

Office of the Superintendent of Insurance
Questions and Responses to RFP 2025-0001
Continuing Education Coordinator

Questions	Responses
Sequence of Events, RFP p. 7. Question: What is the anticipated award date?	OSI is anticipating an award date on or about the first part of March 2025. The award is subject to appropriate Department and State approval.
Cost Proposal, RFP, p. 22. Question: Please provide the current fees for: <ul style="list-style-type: none"> • C.E. Course Application – New • C.E. Course Application – Renewal • C.E. Provider Application – New • C.E. Provider Application – Renewal • Instructor Applications • Course Audits 	C.E. Course Application – New - \$80.00 C.E. Course Application – Renewal - \$40.00 C.E. Provider Application – New - \$0 C.E. Provider Application – Renewal - \$0 Instructor Applications - \$0 Course Audits – Please refer to Page 67 of the RFP.
Cost Proposal, RFP, p. 22. Question: Please provide the 2024 volumes for: <ul style="list-style-type: none"> • C.E. Course Application – New • C.E. Course Application – Renewal • C.E. Provider Application – New • C.E. Provider Application – Renewal • Instructor Applications • Course Audits 	C.E Course Application New & Renewal 2024 – 1,086 <ul style="list-style-type: none"> • New = 724 • Renewal = 362 C.E Provider Application New & Renewal 2024 – 18 Instructor Applications – 500+ Course Audits 2024 - 0
IV. Specifications. A. Detailed Scope of Work, Requirements, General. Question: Do you have a handbook for providers, or will we need to create one?	C E Coordinator will need to create one from the scope of work listed on the RFP
IV. Specifications. A. Detailed Scope of Work, 2. Requirements, RFP pp. 23-31. Question: Do you use only SBS for continuing education (CE) tracking or is there an internal system utilized as well?	OSI uses SBS only for CE Tracking
IV. Specification, A. Detailed Scope of Work, 13.4.7.11 Provider and Course Requirements. F. Enrollment. RFP p. 39. Question: How are the CE fees collected? Is anything remitted back to the Department?	Currently, the CE fees are being collected through SBS.

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IV. Specifications. A. Detailed Scope of Work, 13.4.7.8 Insurance Continuing Education Coordinator, 2. Requirements. 2.7. RFP p. 29. Question: How many course audits are in person and how many are virtual? Are audits done on a monthly or annual basis?	Currently, OSI has not done any audits. Please refer to page 67 of the RFP.
IV. Specifications. A. Detailed Scope of Work, 2.3., RFP p. 25. Question: Will we be rostering/banking CE credits?	No.
IV. Specifications. A. Detailed Scope of Work, 2.2, RFP pp. 24-26. Question: Do you utilize the NAIC uniform continuing education application, or do you have your own state application?	OSI uses the NAIC uniform CE application only. New Mexico does not have its own application.
IV. Specifications. A. Detailed Scope of Work, 2. Requirements, RFP p. 23-31. Question: Will the OSI provide training for their processes on SBS, or will SBS be doing the training?	Either OSI or SBS will provide training.
Section 2.9, RFP p. 29. Question: Do you have sample reports that you can provide?	OSI does not have a report. CE Coordinator can create one for use.