

**PROCUREMENT PROCEDURES**

<u>TYPE OF SERVICE</u>	<u>AUTHORIZATION PROCEDURE</u>	<u>COST BASIS</u>
Medical	BRS Authorization for Planned Services	Medicaid rates - (CGS Sec. 4-67c.)
Community Rehabilitation Providers	Purchase of Services Contract; BRS Authorization for Planned Services	BRS Fee Schedule
Post Secondary Training	VR-21 and BRS Authorization for Planned Services	BRS Financial Aid Policy (Based on published costs of the institution, state college/university caps as applicable, and financial aid determination)
Tutoring Academic	BRS Authorization for Planned Services	BRS determined rates (a regional average)
Learning Strategy	BRS Authorization for Planned Services	BRS Policy (rates not to exceed \$36/hr.)
OJT	OJT Contract/letter and BRS Authorization for Planned Services	BRS Policy (rates negotiated with employer; maximum \$40/hour unless authorized increase by C. O.)
Cash Disbursement Maintenance	BRS Authorization to Consumer	BRS Policy (additional costs incurred by participation in the Employment Plan)
Transportation	BRS Authorization to Consumer	BRS Policy (common carrier rates, livery rates, or federal mileage reimbursement rate rounded to nearest whole cent)
Other (out of pocket goods and services)	BRS Authorization to Consumer	BRS Policy (negotiated with consumer based on individual needs)
Equipment up to \$10,000 • if on fee schedule  • if on state contract*  • if sole source**  • if open competitive*** -if under \$2,500  -if between \$2,500 and \$10,000	BRS Authorization for Planned Services to accepting vendor (cite General Letter 71(d)) BRS Authorization for Planned Services to vendor (cite contract #, and General Letter 71(d)) BRS Authorization for Planned Services to sole vendor (cite General Letter 71(d)) BRS Authorization for Planned Services to chosen vendor (cite General Letter 71(d)) (bidding or quotes are recommended) Written competitive bids are required. BRS Auth.for Planned Services to lowest qualified vendor (cite General Letter 71(d))	DAS Procurement Services, General Letter Number: 71(d), December 31, 2009.

<u>TYPE OF SERVICE</u>	<u>AUTHORIZATION PROCEDURE</u>	<u>COST BASIS</u>
Equipment over \$10,000 <ul style="list-style-type: none"> <li>• if on fee schedule</li> <li>• if on state contract</li> <li>• if sole source*</li> <li>• if open competitive**</li> </ul>	BRS Authorization for Planned Services to accepting vendor (cite General Letter 71(d)) BRS Authorization for Planned Services to vendor (cite contract #, and General Letter 71(d)) BRS Authorization for Planned Services to sole vendor (cite General Letter 71(d)) Written competitive bids are required BRS Authorization for Planned Services to lowest qualified vendor (cite General Letter 71(d))	DAS Procurement Services, General Letter 71(d) August 20,2002

**Notes:**

**\*state contracts**

State contracts must be used for all equipment purchases unless it can be clearly demonstrated that the contract is unable to meet our needs. For updated contract information please consultant DAS Web Page at <http://das.ct.gov/cr1.aspx?page=12>

Decisions to override a state contract should be made by the district director in consultation with the bureau chief. The case record should clarify the rationale for such decisions.

**\*\*sole source:**

A vendor can be determined to be a sole source if there is no other manufacturer or in-state distributor from which to buy the product.

The district director in consultation with the bureau should make sole source decisions chief. The case record should clarify the rationale for such decisions.

**\*\*\*open competitive**

If a consumer has a preference for a particular vendor, that vendor, if qualified, should be included in the bid solicitation. The consumer then may elect to have the vendor of choice by agreeing to pay the difference between the lowest qualified bid and the bid by the preferred vendor. In such cases, the BRS Authorization for Planned Services should be authorized to the preferred vendor in the amount of the lowest bid with the notation that the consumer is responsible for the difference. Bid notices should specify that consumers have the option of going to their vendor of choice under such circumstances. Care should be taken in advance to assure that preferred vendors are willing to accept authorizations on that basis.

Other circumstances may justify purchasing without going to competitive bid. For example there may be a prior vendor/customer relationship as with a prosthetist, or geographical proximity of a vendor may be a requirement so that the consumer can readily access service. The district director in consultation with the bureau chief should make such decisions.