

RESOLUTION NO. 2021- 28

A RESOLUTION AUTHORIZING AWARD OF A CONTRACT TO DM MEDICAL BILLING, VOORHEES, NJ, FOR BILLING INSURANCE PROVIDERS FOR COVID-19 VACCINE ADMINISTRATION.

WHEREAS, there exists a need for third party billing to insurance providers for Covid-19 vaccine administration; and

WHEREAS, the City of Vineland has a need to acquire such service as a Non-Fair and Open Contract pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, the purchasing agent has determined and certified in writing that the value of said services will exceed \$17,500.00; and

WHEREAS, the Director of the Vineland Health Department has recommended that a contract be awarded to DM Medical Billing, Voorhees, NJ, for third party billing to insurance providers, including CMS Medicare/Medicaid and private insurers for Covid-19 vaccine administration, for a contract period of one year beginning January 1, 2021 through December 31, 2021, for a fee of 5.75% of billable amount estimated at \$16.00 for the first shot and \$24.00 for the second shot; and,

WHEREAS, DM Medical Billing has completed and submitted a Business Entity Disclosure Certification for Non-Fair and Open Contract which certifies that DM Medical Billing has not made any reportable contributions to a political or candidate committee in the City of Vineland in the previous one year and that the contract will prohibit DM Medical Billing from making any reportable contributions through the term of the contract to a political or candidate committee in the City of Vineland; and

WHEREAS, the availability of funds for said contract to be awarded herein have been certified by the Chief Financial Officer; and

WHEREAS, the City of Vineland has certified that this meets the statute and regulations governing the award of said contracts.

NOW THEREFORE BE IT RESOLVED, by the Council of the City of Vineland that:

1. The Purchasing Agent be and the same is hereby authorized to issue contract to DM Medical Billing, Voorhees, NJ, for third party billing to insurance providers, including CMS Medicare/Medicaid and private insurers for Covid-19 vaccine administration, for a contract period of one year beginning January 1, 2021 through December 31, 2021, for a fee of 5.75% of billable amount estimated at \$16.00 for the first shot and \$24.00 for the second shot; and,
2. That the Business Disclosure Entity Certification, the Political Contribution Disclosure Form and the Determination of Value be placed on file with the Resolution.
3. That a Notice of this action shall be printed once in the Daily Journal.

Adopted:

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President of Council

ATTEST:

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City Clerk

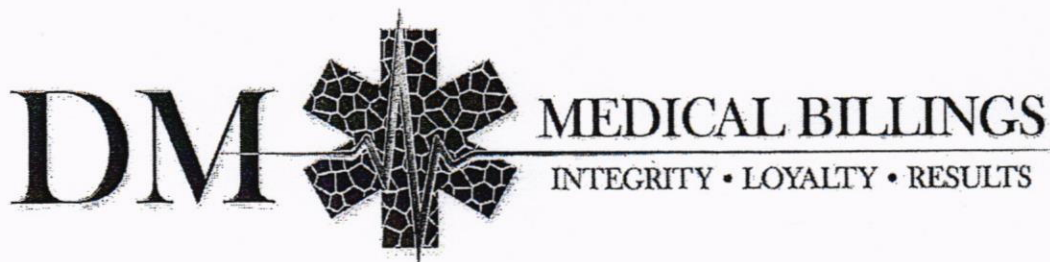
**REQUEST FOR RESOLUTION FOR CONTRACT AWARDS  
UNDER 40A:11-5 EXCEPTIONS  
(PROFESSIONAL SERVICES, EUS, SOFTWARE MAINTENANCE, ETC)**

30 December, 2020

(DATE)

1. Service (detailed description): Billing to insurance providers including CMS Medicare/Medicaid as well as private insurers
  
2. Amount to be Awarded: 5.75 % of billable amount (est. \$16.00 for first shot and 24.00 for second)
  - Encumber Total Award
  - Encumber by Supplemental Release
  
3. Amount Budgeted: \$ \_\_\_\_\_
  
4. Budgeted: By Ordinance No. \_\_\_\_\_  
Or Grant: Title & Year \_\_\_\_\_
  
5. \*\*Account Number to be Charged: \_\_\_\_\_
  
6. Contract Period: January 1, 2021 to December 31, 2022
  
7. Date To Be Awarded: January 2021
  
8. Recommended Vendor and Address: DM Medical , 88 Lakeview Drive, Bldg. 2, Gibbsboro, NJ 08026
  
9. Justification for Vendor Recommendation:(attach add'l information for Council review)  
DM is the current provider for all EMS billing and is set up with the information and software to expedite billing for the Covid-19 vaccination. Additionally they have contracted with other municipalities' to perform this service for them and have been through the training required to effectively perform this task.
  - Non-Fair & Open (Pay-to-Play documents required)
  - Fair & Open: How was RFP advertised? \_\_\_\_\_
  
10. Evaluation Performed by: Macleod Carre
  
11. Approved by: Macleod Carre, Director of Health  
*Macleod Carre*
  
12. Attachments:
  - Awarding Proposal
  - Other: \_\_\_\_\_
  - **Send Original to: Purchasing Department**
  - **Send Copy to: Business Administration**

**\*\* If more than one account #, provide break down**



December 30, 2020

Mr. Carré, Director, Dept of Health  
640 E Wood St  
Vineland, NJ 08360

RE: Third Party Billing for Ambulance Services for Vaccine Administration

Dear Mr. Carré :

Please see the enclosed executed letter and copies. We are able to bill for vaccine administration for a fee of five and three-quarters percent (5.75%) of receipts. If there is anything else that you need, please feel free to contact me at 800-975-3715, extension 124 or by email.

Sincerely,

A handwritten signature in black ink, appearing to read 'Amy Gifford', written in a cursive style.

Amy Gifford  
Vice President

c. Deb Ramdial