



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
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[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2024-0253 Version 2

**TO:** Mayor and City Council Members

**FROM:** Captain Tim Matz, EMS Coordinator

**DATE:** September 8, 2025

**SUBJECT:** Increase to Blanket Purchase Order for Emergency Medical Services and Motor Vehicle Accident Billing Services

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**REQUEST:**

City Council is requested to authorize an increase to the contract/blanket purchase order for emergency medical and motor vehicle accident billing services to the AccuMed Group, now EMS Management and Consultants (EMC/MC), Inc., Winston Salem, North Carolina, in the amount of \$70,000.00 for a new not-to-exceed amount of \$273,000.00 through December 31, 2025.

**REASON FOR PURCHASE:**

The requested blanket was estimated based on historical data. However, patient billings have exceeded our projections. Since the amount of fees we pay to EMS Management and Consultants are a percentage of the amount billed and collected, this requires an increase to our blanket to continue paying fees.

Additionally, the City is proposing the addition of motor vehicle accident billing to our contract as well. EMS/MC has always included this service as part of our original agreement; however, we've always done any billing internally. In a recent review, the City has determined that it's more efficient to utilize our billing service provider's expertise rather than continue to manage it in-house. EMS/MC already manages the majority of our billing services and has the ability to meet all compliance requirements including HIPAA and PHI to ensure we are meeting best practices. Consolidating our billing services with a single, experienced agency will ensure all claims are managed efficiently, accurately, and in full compliance with all city, state and federal regulations.

EMS/MC has consistently demonstrated their commitment to data collection, customer service, and compliance. By approving this increase and the addition of the MVA billing service, the City can continue to provide quality patient care and ensure our claims management process remains accurate and fully compliant with all state and federal regulations.

**PROCESS:**

**Vendor Name and Address:**

EMS Management & Consultants, Inc.  
2540 Empire Drive, Suite 300  
Winston Salem, NC 27103

**Reason for Selection:**

Best Value/Cooperative Agreement

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included in the FY 2024-2025 Adopted Budget.

Fund Name	Department Account No	Account No. Description	2-year Budget Amount	2-year Cost	Remaining Budget
Fire	339.801000	Professional Services	\$283.620	\$273,000	\$10,620

**RECOMMENDATION:**

It is recommended that City Council authorize an increase to the contract/blanket purchase order for emergency medical and motor vehicle accident billing services to the AccuMed Group, now EMS Management and Consultants (EMC/MC), Inc., Winston Salem, North Carolina, in the amount of \$70,000.00 for a new not-to-exceed amount of \$273,000.00 through December 31, 2025.

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APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney      ☐ Yes      ☒ N/A

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