate

Respondents are asked to provide estimated costs to help NMMIP understand acquisition and on-going costs.

Any cost estimates requested are for budgeting purposes only. Responders will not be held to price estimates provided as part of the RFI should NMMIP later decide to issue a competitive solicitation.

D. Enclosures

Respondents are asked to provide the documentation as necessary to support the Technical Response above, and any other documentation respondents believe is necessary for the NMMIP's consideration.

Examples: Detailed specs, product literature, price lists, scope of services provided, staff bios, etc.