# Vocational Rehabilitation Services Manual D-200: Purchasing Goods and Services

Revised 8/24/2018

## D-205: Purchasing Threshold Requirements

Purchasing thresholds are established to ensure that management oversees high-cost and high-risk purchases. VR counselors must review associated chapters in the VRSM and SFP in addition to reviewing the table published below in D-205-1: Purchasing Threshold Bid Requirements prior to authorizing the purchase of any good or service.

The following purchases are exempted/excluded from the purchasing threshold requirements in this section, but all other policies and procedures for these goods must be applied as part of the purchasing process:

* hearing aids,
* durable medical equipment (DME),
* vehicle modifications, orthotics & prosthetics,
* other MAPS code items/goods, and
* tuition for academic training at a public training institution that is in the state of Texas.

If the product or service is not under contract or is not a MAPS purchase and the cost is less than $5,000, the purchase must be completed as a spot purchase; that is, using a commercial source, under noncompetitive purchasing procedures.

In addition to requirements throughout the VRSM and the VR Standards for Providers (VR-SFP), for all purchases over $2500, a pre-purchase review must be completed in and noted in RHW by the administrative supervisor or purchasing specialist prior to the purchase.

| **Purchase costs, per service authorization** | **Approval required from…** | **Competitive bid required** |
| --- | --- | --- |
| $2500 or less | VR counselor approval. | No |
| Greater than $2500, but less than or equal to $5,000 | Pre-purchase review by the administrative supervisor or purchasing specialist required and documented in a case note in RHW.If denied for one or more of the following reasons, complete a formal Purchasing Review in TxROCS and enter a case note in RHW with the specific reason for the denial of the purchase: * Proposed purchase not supported by existing case documentation.
* Proposed purchase item not in plan or is not clearly connected to and supportive of vocational objective.
* Proposed purchase not allowable under Federal or state regulations.
* Proposed purchase as requested is denied.

VR Supervisor approval | No |
| Greater than $5,000 to $15,000 | Pre-purchase review by the administrative supervisor or purchasing specialist required and documented as a formal Purchasing Review in TxROCS and in a case note in RHW.VR Manager approval | * Yes
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| Greater than $15,000 to $25,000 | Pre-purchase review by the administrative supervisor or purchasing specialist required and documented as a Purchasing Review in TxROCS and in a case note in RHW.Regional director or deputy regional director approval | * Yes
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| Greater than $25,000 | Pre-purchase review by the administrative supervisor or purchasing specialist required and documented as a Purchasing Review in TxROCS and in a case note in RHW.Regional director or deputy regional director, and VR Division Director | * Yes
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