

Purchasing guidelines

The goods or services authorized are necessary as determined by current RS policies and guidelines, and appropriate to determine client eligibility or to meet the client's specific needs as identified in the IPE. The service authorization is finalized by the counselor assigned to the case, a RS Manager or Program Administrator. The goods meet the specifications for their use; or the services are performed to the specifications required.

For purchase of goods and durable equipment, the following procedures must be followed:

- If the item is on state contract (i.e. wheelchairs, computers), use the state contract. No bids are required since these items have been negotiated. Purchases of these types of goods or equipment are not limited to the items on state contract although deviations from state contract must have prior authorization from SRS Purchasing.
- If the item costs less than \$1,000, use the prudent person concept. Bids are not required.
- If the item costs \$1,000 to \$1,999, three bids are required. Telephone bids may be used. Telephone bids should include information (i.e. contact, phone number, date obtained) sufficient to allow review at a later date.
- If the item costs \$1,000 to \$4,999, three bids are required. See Section 8 / Part 39 for the "Request for Prices" bid form. Other forms may be used, such as a builder's own bid form, as long as it shows the bidder's contact information, the specifically described item or service to be purchased; the quantity; the price; conditions, if any; delivery date. If forms other than the "Request for Prices" are used, there should be a clear understanding that the form is a bid only and not an order.
- If the item costs \$5,000 or more, go through SRS Purchasing.
- Components must not be split to avoid the bidding process. The total amount authorized on a service authorization determines which of the above procedures should be used. When entering authorizations in KMIS for \$5,000 or more, list the total amount of the authorization on the first line and additional items being purchased on the following lines.

The following ranks in order the purchasing procedures to follow by type of service. If the first procedure does not apply to the item, go to the second. If the second does not apply, use the third procedure.

- **Evaluation and diagnostic services**
 1. RS fee schedule
 2. Medicaid fees
 3. Usual and customary or negotiated
- **Physical and mental restoration**
 1. RS fee schedule
 2. Medicaid fees
 3. Usual and customary or negotiated
- **Prosthetics**
 1. Usual and customary or negotiated
- **Training services**
 1. Usual and customary or negotiated
- **Maintenance**
 1. RS fee schedule
- **Transportation**
 1. RS fee schedule
 2. State contract if available (tires, for example)
 3. Usual and customary or negotiated
- **Attendant, interpreter, driver, reader, note-taking services**
 1. RS fee schedule
- **Assistive technology devices using codes 270, 290, 380, 390**
 1. RS fee schedule
 2. Usual and customary or negotiated
- **Assistive technology devices using codes 410, 411, 412, 413, 414, 416**
 1. State contract if available
 2. Bids
 3. Usual and customary or negotiated
- **Other goods and services**
 1. RS fee schedule
 2. Bids
 3. Usual and customary or negotiated
- **Child care**
 1. SRS fee schedule