**Section 590.45 DHS-DRS Bidding Procedure**

a) Counselors may purchase items necessary to support a customer's IPE that cost less than $1000 without obtaining bids.

b) Counselors may purchase, with proper approval, items costing more than $1000 after pursuing three bids. If the item is available from fewer than 3 sources, the maximum number of bids shall be sought. The counselor shall document all bidding activities. A bid is an attempt to receive a purchase price. The process used shall give all providers an adequate opportunity to respond and shall include a due date.

c) The lowest bid received shall be selected in each case unless there are documented reasons to reject the lowest bid.  Should the customer choose another bidder and there are no documented reasons for not selecting the lowest bid, the customer shall pay the difference between the bids in addition to other customer financial participation, if any.

d) Customized prosthetics, orthotics and wheelchairs may be purchased without bids after documented consultation with the Central Office Resource Specialist.

e) Hearing aids may be authorized without bids based on medical recommendation. After the 30-day trial period, hearing aids will be vouchered at the manufacturer's invoice price.

(Source: Amended at 36 Ill. Reg. 6598, effective April 13, 2012)