



**THE NEW MEXICO HEALTH INSURANCE EXCHANGE
REQUEST FOR QUOTES FOR**

**INVESTMENT MANAGER SERVICES
RFQ NO.: 2021-002**

**RELEASED: Wednesday, March 31, 2021
QUOTES DUE: Monday, April 26, 2021, 3:00 PM MST**

KEY DATES

RFQ Released	March 31, 2021
Acknowledgment of Receipt Forms Due	April 12, 2021
Question Deadline	April 12, 2021
Answers to Written Questions	April 16, 2021
Quotes Due	April 26, 2021
*Possible Interviews / Questions from Evaluation Committee	Week of May 3, 2021
*Selected Vendor Notified	No later than May 7, 2021
*Contract Finalized	No later than June 1, 2021 (after Board approval)

* The Procurement Administrator will make every effort to adhere to this schedule.

1. **PURPOSE**

The purpose of this Request for Quotes (RFQ) is to solicit quotes to establish a contract with a qualified Investment Manager. The core function of the vendor will be to manage the investment of the funds of the New Mexico Health Insurance Exchange, which currently total approximately \$15.5 million. The anticipated contract term will be two years, from August 1, 2021 through July 31, 2023.

2. **BACKGROUND**

The New Mexico Health Insurance Exchange (NMHIX or the “Exchange”), also known as beWellnm, is New Mexico’s health insurance marketplace. The Exchange was created in 2013 by the New Mexico Legislature and was established as a public non-profit corporation. The mission of the Exchange is to promote access by New Mexicans to high-quality, affordable health insurance coverage. The Exchange is governed by a 13-member Board of Directors (“Board”).

The Exchange currently operates as a State-Based Marketplace utilizing the Federal Platform (SBM-FP). As an SBM-FP, it conducts outreach and education, operates a call center, and runs the Small Business Health Options (SHOP) program, which opened in 2014. In September 2018, due primarily to an inflexible system, rising costs with forecasted increases for leasing healthcare.gov, and limited access to state-level data, the Board elected to transition to a State-Based Marketplace (SBM), to be operational during the open enrollment period in 2021 for plan year 2022.

3. **SCOPE OF WORK**

The selected vendor will be responsible for the following services:

A. Evaluation of Strategic Asset Allocation Framework.

- The vendor will perform periodic evaluations of NMHIX’s strategic asset allocation framework, which outlines required upper limits, lower limits, and strategic allocation for asset classes to be included in the portfolio.

B. Administration of the Investment Pool.

- The vendor will administer the investment pool within the parameters specified in the NMHIX Investment Policy Statement and under direct oversight of the Finance Committee. The vendor will be required to provide monthly and annual accounting reports summarizing all activities related to the portfolio. The vendor must be available to report the results of investment activity at least quarterly.

C. Delivery of Custodial Services.

- The vendor will be responsible for custodial services safeguarding the assets of the portfolio. Responsibilities will include but are not limited to settlement of securities bought and sold, collection of dividends and interest payments from the securities in the portfolio, and administration of corporate actions on securities held, such as stock splits or dividends.

4. **CONTENT OF QUOTE**

A. Services Overview and Description

Quotes should describe how the respondent will meet each of the items in Section 3, Scope of Work, and should follow the organizational structure and order of Section 3.

B. Qualifications and Experience

Quotes should include responses to the following:

- A. Please provide a summary of your firm. Include the location of your firm's offices, the year formed, number of employees, and ownership structure.
- B. Please describe the financial condition of your firm, parent, or affiliate. Within the past three years, have there been any changes in ownership or restructuring? If anticipated, describe any future, significant changes in your firm.
- C. Is your firm a registered investment advisor under the Investment Advisors Act of 1940? (If so, please provide latest Form ADV). Can your firm provide fiduciary services to its clients?
- D. Within the past five years, has your organization or an officer or principal been involved with any business litigation or other legal proceedings relating to your consulting activities? Please provide details with respect to the current status or disposition.
- E. Please provide a list of personnel, including subcontractors as applicable, who will work on the project, detailing their education, training, years with the firm, work experience and the anticipated amount and/or portion of time each will devote to this project. Resumes should be submitted for Key Personnel and any other personnel the Respondent deems relevant, including subcontractors. Resumes may be attached as an appendix.

C. Detailed Price Quote

Provide a detailed and complete price quote for all tasks included in the Scope of Work. The quote must include all fees and charges for the provision of services. Respondents should provide a detailed breakdown of all fees and costs. At a minimum, respondents should include hourly rates and anticipated hours necessary for performance of the tasks included in the Scope of Work. If applicable, please identify any costs or expenses, such as travel, for which you would expect reimbursement.

The price quote must be inclusive of all taxes. To the extent the goods and services to be provided under the contract are subject to any excise tax, public service tax, use tax, or any

other federal or state tax, the selected contractor, and not NMHIX, shall be responsible for and shall pay such tax. No additional payments shall be made to the selected contractor, or shall be made on the contractor's behalf, related to any tax.

D. References

Provide at least two references for previous similar positions. Preference will be given to references that are related to work employers in New Mexico or quasi-governmental agencies. The reference must include the customer contact name, company, physical address, telephone number, email address, length of contract, and length of time that the account has been a reference.

5. QUESTIONS

If necessary, respondents are invited to submit written questions and requests for clarifications regarding this RFQ. Respondents may submit questions to the Procurement Administrator at RFP@nmhix.com. If the questions, requests for clarifications, or suggestions pertain to a specific section of this RFQ, respondent should reference the page and section number. NMHIX is not obligated to provide answers to written questions. If NMHIX decides to answer a question or adopt a suggestion that modifies this RFQ, NMHIX will issue an addendum to this RFQ. Any such addendum will be emailed to potential respondents who have provided NMHIX with a signed Receipt of Acknowledgment Form (Attachment A).

6. RESPONSE DEADLINE

Responses to this RFQ must be received by NMHIX no later than **Monday, April 26, 2021, 3:00 PM MST**. It is the respondent's responsibility to ensure that its quote is received prior to the deadline. Respondents should submit their quotes by email to RFP@nmhix.com and include "Investment Manager Services" in the subject line. You may also deliver your quote, c/o Aryn Fitzwater, Procurement Administrator, to 7601 Jefferson St. NE, Ste. 120, Albuquerque, NM 87109.

If your company is unable to provide the services sought, we would appreciate an email response for our records, advising us of the same.

7. EVALUATION, POSSIBLE INTERVIEWS, AND CONTRACT NEGOTIATIONS

An Evaluation Committee will evaluate the quotes. During this time, the Procurement Administrator may initiate discussions with respondents who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the quotes. However, quotes may be accepted and evaluated without discussion. Discussions shall not be initiated by the respondents.

Respondents may also be asked to participate in interviews or presentations, either telephonically or at a location to be determined. Whether or not interviews or presentations will be held is at the discretion of the Evaluation Committee. If the Evaluation Committee decides to hold interviews or presentations, the Procurement Administrator will notify the finalist

respondents of this decision as soon as possible. Failure to comply with requests for discussions, additional information, interviews or presentations may result in rejection of the quote.

A Notice of Intent to Award will be sent to the respondent whose proposal is the most advantageous to NMHIX. The respondent shall promptly participate in negotiation of the contractual agreement resulting from this RFQ. The contract is subject to, and will be signed after, approval of the NMHIX Board. In the event mutually agreeable terms cannot be reached with the apparent most advantageous respondent in the time specified, NMHIX reserves the right to finalize a contractual agreement with the next most advantageous respondent without undertaking a new procurement process.

8. **PROCUREMENT ADMINISTRATOR**

The Procurement Administrator for this RFQ is:

Aryn Fitzwater
The New Mexico Health Insurance Exchange
7601 Jefferson St. NE, Ste. 120
Albuquerque, NM 87109
505.314.5215
afitzwater@nmhix.com

**Please include "Investment Manager Services" in the subject of any emails.*

9. **RESTRICTION ON COMMUNICATIONS**

From the issue date of this RFQ until the Evaluation Committee announces its selected contractor, all communications related to this RFQ must be with the Procurement Administrator, and all such communications must be in written form via email to RFP@nmhix.com or to afitzwater@nmhix.com. The Procurement Administrator will respond only to written questions regarding the procurement process and this RFQ. Oral questions will not be accepted. Respondents may be disqualified if they contact any employee, Board member, or other affiliate of NMHIX regarding this RFQ.

10. **AMENDMENT OR WITHDRAWAL OF RFQ**

NMHIX reserves the right to amend or withdraw the RFQ at any time and for any reason. Amendments and/or notices of withdrawal will be sent to the list of interested respondents.

11. **AMENDMENT OR WITHDRAWAL OF QUOTE**

Respondents may amend or withdraw their quotes at any time before the response deadline listed in section 6.2. The amendment must be in writing, signed by the respondent, and received by the time set for the receipt of quotes. Respondents must notify the Procurement Administrator in writing prior to the deadline for responses if they wish to withdraw their quotes.

12. DISCLOSURE OF QUOTE CONTENTS

Quotes will be kept confidential until negotiations and a contract award are completed by NMHIX. At that time, all quotes and documents pertaining to the RFQ will be open to the public, except for material that is clearly marked proprietary or confidential. The Procurement Administrator will not disclose or make public any pages of a quote on which the respondent has stamped or imprinted "proprietary" or "confidential" subject to the following requirements:

- Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.
- Confidential data is restricted to:
 1. confidential financial information concerning the respondent's organization; and
 2. data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, NMSA 1978, § 57-3A-1 to 57-3A-7.

If a respondent believes that information in its quote is proprietary or confidential, the respondent should submit a redacted quote that will be available to the public. "Redacted" means a version/copy of the quote with the information considered confidential as defined by NMAC 1.4.1.45 and defined herein blacked out but not omitted or removed.

PLEASE NOTE: The price of products offered or the cost of services proposed **shall not be designated** as proprietary or confidential information. If a request is received for disclosure of data for which a respondent has made a written request for confidentiality, NMHIX shall examine the respondent's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the respondent takes legal action to prevent the disclosure, the quote will be so disclosed. The quote shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

13. NO OBLIGATION TO CONTRACT

The issuance of this RFQ in no way constitutes a commitment on the part of NMHIX to enter into a contract. The Exchange reserves the right to reject any or all proposals received in response to this RFQ at any time prior to the execution of the contract.

14. NO CONFLICT OF INTEREST

Qualified vendors will not have a conflict of interest. By submitting a quote in response to this RFQ, respondent warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any matter or degree with the performance or services required under a contract resulting from this RFQ. Bidder certifies that it is in compliance with the requirements of the Governmental Conduct Act, NMSA 1978, §§ 10-16-1 through 10-16-18, regarding contracting with a public officer or state employee or former state employee.

Attachment A
ACKNOWLEDGEMENT OF RECEIPT FORM
Request for Quotes for Investment Manager Services
RFQ No. 2021-002

In acknowledgement of receipt of this RFQ, the undersigned agrees that she/he has received a complete copy, beginning with the title page and ending with Attachment A.

This form should be signed and returned to the Procurement Administrator listed below no later than April 12, 2021. Only potential respondents who return this form completed with the indicated intention of submitting a proposal will receive copies of any respondent written questions and the written responses to those questions as well as RFQ amendments, if any are issued.

ENTITY: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to the RFQ.

Entity does/does not (circle one) intend to respond to this RFQ.

Request for Quotes for Investment Manager Services; RFQ No. 2021-002
Aryn Fitzwater, Procurement Administrator
The New Mexico Health Insurance Exchange
7601 Jefferson St. NE, Ste. 120
Albuquerque, NM 87109
Email: RFP@nmhix.com