



## Executive & Legislative Representation Services Request for Quotation

January 18, 2019

BeWellnm (the New Mexico Health Insurance Exchange) is issuing this Request for Quotations for a small purchase contract to hire an outside firm or person to represent beWellnm's interests in all levels of the executive and legislative branches. Please find a description of the scope and responsibilities below.

BeWellnm is asking that all vendors interested in this work **submit a quote no later than 5:00pm Mountain Time, January 22, 2019**. Your quote should include a cover letter, a resume/biosketch that reflects expertise at both legislative and executive level, and completed pricing sheet. Pricing sheet should include a monthly retainer rate and/or hourly rate with a brief explanation of how they will be applied. The selected vendor will be notified on January 23, 2019 and work will commence upon completion of a contract. If you have any questions, please e-mail them to [jbustamante@nmhix.com](mailto:jbustamante@nmhix.com) as soon as possible. I will provide answers within 24 hours or sooner.

Thank you in advance for your submission.

Executive & Legislative Representation Services	
<b>Description</b>	Represent beWellnm's interests in all levels of the executive and legislative branches.
<b>Scope</b>	Contractor shall: <ul style="list-style-type: none"><li>• Monitor policy discussion and track legislation that potentially affects beWellnm.</li><li>• Articulate beWellnm's interests and policy preferences as an organization.</li></ul>



	<ul style="list-style-type: none"><li>• Report to beWellnm regarding the contractor’s work and activities of the executive and legislative branches of interest to beWellnm.</li></ul>
<b>Assumptions</b>	Contractor shall: <ul style="list-style-type: none"><li>• Maintain all equipment and technology –including computers, Internet connectivity, and telephone connectivity-- as necessary;</li><li>• Maintain the highest levels of confidentiality as appropriate</li></ul>
<b>Payment</b>	<ul style="list-style-type: none"><li>• BeWellnm shall pay Contractor an agreed-upon retainer and/or hourly rate inclusive of applicable Gross Receipts Tax.</li><li>• Payment shall be made only for services actually performed, upon receipt and approval by NMHIX of a detailed invoice, which shall include sufficient information to enable the NMHIX to verify contractor’s work.</li></ul>