

SOLE SOURCE JUSTIFICATION REQUEST FORM

New Mexico Counties Insurance Authority
Ron Lethgo, Chairman of the Board
Designated CPO: Amber Hamilton

Vendor Name: New Mexico Counties

Address: 444 Galisteo Street City: Santa Fe State: NM

Estimated Cost: \$4,325,000

Term: 1/1/21-12/31/21 (Sole Source Valid for One Year)

1. SCOPE OF SERVICES

REGARDING GENERAL ADMINISTRATIVE SERVICES, Contractor shall:

- Provide NMCIA with use of the Contractor's offices, as agreed, to fulfill obligations of NMCIA and its Members.
- Provide NMCIA use of office and data processing equipment necessary to service NMCIA Members and the Board of Directors— including ancillary space in location(s) helpful to the purposes of NMCIA.
- Provide other staff support services as agreed between the Contractor and NMCIA, provide advice to NMCIA in matters pertaining to the program, and perform such other related services as may be reasonably necessary for the operation of NMCIA plans and programs.
- Utilize NMCIA's existing implementation of the Origami Risk Management Information System for the purposes of claims management, vendor management, bank account management, as a loss prevention data repository, as a Member asset repository, as an underwriting tool and platform, and as a Member portal and dashboard system
- Attend board meetings to provide such information concerning the operation of the NMCIA pool during the contract term, not otherwise included hereunder, as it may be reasonably requested.
- Assist with development of meaningful underwriting and rating criteria for Members as agreed with NMCIA, and assist with or contract as needed with actuaries to review and assess underwriting and rating plans.
- Retain and maintain all NMCIA records and papers.
- Procure whatever goods and services required for the efficient administration of the NMCIA pool.
- Fulfill the obligations of the Administrator as those duties are now or may in the future be defined by the NMCIA Bylaws.

REGARDING TREASURY AND FINANCIAL SERVICES, Contractor shall:

- Maintain an accounting system, with accounts separate from that of the Contractor to account for the operation of NMCIA including its pooled funds.
- Perform contribution/premium billing and collection.
- Perform billing and collection of all claim deductibles.
- Prepare monthly Financial Statements (Balance Sheet, Operating Statement, Investment Statement, etc.) and provide related accounting services to support NMCIA financial systems.
- Prepare and maintain an annual budget for NMCIA.
- Present financial reports and statements at all NMCIA Pool Board meetings
- Serve as investment officer and manage all NMCIA investments for the maximum return following policy's established by the Board and in compliance with all GAAP and GASB standards applicable to local government entities in New Mexico
- Manage pool investment accounts to efficiently ensure adequate cash flow capacity for claim payments as they occur throughout the year
- Maintain all financial records for NMCIA to comply with State record retention statutes, and any policy adopted by the NMCIA Board
- Manage all necessary financial filings on behalf of NMCIA, including but not limited to necessary IRS reporting
- Contract, manage and pay for a financial audit(s) of the NMCIA pooled funds by a CPA, periodic audit of claim procedures and operations of the NMCIA, and actuarial review and development of rates and losses as deemed necessary.
- Maintain all necessary information in the Risk Management Information System, including deductible posting, subrogation reimbursements, reinsurance reimbursements, bank account information, bank balance information and adjustments to claim payments when necessary
- Maintain all vendor records in the Risk Management Information System as well as in the Financial Management System, ensuring no duplication and appropriate compliance documentation is in hand
- Production of all 1099 documentation as required for all vendors on an annual basis and within compliance of IRS guidelines

REGARDING UNDERWRITING, DEDUCTIBLE SELECTION, AND CONTRIBUTION SERVICES, Contractor shall:

- Document and publish an underwriting process that utilizes insurance industry standards. The Contractor shall ensure the data contained within Origami is updated and accurately reflects net incurred costs to the insurance pool. Additional underwriting inspections of

members to determine appropriate levels of member contributions to support Board policies towards the financial health of the Pool.

- Provide each member deductible analysis to support management decision making regarding the choice of an appropriate deductible, per line of coverage
- Provide an annual report and presentation at the NMCIA Membership Meeting focused on insurance market trends, product lines, coverage gaps, and additional coverages that may benefit the Members.
- Maintain a professional working relationship with an insurance broker selected by NMCIA. The Broker will have a demonstrated record of successfully supporting self-insured public entities.
- Provide instruction and training to any Member regarding aspects of risk identification, analysis, control, financing and management
- Participate in the interviewing process of individuals for key positions in County government as requested by Members
- Participate with Members in the creation of RFP content for services addressing areas of county operations involving exposure to high liability
- Participate with Members in the analysis of RFP responses addressing areas of county operations involving exposure to high liability
- Retain a vendor to perform a mandatory annual payroll audit(s); and every three years each member will receive a more extensive check on classification, payroll accuracy, and IRS reporting, with a small number of payroll transactions being individually audited.
- Retain a vendor to perform a property audit of each Member on a three-year cycle.
- Retain an actuary and produce a report for annual reviews and assistance in preparing and recommending contribution amounts from Members based on best actuarial scientific analysis
- Host an annual conference of the NMCIA's Members and such other conference(s) or meetings deemed appropriate by the Board.

REGARDING LOSS CONTROL, Contractor shall:

Develop and implement an overall loss control program to include the following:

- Provide annual on-site loss control and safety inspections to each Member.
- Provide written reports to the member based on such inspections, including, if applicable, recommendations to mitigate identified risks. If requested, provide the NMCIA Board a written report including a summary of findings.
- Consult with Members to create, operate and staff Safety Committees.

Provide opportunities for member training, including:

- A weekly safety talk program, such as the Risk Awareness Program (RAP) customized for each Member
- An online training resource that covers all aspects of County government, including Law Enforcement and Detention operations, such as the Local Gov. U. online system
- Arranging specialized vendor training in the areas of critical operations in Sheriff's Offices and Detention Centers

- Providing OSHA training for employees of members in various locations in the State (at a minimum, OSHA 10 hour and OSHA 30 hour curriculum)
- Providing a Defensive Driving training curriculum
- Providing training programs for newly elected officials, such as the BIPO (Better Informed Public Officials) conference which provides newly Elected Officials with critical information regarding their duties and responsibilities, specific to each elected office, including harassment training, employment practices training, and EEO training, amongst other topics
- Providing nationally certified state-wide training on all aspects of county operations

Custom trainings as requested by members, including:

1. Hotworks
2. Harassment Prevention
3. Repertory Protection
4. CPR
5. Mental Health First Aid, etc.

Provide Sample Policies and Procedures for Detention Centers, Law Enforcement, Harassment and Sexual Harassment, etc.

Retain subject matter experts in the areas of Law Enforcement and Detention Center operation to customize policy templates for individual members

Perform Operational Audits of Law Enforcement Agencies and Detention Centers, auditing SOP's and Policies, auditing the training taking place to teach the SOP's and Policies, and auditing the documentation that demonstrates SOP's and Policies are being followed.

Provide financial and operational support to the Detention Center Accreditation Program.

Provide legal consultation to members in all areas of county operations including in particular employment, law enforcement and detention practices. Perform contract review with a special emphasis on insurance/indemnification/contingent liabilities language.

Develop and implement when approved, other programs to prevent/reduce loss

REGARDING WORKERS' COMPENSATION ADMINISTRATIVE SERVICES, Contractor shall:

- Utilize NMCI's claims management system (Origami) and have staff that can administer, configure, and train contractor staff and Members in the use of Origami.
- Prepare, maintain, and file all records and reports that may be required by legal authorities (state, local, or federal).
- Comply with all the requirements of the NMCI's Joint Power Agreement; and, Bylaws and policies as amended from time to time.
- Provide the Board of Directors with an annual audit as required by law.
- Comply fully with all rules, regulations, guidelines or procedures established by the Board of Directors.

REGARDING WORKERS' COMPENSATION CLAIMS HANDLING, Contractor shall:

- Hire and retain professional workers' compensation.
- Establish reporting procedures that are compatible with the needs and organizational structure of the NMCIA Members.
- Provide necessary forms and instructions for use. Such forms are to include appropriate Notice of Accident and E1 Forms consistent with State of New Mexico guidance.
- Provide customer service lines for injured employees.
- Develop specific service instructions with NMCIA Members for the handling of claims.
- Develop specific service instructions with NMCIA for the handling of catastrophic claims.
- Conduct such investigation into the specifics of each individual report of employee injury as in the exercise of professional judgment would seem necessary. Enhanced efforts shall be taken to identify possible fraudulent claims including recorded statements from claimants and discussions with the claimant's supervisors.
- Subject to the exercise of professional judgment, accept and settle or deny all reported claims for employee injuries on behalf of NMCIA in accordance with the applicable Workers' Compensation Law. NMCIA Members shall be notified of all potential settlements and the final decision for all settlements shall rest with the NMCIA Board of Directors as established. Any settlement is to include preparation and actuation of all necessary stipulations, compromise, and release agreements.
- The Contractor may select and employ outside professionals such as surveillance personnel, expert witnesses, and attorneys to assist in the investigation, adjustment, and defense of claims. If it is in the best interest of NMCIA to retain any aspect of this function from the Contractor, the NMCIA Board of Directors reserves the right to do so.
- NMCIA may select specific vendors and pricing schedules for the following services: Legal services, Field Case Management, Translation services, Transportation services, Surveillance and Investigation services, Medicare Set-Aside services and Court Reporting services. However, if it is in the best interest of NMCIA to use vendors the Contractor has existing relationships and set pricing with, NMCIA reserves the right to do so.
- The Contractor must be able to review all bills for such services for reasonableness and conformity to any pre-established rates or fees and have the ability to adhere to any set pricing schedules.
- The Contractor must agree to work collaboratively with these outside professionals, including data sharing, portals and other methods for sharing information.
- Review all medical bills and bills for other services for which a claim is being made for reasonableness and conformity to rules, regulations, and legally imposed medical and surgical fee schedules.
- Prepare and maintain files necessary for legal defense of claims and/or other litigation (such as actions for subrogation, contribution, or indemnity) or other proceedings.
- Where appropriate or desirable, attend hearings, depositions, mediations, and other proceedings. The adjuster handling the claim file will provide an updated written file report within 72 hours after the hearing, deposition, mediation or other proceeding.

- At the request of NMCIA, Contractor will provide a complete copy of all files involving litigation, potential or actual subrogation, or potential or actual recovery from special or second injury funds to the requesting Member.
- Aggressively pursue all possibilities of subrogation, excess insurance reimbursement, third party liens, contribution or indemnity and/or recovery from special or second injury funds on behalf of NMCIA.
- Periodically as appropriate, but at least every quarter, review all open cases and complete a strategic action plan in order to assist in the settlement of the cases. Such written reviews shall include a review and verification of outstanding reserves. Participate in quarterly reviews of field case management progress and legal progress. A written summary of the review shall be documented in the open case file and shall be provided to the NMCIA Member within 15 working days after the end of the period for which the report is being made. It is anticipated that at least three claim reviews will be done annually in person at mutually agreed upon locations as the Member prefers.
- The supervising adjuster shall meet with NMCIA's Board of Directors or its designee thereof to consult with and refer all questionable or contested cases and those with an estimated value in excess of \$50,000.
- Conduct adequate, timely and complete 24-hour contact investigation of claims regardless of exposure (24 hours from first notice to WC management organization, not 24 hours from when adjuster received).
- Document and establish reserves on a periodic basis for all claims. Review previously set reserves on a regular basis and adjust as necessary with notice to the Member.
- Pay vendor bills (attorneys, surveillance, etc.), within 30 days.
- Develop and follow appropriate written policies when (i) the injured employee requests a second opinion, (ii) medical evaluation is questioned, (iii) grievance report is filed, or (iv) when a request to change doctors is made after 61 days of treatment.
- Assist, as appropriate, in the scheduling of independent medical examinations.
- Monitor the purchase of items deemed to be medically necessary for the accommodation of an injured employee
- Maintain a New Mexico office with service personnel available from 8:00 a.m. to 5:00 p.m.
- Provide in-house Nurse Case Management capabilities with an emphasis on supporting the employees of the County governments in New Mexico.

REGARDING WORKERS' COMPENSATION BILL REVIEW, AUDIT SERVICES, AND GENERAL CONDUCT Contractor shall:

Ensure all workers' compensation claim vendors, including medical bill review vendors, pharmacy bill review vendors, critical incident vendors, and nurse case management vendors provide services that are in compliance with statute, case law and WCA rules, as well as provide value to NMCIA.

For Medical Bill Review:

Promptly review medical/surgical bills (in and out of network) for accuracy including, but not limited to, as they relate to the following:

1. Duplicate billings
2. Unbundling of charges
3. Upcoding of charges
4. Approval and appropriate precertification

Review medical bills that:

1. Are not subject to fee schedule coding
2. Are for services not specifically addressed in the fee schedule
3. Need an in-depth medical interpretation of the rules and regulations
4. In the exercise of professional judgment, specifically warrant review

Process, pay and mail bills within 30 days of receipt.

Reimburse NMCIA for any overpayments made in the bill review process, within 30 days of identification of overpayment. Reimburse NMCIA for any penalties and/or interest associated with inaccurate payments.

For Medical Auditing Services:

1. Audit in-network and out-network hospital/provider bills Exceeding \$25,000
2. Where a departmental charge exceeds 10% of the total bill
3. As request by the NMCIA Board for accuracy and appropriateness

Develop and follow written policies on how late charges, no show charges and special payment arrangements are to be handled

Develop and provide communication materials to explain the policies and procedures of the Medical Bill Review and Audit Services to:

1. NMCIA Members and Medical Providers
2. Develop and follow written grievance procedures for provider concerns.

The Contractor shall recommend a prescription benefit management (PBM) vendor. Details regarding the PBM's services should be provided, including access, utilization review services, coordination of claims data and reporting.

REGARDING MULTI-LINE AND LAW ENFORCEMENT ADMINISTRATIVE SERVICES, Contractor shall:

- Utilize NMCIA's claims management system (Origami) and have staff that can administer, configure, and train contractor staff and Members in the use of Origami.
- Prepare, maintain, and file all records and reports that may be required by legal authorities (state, local, or federal).
- Comply fully with all rules, regulations, guidelines or procedures established by the Board of Directors.
- Provide the Board of Directors with an annual audit as required by law.
- Comply with all the requirements of the NMCIA's Joint Power Agreement; and, Bylaws and policies as amended from time to time.

REGARDING MULTI-LINE AND LAW ENFORCEMENT CLAIMS HANDLING Contractor shall:

- Hire and retain professional adjusters.
- Establish reporting procedures which are compatible with the needs and organizational structure of NMCIA.
- Provide and update the necessary claims forms and instructions for use. Such forms are to include appropriate accident reports with mailing address of primary recipients preprinted thereon.
- Be available from 8:00 AM – 5:00 PM M-F basis and provide immediate response to claims investigation requests through use of email or cellular telephones.
- Provide customer service lines.
- Prepare and follow a work plan that has been approved by the NMCIA Board of Directors in the handling of NMCIA's claims. Prepare and follow a work plan that has been approved by NMCIA in the handling of NMCIA's catastrophe claims.
- Receive and examine on behalf of NMCIA all reports of third-party claims including claims by an employee of one Insured against another Insured.
- Report claims to NMCIA's excess insurer(s) in accordance with the requirements of the excess insurer(s). Provide a copy of the report to the NMCIA Board of Directors. Follow specific written investigation procedures for any case for which the excess insurer requires specific notification.
- Within five (5) days after receipt of a Tort Claim Notice from a Member Contractor will contact the claimant by telephone, email, or in person.
- Subject to the exercise of professional judgment, accept and settle or deny all third-party claims on behalf of NMCIA. The final decision for all settlements shall rest with NMCIA or its designee with settlement authorities established by policy. Any settlement is to include preparation and actuation of all necessary compromise and release agreements.
- Conduct such investigation as in the exercise of professional judgment would seem necessary. Follow specific written investigation procedures for any case for which the excess insurer requires specific notification.
- NMCIA will select and employ outside professionals such as surveillance personnel, expert witnesses, and attorneys to assist in the investigation, adjustment, and defense of claims. If it is in the best interest of NMCIA to delegate any aspect of this function to the Contractor, NMCIA reserves the right to do so.
- NMCIA will select and maintain specific vendors and pricing schedules for the following services: Legal services, Translation services, Transportation services, Surveillance and Investigation services, Medicare Set-Aside (CMS) services and Court Reporting services. However, if it is in the best interest of NMCIA to use vendors the Contract has existing relationships and set pricing with, NMCIA reserves the right to do so.
- The Contractor must be able to review all bills for such services for reasonableness and conformity to any pre-established rates or fees and have the ability to adhere to any set pricing schedules.
- The Contractor must agree to work collaboratively with outside professionals. NMCIA will be involved in the selection process for outside professional services and will be involved in establishing effective utilization decision making criteria.

- Prepare and maintain files necessary for legal defense of claims and/or other litigation (such as actions for subrogation, contribution, or indemnity) or other proceedings.
- Where appropriate or desirable, attend hearings, depositions, mediations, and other proceedings. The attorney or other party representing NMCIA and its Member shall provide a written report to NMCIA and the Member within 15 working days after the hearing, deposition, mediation or other proceeding.
- Pay in a timely fashion all claims and expenses pertaining to NMCIA claims.
- At the request of a NMCIA Member, provide a complete copy of all files involving litigation, potential or actual subrogation, or potential or actual recovery from special or second injury funds to the requestor or the designee thereof.
- Aggressively pursue all possibilities of subrogation, excess insurance reimbursement, third party liens, contribution or indemnity on behalf of NMCIA. Services for Automobile Liability shall include the pursuit of subrogation on behalf of NMCIA for possible workers' compensation claims as well.
- Periodically as appropriate, but at least every six months, review all open cases in and complete a strategic action plan in order to assist in the settlement of the cases. Such written review shall include a review and verification of outstanding reserves. A written summary of the review shall be documented in the open case file and shall be provided to the NMCIA Board within fifteen working days after the end of the period for which the report is being made.
- The supervising Risk Manager shall meet with the NMCIA Board, or the designee thereof, to consult with and refer all questionable or contested cases and those with an estimated value in excess of \$100,000.

REGARDING LEGAL SERVICES, Contractor shall:

- Draft all contracts, bylaws, policies, board resolutions, joint powers agreements and other legal documents as directed by the NMCIA Board of Directors
- Provide legal counsel to the NMCIA Board of Directors
- Provide and maintain an in-house litigation bureau with expertise representing counties in employment law, law enforcement and detention operations, state and federal civil rights claims, to defend NMCIA Members from claims covered by the applicable coverage agreement
- The in-house litigation bureau will provide quarterly reports to the NMCIA Board of Directors detailing hours worked in tenth of an hour increments, associated costs (court filings, depositions, expert witness, ect.) and the cost savings by not billing Members an hourly rate for services.
- The in-house litigation bureau work will only bill NMCIA for litigation costs when defending claims against a Member. There will not be charges for hourly work.
- Contractor will recommend mediators and accept mediators recommended by NMCIA members. Contractor will maintain a list of mediators for any claim that requires mediation. An updated list will be presented at the annual NMCIA Membership Meeting.
- Contractor will maintain a list of approved law firms for all legal work. An updated list will be presented at the annual NMCIA Membership Meeting.
- Law firms will be approved based on the approved firms as recognized by the New Mexico Risk Management Division (RMD) and their RFP process.

- Billing guidelines as periodically issued by RMD will be followed by approved law firms
- If or when discrepancies exist between the By-laws and published policies of NMCLA and RMD guidelines, the By-laws and published policies of NMCLA shall prevail.

3. SOLE SOURCE DETERMINATION

Jan. 13, 2019

New Mexico County Insurance Authority
Chairman Ron Lethgo and Chairman Lance Pyle
444 Galisteo St.
Santa Fe, NM 87501

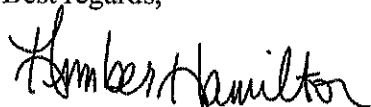
Dear Chairman Lethgo and Chairman Pyle,

Thank you for your patience during this review process. I have studied the scope of work provided by Mr. Decker, thoroughly reviewed the requested documentation, researched the services sought and market capabilities, reviewed statutes, and also reviewed comparative organizations prior to submitting this written determination as the appointed certified procurement officer for NMCIA.

My final determination, again based upon the provided scope of work and above mentioned research, is NMCIA may award a sole source contract procurement to New Mexico Counties. As NMCIA is not a recognized public entity by the General Services Department, I utilized GSD's Sole Source Form as a guide only. If the pool board choose to accept this determination, the sole source award should be publicized. I would also encourage you to communicate a sole source award with each pool member county as they too may choose to publicize this sole source award on their websites.

Again, thank you for this opportunity to serve NMCIA and member counties. Please let me know if you have any questions or need anything further.

Best regards,

A handwritten signature in black ink that reads "Amber Hamilton". The signature is written in a cursive, flowing style.

Amber Hamilton, CPO

4. UNIQUENESS

New Mexico Counties Insurance Authority is governed by an elected board of directors and pool membership consisting of one designee by each member county. Through the existing joint powers agreement with New Mexico Counties, additional general administrative services to include risk management, risk management software access, extensive training programs and certifications unique to counties, legal services, accreditation programs, and comprehensive financial services are provided for the self-insurance pool memberships and all member counties.

New Mexico Counties administers three self-insurance pools that provide coverage for member counties. NMC formerly known as the New Mexico Association of Counties collaborated with counties in New Mexico and founded the Workers' Compensation Fund in 1987 and the Multi-Line Pool in 1989. The pools were formed to provide affordable coverage for counties when it was difficult and sometimes impossible for counties to obtain commercial insurance. The Law Enforcement Pool was formed in 1995 to provide liability coverage for Sheriff's Offices and detention centers when State Risk Management decided to no longer provide coverage.

Note Appendix A.

5. DUE DILIGENCE

Explain why this vendor is the only available source from which to obtain this product or service.

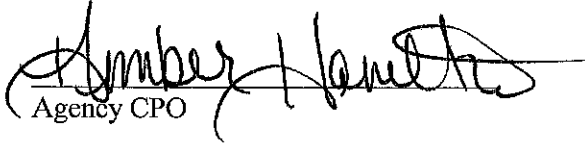
The company has affirmed (memo from vendor is attached) that there is no other source for this item.

Search for possible vendors proved futile.

As per the above noted sole source determination, NMCIA documents to include bylaws, JPAs, along with policies and procedures have been thoroughly reviewed. Research additionally included analysis of the services sought and market capabilities, statutes authorized insurance pools, review of comparative organizations and insurance pools, and consultation with other procurement professionals throughout the course of this process.

APPROVALS:

Based on the above stated facts, the New Mexico County Insurance Authority's (NMCIA) Certified Procurement Officer (CPO), Amber Hamilton has made the determination the justification for the Sole Source procurement referenced above is in accordance with §13-1-126 and will be posted for a 30-day period prior to award.


Agency CPO

11-16-20
Date

Pursuant to §13-1-126, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no objections to award to the above referenced contractor were received. This Sole Source determination will be valid for a **period of one (1) year from the date of award.**

Agency CPO

Date

APPENDIX A
History of New Mexico County Insurance Authority (NM CIA),
Including its long history with New Mexico Counties (NMC).

NMC started as a loose association when several New Mexico counties began meeting on an annual basis in 1936 to address shared concerns and collaborate. The result of their collective foresight was the creation of and what is now the New Mexico Association of Counties (doing business as New Mexico Counties (NMC)), which was incorporated as a 501(C)6 in 1968; and, has served as a statewide voice for all counties in New Mexico ever since (whether or not they join NMC). All State of New Mexico counties are eligible for membership in NMC with the payment of annual dues. Membership entitles all elected county officials and career employees to the services provided by NMC as well as participation in a semi-annual conferences and specialty workshops.

In the mid-1980's the State of New Mexico made changes to the Workers Compensation Act, which along with a hard insurance market resulted in the formation of a self-insurance pool for this method of insurance coverage. The "New Mexico County Workers' Compensation Fund" (Workers Compensation Pool) Joint Powers Agreement (JPA) was formed in 1986 under the guidance of and with NMC as the entity providing services for the JPA Board; with operations beginning on July 1, 1987 with 22 original member counties signing the JPA, establishing the Workers Compensation Pool Board.

The hard insurance market for public liability continued through the 1980's resulting in the formation of The "New Mexico County Multi-Line Pool" (Multi-Line Pool) JPA for this method of insurance coverage. This Multi-Line Pool was formed in 1989 under the guidance of and with NMC as the entity providing services to the Multi-Line Pool Board. The Multi-Line Pool is the method of providing comprehensive coverage for property, crime, and liability (general liability, public official's errors and omissions, employee benefits, and automobile). This Multi-Line Pool began operations on January 1, 1989.

For both JPA organizations providing a method of pooling for insurance coverage, NMC provided all services needed by the Boards in fulfilling the purposes of the Pooling Statutes and the JPA's. In the beginning, the Pools through NMC retained Third Party Administrators, primarily dealing with claims, which provided the necessary services for the Pool Boards purposes. The services provided by NMC have increased over the years to now include not only claims handling but risk management, loss prevention, trainings, and a legal advice and legal bureau program with in house attorneys.

Prior to 1995, all Law Enforcement activity was insured by the State of New Mexico Risk Management Division. By 1995, the State informed all Counties that they would no longer be covered and that each should obtain their own insurance coverage. This period of time was an extremely hard market for law enforcement coverage. NMC facilitated and guided the establishment of the Law Enforcement Pool as a method for providing this insurance coverage; and, was governed by the Multi-Line Pool Board within the existing JPA. The Law Enforcement Pool began on August 1, 1995 providing coverage to counties for law enforcement activities.

Sometime in the late 1990's the two Boards of the three Pools, were dissatisfied with using Third Party Administrators. The Boards wanted to be able to provide more efficient and more responsive services to their member counties; and, provide more risk management services to reduce costs and liability. The two Pool Boards requested NMC to bring all services "In-House" with oversight and policy direction by the Pool Boards. This was when the Workers Compensation Pool and the Multi-Line and Law Enforcement Pools started doing business as NMCIA. At this time, NMC as an organization was capable of providing for and hiring needed employees so the two Pool Boards and NMC could cease using a third party administrator for claims; effectively creating and employing the "In-House" staff necessary for carrying out the purposes of the JPA Boards. All the employees doing business on behalf of NMCIA (JPA) are employees of the New Mexico Counties. The NMCIA (JPA) has no employees and owns no property. The Board of Directors is made up of Member Counties to the JPA. NMC administers the three self-insurance pools that provide this method of coverage for member counties or other local public bodies choosing to obtain insurance by self-insured pooling method. The oversight of the administration and operation is under the direction and policies of the JPA Board of Directors.

In June of 2019 the Members of each JPA, made the decision to re-organize into a single JPA. Beginning Jan. 1, 2020, with the approval of the New Mexico Department of Finance and Administration, NMCIA is governed by a 13 member Board of Directors for the combined pools.