

The Purchasing Memo

Date: May 20, 2025

To: Governing Body and Finance Committee

From: Sten Johnson, Assistant Fire Chief

Via: Brian Moya, Fire Chief

Subject: MOA with NM Health Care Authority

Vendor Name: New Mexico Health Care Authority, Department of Health

Munis Vendor Number: 1789

ITEM AND ISSUE:

The Fire Department respectfully requests your review and approval of a Memorandum of Agreement in the total amount of \$871,970.20 for Intergovernmental Transfer for a term of one-time transaction with NM Health Care Authority

CONTRACT NUMBER:

The Munis contract number is yet to be determined.

BACKGROUND AND SUMMARY:

The Fire Department has been an early adopter of a program now approved for government operated ambulance services to participate in a supplemental payment program from Medicaid.

This program involves an MOA between the City and NM Health Care Authority. The MOA would make possible an Inter-Governmental Transfer (IGT) of funds.

The City fronts an IGT to the HCA. The HCA uses the funds to apply for supplemental payment from Medicaid. The supplemental payment then comes back to the City. Please see attachments for further explanation.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: 100

Munis Org Name/Number: yet to be determined

Munis Object Name/Number: yet to be determined

Budget Officer / Designee: Andy Hopkins **Date:** 05/20/2025

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was NMSA 1978, Section 13-1-98, Exempt

This is a transaction with a governmental agency, New Mexico Health Care Authority.

Chief Procurement Officer (CPO) / Designee:  Date: 05/20/2025

CPO Comment/Exceptions: NMSA 1978, Section 13-1-98(A)

ASSOCIATED APPROVALS:

IT Components included? ☐ Yes | ☒ No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Vehicles included? ☐ Yes | ☒ No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Construction to City Facilities, Furniture, and/or Fixtures included? ☐ Yes | ☒ No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Is this an externally funded purchase? ☐ Yes | ☒ No

If yes, what is the issuing agency: _____

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Is this a Capital Asset or Project? ☐ Yes | ☒ No

Project Ledger Number: _____

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

ATTACHMENTS:

Horizons declination

CPO Service Determination Email

Procurement document: Exemption Determination/Email

MOA

MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT (MOA) constitutes an agreement between the **New Mexico Health Care Authority (HCA)**, and **The City of Santa Fe (Ambulance Services)**, collectively referred to as the “Parties,” regarding the implementation of Ambulatory Supplemental Payment Program (ASPP).

I. DEFINITIONS

- A. Intergovernmental Transfers or IGTs means transfers of funds from a non-Medicaid governmental entity (e.g., counties, hospital taxing districts, providers operated by state or local government) to the Medicaid agency. IGTs must be compliant with 42 CFR Part 433, Subpart B. In this MOA, the IGT Provider is the City.
- B. Medicaid means the medical assistance program authorized by Title XIX of the Social Security Act, 42 US.C. §§ 1396 et seq., and regulations, as administered in New Mexico by the Agency
- C. Agency means HCA.

II. GENERAL PROVISIONS

The IGT Provider and the Agency agree that the IGT Provider will remit IGT funds to the Agency in an amount not to exceed \$871,970.20.

- A. . The IGT Provider and the Agency have agreed that these IGT funds will only be used for the ASPP.
- B. The IGT Provider will sign and return this MOA to the Agency.
- C. The IGT Provider will pay IGT funds to the Agency in an amount not to exceed \$871,970.20. The IGT Provider will transfer payments to the Agency in the following manner:
 - i. The Agency will bill the IGT Provider when payment is due.
 - ii. The IGT Provider and the Agency agree that the Agency will maintain necessary records and supporting documentation applicable to health services covered by this MOA in accordance with public records laws and established retention schedules.

III. AUDITS AND RECORDS

- A. IGT Provider agrees to maintain books, records, and documents (including electronic storage media) pertinent to performance under this MOA in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided.

- B. IGT Provider agrees to assure that these records shall be subject at all reasonable times to inspection, review, or audit by state personnel and other personnel duly authorized by the Agency, as well as by federal personnel, if applicable.
- C. IGT Provider agrees to comply with applicable public record inspection and retention laws.

IV. RETENTION OF RECORDS

- A. The IGT Provider agrees to retain all financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to performance under this MOA for a period of six years after termination of this MOA, or if an audit has been initiated and audit findings have not been resolved at the end of six years, the records shall be retained until resolution of the audit findings.
- B. Persons duly authorized by the Agency and federal auditors will have full access to and the right to examine any records and documents from this MOA. The rights of access in this section will not be limited to the required retention period but will last as long as the records are retained. IGT Provider agrees to permit persons duly authorized by the Agency to inspect any records, papers, and documents of the IGT Provider which are relevant to this MOA.

V. ASSIGNMENT AND SUBCONTRACTS

The IGT Provider agrees to neither assign the responsibility of this MOA to another party nor subcontract for any of the work contemplated under this MOA without prior written approval of the Agency. No approval by the Agency of any assignment or subcontract will be deemed in any event or in any manner to provide for the incurrence of any obligation of the Agency in addition to the total dollar amount agreed upon in this MOA. All assignments or subcontracts shall be subject to the conditions of this MOA and to any conditions of approval that the Agency shall deem necessary.

VI. AMENDMENT

This MOA may only be amended upon a written instrument signed by the parties.

VII. ASSURANCES

- A. IGT Provider confirms that there are no pre-arranged agreements (contractual or otherwise) between the respective counties, taxing districts, and/or the providers to re-direct any portion of these aforementioned supplemental payments in order to satisfy non-Medicaid, non- uninsured, and non-underinsured activities.
- B. IGT Provider agrees the following provision will be included in any agreements between IGT Provider and local providers where IGT funding is provided pursuant to this MOA:

Funding provided in this agreement will be prioritized so that designated IGT funding must first be used to fund the Medicaid program and used secondarily for other purposes.

VIII. TERM

- A. The duties under this MOA will be performed from January 1, 2024, through June 30, 2024, and this MOA terminates June 30, 2025, which includes the states certified forward period.
- B. This MOA may be executed in multiple counterparts, each of which will constitute an original, and each of which will be fully binding on the party signing at least one counterpart.

Local Intergovernmental Transfers	
Program / Amount	
Estimated IGTs	\$871,970.20
Total Funding Not to Exceed	\$871,970.20

IN WITNESS THEREOF, the parties execute this Memorandum of Agreement.

HEALTH CARE AUTHORITY

By: _____ Date: _____
Kari Armijo, HCA Cabinet Secretary


By: _____ Date: _____
Carolee Graham, HCA Chief Financial Officer

Approved by General Counsel:

By: _____ Date: _____
Mark Reynolds, HCA General Counsel


For the City of Santa Fe Fire Department


CITY OF SANTA FE:


Alan Webber (May 29, 2025 22:11 EDT)

ALAN WEBBER, MAYOR
DATE: 05/29/2025

ATTEST:


ANDREA SALAZAR (May 29, 2025 20:13 MDT)

ANDREA SALAZAR, CITY CLERK 
GB MTG 05/28/2025

CITY ATTORNEY'S OFFICE:



ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster

EMILY OSTER, FINANCE DIRECTOR

New Mexico (NM) Ambulance Supplemental Payment Program (ASPP)

Calendar Year 2024 (CY24) Handout

March 2025

INTRODUCTION

The NM ASPP allows government-owned Emergency Ground Ambulance Services (EGAS) providers to access additional federal funds for provided and billed Medicaid Managed Care Organization (MCO) transports. The effective date of the NM ASPP is **1/1/2024**, allowing participating EGAS providers to claim allowable costs for the CY24 cost reporting period.

HOW IT WORKS

The NM ASPP requires participating providers to complete an annual cost report that includes an average cost per transport used to calculate the supplemental add-on rate paid to providers when billing Medicaid MCO patients. The cost report is used to determine eligibility for the NM ASPP.

Upon completion of the NM ASPP cost report containing an average cost per transport, an intergovernmental transfer (i.e., grant matching) will be issued to participating EGAS providers so that they may yield their supplemental payments. The supplemental payment process is summarized below.

1. NM EGAS providers provide and bill for Medicaid MCO transports.
2. NM Healthcare Authority (HCA) invoices participating NM EGAS providers for the state share of their supplemental payment.
3. HCA uses provider's grant matching funds to draw down matching federal funds.
4. Each provider's grant matching dollars are returned, along with the matching federal share funds.

NEXT STEPS

CY24 Cost Report Submission

The CY24 (1/1/24 – 12/31/24) cost report must be uploaded to the Myers & Stauffer (M&S) web portal by Friday, 5/31/25 @ 5PM MT. **PCG will submit all required documentation on your behalf.**

CY24 M&S Audit

Shortly after cost report submission, M&S will perform cursory audits on all submitted CY24 NM ASPP cost reports. **PCG will address any potential follow up questions on your behalf.**

CY24 Payment

Supplemental payment for this program will not occur until the Preprint is submitted by HCA and CMS approves. Payments will be administered through a grant matching process between the providers and HCA. The payments will come directly from the MCOs.

PCG will invoice you for our provided CY24 cost reporting services after you confirm you receive payments.


CONTACT US

Please contact NMASPP@pcgus.com with any questions!

CY 2024 EGAS MCO Allotments

		MCO Total Allotment Projections Utilizing MMIS MCO Trips										
Medicaid Number	Provider	Total Managed Care Transports (MMIS Data) 7/1/22 to 6/30/23	Jan-Jun 24 Total Allotment	Jan-Jun 24 IGTs Needed	Jan-Jun 24 Net New Federal Funding	Jul-Dec 24 Allotment	Jul-Dec 24 IGTs Needed	Jul-Dec 24 Net New Federal Funding	Total Allotment	Total IGTs Needed	Net New Federal Funding	
1	Albuquerque Fire Rescue	841	\$ 1,124,117.33	\$ 308,120.56	\$ 815,996.77	\$ 1,124,117.33	\$ 308,120.56	\$ 815,996.77	\$ 2,248,234.67	\$ 616,241.12	\$ 1,631,993.55	
2	Artesia Fire Department	371	\$ 495,894.80	\$ 135,924.77	\$ 359,970.03	\$ 495,894.80	\$ 135,924.77	\$ 359,970.03	\$ 991,789.61	\$ 271,849.54	\$ 719,940.07	
3	Bernalillo County	197	\$ 263,318.80	\$ 72,175.68	\$ 191,143.12	\$ 263,318.80	\$ 72,175.68	\$ 191,143.12	\$ 526,637.61	\$ 144,351.36	\$ 382,286.25	
4	City of Santa Fe Fire Department	2380	\$ 3,181,211.95	\$ 871,970.20	\$ 2,309,241.75	\$ 3,181,211.95	\$ 871,970.20	\$ 2,309,241.75	\$ 6,362,423.91	\$ 1,743,940.40	\$ 4,618,483.51	
5	Las Cruces Fire Department	364	\$ 486,538.30	\$ 133,360.15	\$ 353,178.15	\$ 486,538.30	\$ 133,360.15	\$ 353,178.15	\$ 973,076.60	\$ 266,720.30	\$ 706,356.30	
6	Sandoval County Fire Department	749	\$ 1,001,146.11	\$ 274,414.15	\$ 726,731.96	\$ 1,001,146.11	\$ 274,414.15	\$ 726,731.96	\$ 2,002,292.23	\$ 548,828.30	\$ 1,453,463.93	
7	Santa Fe County Fire Department	874	\$ 1,168,226.57	\$ 320,210.90	\$ 848,015.67	\$ 1,168,226.57	\$ 320,210.90	\$ 848,015.67	\$ 2,336,453.15	\$ 640,421.80	\$ 1,696,031.35	
Weighted Average Cost per Transport		\$ 2,673	\$ 5776	\$ 7,720,453.88	\$ 2,116,176.41	\$ 5,604,277.47	\$ 7,720,453.88	\$ 2,116,176.41	\$ 5,604,277.47	\$ 15,440,907.76	\$ 4,232,352.82	\$ 11,208,554.94
NM FFY24 FMAP		72.59%										
State Share		27.41%										

From: [DUTTON-LEYDA, TRAVIS K.](#)
To: [JOHNSON, STEN A.](#)
Cc: [LOVATO, JOANN D.](#)
Subject: RE: MOA with NM Health Care Authority
Date: Tuesday, May 20, 2025 9:14:22 AM
Attachments: [image003.png](#)
[image004.png](#)
[image006.png](#)
[image007.png](#)



- CPO Approval for Exempt from Procurement (Memo/Email)
- Valid Written Quote
- Memo to City Manager/Governing Body (If amount is >60K)

If Labor/Service are Included:

- Certificate of Insurance (COI)

Thank you.

Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

 [Book time to meet with me](#)

<https://santafenm.gov/finance-2/purchasing-1>

Vendor Registration and Current Procurement Opportunities:

<https://cityofsantafenmvendors.munisselfservice.com/Vendors/VBids/SearchResults.aspx>

Internal Link: https://intranet.santafenm.gov/central_purchasing_division_cpd



"A journey of a thousand miles begins with a single step" ~ Lao Tzu

From: LOVATO, JOANN D. <jdlovato@santafenm.gov>
Sent: Tuesday, May 20, 2025 9:05 AM
To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Subject: FW: MOA with NM Health Care Authority

JoAnn D. Lovato Montañ , CPO
Procurement Manager
c: (505) 469-6045

A handwritten signature in black ink, appearing to read "JoAnn D. Lovato".

From: JOHNSON, STEN A. <sajohnson@santafenm.gov>
Sent: Friday, May 2, 2025 3:34 PM
To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>; LOVATO, JOANN D. <jdlovato@santafenm.gov>

Subject: MOA with NM Health Care Authority

Hi Travis and Joann,

I just submitted this on SharePoint. I don't have the MOA back from Legal yet but they are moving forward without changes to the MOA.

HCA is waiting on City of Santa Fe to begin this program so I am working to move this as quick as possible.

I think I recall a conversation that Travis made his determination of Exempt Purchase but I cannot find an email from you on this.

Can you please return a written determination? Also wanted you all to get your eyes on this asap. I'll send the approved MOA from Legal as soon as I get it.

The spreadsheet attached is pertinent because it shows the City's obligation to participate as well as the return back from Medicare.

As usual, call anytime if you have questions.

Thank you,

Sten A Johnson
Assistant Chief – Support Services
City of Santa Fe Fire Department
200 Murales Rd.
Santa Fe, New Mexico 87501
505-467-9799





Services Offered to the City of Santa Fe (2024)

Approved:

These services have been approved by the New Mexico Council for Purchasing from Persons with Disabilities and are available through Horizons of New Mexico.

- ADA Accessibility Consulting Services
- Auctioneering Services
- Bulk Mailing and Sorting
- Call Center Services
- Computer Refurbishing
- Courier Services
- Decontamination, Sanitation and Sterilization Services
- Debris Removal
- Document Imaging
- Document Shredding
- Envelope Stuffing
- General Labor
- Hard Drive Destruction
- Janitorial and Housekeeping Services – Including Carpet Cleaning & Floor Care
- Landscape Irrigation
- Landscaping
- Mailing Services
- Management of an Assistive Technology Reuse and Recycling Program
- Medical Waste Disposal
- Meeting Minute Preparation Services
- Pest Control and Extermination Services
- Printing Services
- Rest Area Maintenance
- Screen Printing
- Snow Removal
- Temporary Staffing Services
- Yard, Grounds, and Lawn Maintenance

Permissive:

The services have been approved by the New Mexico Council for Purchasing from Persons with Disabilities as permissible for sale under the State Use Act through Horizons of New Mexico. While the Council recognizes that certain Horizons of New Mexico members are capable of performing the services listed below, said services are considered permissive and excluded from the mandatory aspect of the State Use Program. Any procurement of the below services through Horizons of New Mexico is at the discretion of the purchasing agent and will be considered by the Council on a case-by-case basis.

- Graphic Design
- Graphic Design - Logo Design
- IT – Enterprise Application
- IT – IV & V
- IT Network and Database Management
- IT Support
- IT Security Services
- IT – Web Design
- IT – Web Programmer
- Marketing
- Social Media Marketing
- Training Services

For the complete State Use service list, please go to: <http://horizonsofnewmexico.org/services.html>

Signature: 

Email: xivigil@santafenm.gov