



County of Bernalillo

State of New Mexico

Procurement & Business Services Purchasing Section

One Civic Plaza, NW, 10th Floor
Albuquerque, New Mexico 87102
Office: (505) 468-7013 Fax: (505) 468-7067
www.bernco.gov/purchasing/

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Manuel Gonzales
Sheriff

Manny Ortiz
Treasurer

Date: March 20, 2016

Attn: All Prospective Associations

From: Annie Baca, Senior Buyer

Subj: **Request for Proposals (RFP) #27-16-AB**
Benefits Consulting Services

On behalf of Bernalillo County Human Resource Department the Purchasing Department is soliciting proposals from qualified Offerors for Benefits Consulting Services.

Pertinent RFB documents can be downloaded through the purchasing website, www.bernco.gov/purchasing at no cost; firms must be registered to download the document. If not registered, interested parties may register at <http://www.bernco.gov/finance/vendor-registration.aspx>. Vendors are also welcome to contact Rosemarie Perea at (505) 468-7256, or by e-mail rperea@bernco.gov to request a hard copy document at a cost of 50 cents per page.

A **Non-Mandatory** pre-proposal conference will be held on **Tuesday, March 29, 2016 at 10:00 a.m.** (local time) at the Albuquerque/Bernalillo County Government Center, One Civic Plaza NW, 10th Floor, Purchasing Conference Room, Albuquerque, N.M. 87102.

Sealed submittals must be addressed to the Purchasing Department, One Civic Plaza NW, 10th Floor, Room 10010, Albuquerque, NM 87102 and received no later than **4:00 p.m. (local time), April 19, 2016**. Delivery of proposals is the sole responsibility of the Offeror. The Purchasing Department will date and time stamp the sealed envelope upon receipt.