

CITY OF LOVINGTON
REQUEST FOR PROPOSAL (RFP)
ADDENDUM 1

INSURANCE BROKER

PROPOSAL #2024-002

Addendum 1: Update to RFP Schedule

City of Lovington, Finance Office
214 S Love Street
Lovington, New Mexico 88260

CONTACT: Melissa Boydston, Chief Procurement Officer
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RFP SCHEDULE

The Procurement Manager will make every effort to adhere to the following schedule:

Action	Responsibility	Date
Issue of RFP	City of Lovington Finance	March 14, 2024
Submission of Proposal	Offeror	March 25, 2024 10:00 am (MST)
Selection of Finalists	Evaluation Committee	April 2, 2024
*Finalists Interviews	City Commissioners	April 8, 2024
Update to City Commission	Finance Director	April 22, 2024
Insurance Broker approval	City Commissioners	May 13, 2024
<p>*The selection committee <i>may</i> interview the Offeror(s) of the top-rated proposals; however, contracts may be awarded without such interviews.</p> <p>This schedule is subject to change. All offerors will be notified of schedule changes by addendum via e-mail, fax or US Mail, and/or by posting to www.lovington.org, under "Procurement".</p>		