



DDSN Executive Memo

**TO: EXECUTIVE DIRECTORS OF DSN BOARD AND
CEOS OF CONTRACTED SERVICE PROVIDERS WITH CASE MANAGEMENT
CASE MANAGEMENT SUPERVISORS**

FROM: SUSAN KREH BECK, ED.S., LPES, NCSP, ASSOCIATE STATE DIRECTOR, POLICY *SKB*

DATE: JUNE 1, 2020

**RE: Updates Regarding Procurement Policy, Environmental Modifications, and Repair
Assessments in the CS, ID/RD, and HASCI Waiver Manuals**

The purpose of this memo is to outline updates to the CS, ID/RD, and HASCI Waiver Manuals regarding the revised South Carolina Consolidated Procurement Code and DDSN Directive 250-08-DD: Procurement Requirements for Local DSN Boards and Contracted Service Providers; changes to environmental modifications; and the implementation of a formalized process for "repair assessments" as part of Specialized Supplies, Equipment, and Assistive Technology approved by the DSN Commission on March 19, 2020.

Procurement Code:

Per the CS, ID/RD, and HASCI Waiver Manuals, Case Managers are required to adhere to South Carolina's Consolidated Procurement Code in the procurement of Environmental Modifications, Private Vehicle Modifications, and Medical Supplies/Equipment/Assistive Technology. South Carolina's consolidated procurement code was revised, and the revision was adopted in DDSN Directive 250-08-DD: Procurement Requirements for Local DSN Boards and Contracted Service Providers, dated February 20, 2020.

The updated solicitation limits as defined by the Consolidated Procurement Code are as follows:

A. \$10,000 or less

NO COMPETITION: Small purchases not exceeding \$10,000 may be accomplished without securing competitive quotations if the prices are considered reasonable. The purchasing office must annotate the purchase requisition "Price is fair and reasonable" and sign. The purchases must be distributed equitably among qualified suppliers. When practical, a quotation must be solicited from a provider other than the previous supplier before placing a repeat order. The administrative cost of verifying the reasonableness of the price of purchase "not in excess of" may more than offset potential savings in detecting instances of overpricing. Action to verify the reasonableness of the price need be taken only when the procurement officer of the governmental body suspects that the price may not be reasonable, comparison to previous price paid, or personal knowledge of the item involved.

B. \$10,001 to \$25,000

THREE WRITTEN QUOTES: Written request for written quotes from a minimum of three (3) qualified sources of supply may be made and, unless adequate public notice is provided in the South Carolina Business Opportunities, documentation of at least three (3) bona fide, responsive, and responsible quotes must be attached to the purchase requisition for a small purchase not in excess of \$25,000. The award must be made to the lowest responsive and responsible sources. The request for quotes must include a purchase description. Requests must be distributed equitably among qualified suppliers unless advertised as provided above.

C. **\$25,001 to \$100,000**

ADVERTISED SMALL PURCHASE: Written solicitation of written quotes, bids, or proposals may be made for a small purchase not in excess of \$100,000. The procurement (250-08-DD: Procurement Requirements for Local DSN Boards and Contracted Service Providers, February 20, 2020, Page 4) must be advertised at least once in the South Carolina Business Opportunities publication. A copy of the written solicitation and written quotes must be attached to the purchase requisition. The award must be made to the lowest responsive and responsible source or, when a request for proposal process is used, to the highest ranking offeror.

The CS, ID/RD, and HASCI Waiver Manuals have been updated to reflect these changes in procurement requirements. Details are provided below in order to highlight these changes.

Environmental Modification Chapter Revisions:

- The CS, ID/RD and HASCI Waivers currently require that the "Environmental Modification Project Agreement" be signed prior to the start of an environmental modification. The manuals have been updated to include a separate version of the Environmental Modification Project Agreement specific to use of the DDSN Professional Design Team. The "PDT Environmental Modification Project Agreement" is now required to be completed when the waiver participant chooses to utilize the DDSN Professional Design Team.
- The CS, ID/RD, and HASCI Waiver manuals have also been revised to include the "Acknowledgement of Financial Responsibility" form. This form is for use when the cost of the modification exceeds the cap for the specific waiver, but the waiver participant chooses to proceed with the modification, privately paying the portion of the cost that exceeds the waiver cap. In these instances, the waiver participant will separately contract with the environmental modification provider for the portion of the work that exceeds the waiver cap and will sign the "Acknowledgement of Financial Responsibility" form indicating their decision to do so.

- **For the CS and ID/RD Waivers:**

After an Environmental Modifications Assessment outside of the DDSN Professional Design Team has been completed, the Waiver Case Manager must review the findings/specifications with the Professional Design Team (PDT) Program Coordinator before soliciting price quotes. In some situations, additional assessments or other actions may be necessary before proceeding. If the Program Coordinator agrees that the specifications are allowed within policy, the Waiver Case Manager will be notified to proceed by reviewing the assessment with the waiver participant/family. Receipt of this notification must be documented in a Case Note and a copy of the correspondence must be maintained in the participant's file.

The CS, ID/RD, and HASCI Waiver Manuals have been updated to reflect these changes and the forms have been added to Business Tools for use.

Repair Assessments:

Waiver funding for repair assessments has long been requested in situations when a CS, ID/RD, or HASCI Medicaid Waiver funded piece of equipment or assistive technology is not properly functioning, but cannot be transported to the DME provider for assessment to determine the necessary repair. A formalized process has been added to the CS, ID/RD, and HASCI Manuals regarding requesting funding for repair assessments. In instances when an item funded by the waiver requires repair, and the item cannot be transported to the provider for assessment, an assessment to determine the scope of the repairs needed can be funded by the waiver. Reimbursement for the assessment covers travel time, mileage, and labor costs, and may not exceed \$75. The Repair Assessment must be submitted to the Case Manager, and must include a summary of the work completed, findings from the assessment and a determination of the repairs needed. The determination of the repairs needed must be detailed and include all necessary steps to complete the repair. The assessment must include the specific parts needed and cost. Additional information regarding authorization of this service is included in the corresponding waiver manual.

Questions regarding these changes should be directed to Melissa Ritter at mritter@ddsn.sc.gov or 803-898-5120 or Jennifer Jaques at jjagues@ddsn.sc.gov or 803-898-9729. Thank you.