



PRE-PROPOSAL CONFERENCE – MEETING MINUTES

RFP No. 2026-003 – Employee Benefits Insurance Broker Services

Date & Time:

March 30, 2026 – 10:00 AM

Location:

City of Lovington

1. Opened Conference

The pre-proposal conference for RFP No. 2026-003 was started. The purpose of the meeting was to provide an overview of the RFP, clarify requirements, and address general questions from interested vendors.

2. Introduction

City personnel were introduced. Vendors in attendance provided their names and company affiliations. Evaluation committee members were not identified in accordance with procurement requirements.

3. Overview of RFP

Staff provided a summary of the scope of services, proposal requirements, contractual terms, and evaluation criteria.

4. Procurement Process Reminders

Oral responses are informal and not binding. Official responses are provided in writing. Vendors are responsible for monitoring updates. Late proposals will not be accepted.

Proposal Deadline: April 13, 2026 at 3:00 PM

5. Questions & Discussion

Vendors asked questions regarding cost structures, benefits scope, broker services, service expectations, agreements, procurement preferences, plan flexibility, and experience. Written responses have been provided separately.



6. Key Discussion Themes

Emphasis was placed on comprehensive services, alignment with City needs, cost-effective solutions, and strong communication.

7. Closing

The meeting concluded with a reminder of submission deadlines and written question procedures.