



**STATE OF NEW MEXICO
EMERGENCY DETERMINATION FORM**

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Agency: **Aging & Long-Term Services Department**

Agency Chief Procurement Officer: **Marlene Acosta**

Telephone Number: **505-469-0311**

II. Name of Contractor: **Help-NM Inc.**

Address of Contractor: **5101 Copper Avenue NE
Albuquerque, NM 87108**

Amount of prospective contract: **\$300,000.00 (estimated)**

Term of prospective contract: **On going until fires are under control and evacuees have permanent shelter and access to food.**

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

**Additional Food Vouchers
Hotel Vouchers for evacuees**

IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

Due to wildfires and power outages throughout the State of New Mexico there is an immediate need to provide additional food vouchers and to add the option of hotel vouchers for those who have had to mandatory evacuate and are now displaced, for the health and safety of vulnerable and disabled individuals in our State who are one of the most vulnerable. Help-New Mexico, Inc. is not on a statewide price agreement, however, because of the immediate need for food and hotel vouchers due to displaced vulnerable adults. ALTSD must utilize the vendor that could secure the immediate requirement of food and hotel vouchers.

Help-New Mexico Inc. started issuing food vouchers to older adults 55+ impacted with evacuations and power outages due to wildfires. Help-New Mexico Inc. is issuing a 7-day grocery/food voucher, based on the USDA free lunch daily meal rate, which comes out to \$10.36 per day, approximately \$72.00 per person for the 7 days. The older adults complete a short application with Help-New Mexico Inc. for tracking/reporting purposes and an ACH payment is then issued for the older adult to purchase food from a local grocery store, excluding alcohol or tobacco.

CRITERIA FOR HOTEL ASSISTANCE

Tier I Priority

- **An adult 60 years or older and cannot make it to a shelter for health reasons or requires special health considerations* or the shelter does not have space available to accommodate the person; or**
- **A member of the Household is 18 years or older with a disability and cannot make it to a shelter for health reasons or requires special health considerations* or the shelter does not have space available to accommodate the person; and**
- **Demonstrate a physical residence within the burned or evacuated areas; or**
- **Referrals made directly by the Aging and Long-Term Services Department**

The vendor must identify increments of 7-days for hotel vouchers and can go up to a 30-day total. If the vendor shall exceed 30 days for a hotel voucher, the vendor must receive approval from ALTSD before doing so.

***Special health considerations may include but are not limited to: the person needs privacy because they are incontinent/ has a colostomy bag, require insulin injections, requires a bed type that is not currently available at the shelter, are on dialysis treatments, and require proximity to the center, or other special health considerations not mentioned.**

Allocation of State General funds not to exceed \$300,000

The vendor can bill for administrative costs not to exceed 10% of the total allocation expended

The purchase order is to secure food and hotel vouchers for San Miguel, Valencia, Lincoln, Mora, and Colfax counties, in order of when wildfires started, with a possibility of other areas throughout the state, should they be affected by wildfires. This is an emergency collaborative initiative. With wildfire season significantly impacting our senior population ALTSD is prepared to provide the necessary aid until such fires are under control.

V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

With wildfire season significantly impacting our senior population ALTSD is prepared to provide the necessary aid until such fires are under control. An RFP is also currently in the beginning phases for “prevention and intervention” services so that eventually ALTSD has a contract in place for situations like this.

VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

ALTSD hopes to have a contract in place so that when emergency situations (including but not limited to) like wildfires and power outages occur there will be no need to declare an emergency and will have an awarded vendor that can provide goods/services for such occasions.

Certified by:

Date: May 19, 2022

Marlene Acosta
Agency Chief Procurement Officer

Agency Approval by:

Date: 5/19/2022

Katrina Holtrum-Lopez
Cabinet Secretary/Governmental Entity Head or Designee





Fiscal year 2022



Approved Emergency Procurement FY22

Approval letter must be attached to all purchase orders and payments, including p-card post audits.

The agency must ensure compliance with 13-1-127.D, NMSA 1978 and submit a report of accounting, within 60 days of the end of the fiscal year, to DFA and LFC if the emergency procurement is for planning or preparing for the emergency indicated in the letter.

The agency must also ensure compliance with 13-1-128.C, NMSA 1978 and submit required documentation to GSD via their website for posting on the Sunshine Portal. Required documentation is outlined in 13-1-128.E, NMSA 1978.