

Bid Checklist

- Reviewed the “What to Expect Checklist” with the person.
- Shared assessment recommendations between all providers completing assessments.
- Reviewed assessment recommendations with the person, and agreement reached regarding which recommendations to pursue (accounting for DHS covered service limits and person’s assessed needs and goals, choices and preferences).
- Identified homeowner responsibility items that need to be completed before EAA Home Modifications can be started. (Does homeowner have the funding to pay for these?)
- Approvals and Variances obtained (Property Owner, City, Property Associations).
- Developed a written Scope of Work or Design Drawings/Specifications to cover the following items:
 - Recommendations from the assessment reports - clearly communicating accessibility and safety goals.
 - Specific requirements for door widths, clearances, space requirements, inclines, etc.
 - Specific fixtures such as toilets, lighting, faucets, door openers - adequately identified if specific requirements need to be met.
 - Unique equipment such as lifts, elevators, etc.
- Reviewed Scope of Work or Design Drawings/Specifications with the person.
- Obtained competitive bids (two or more bids is considered best practice).
- Reviewed bids with the person, and agreement reached regarding which bids to accept (accounting for DHS covered service limits, most cost effective option, and person’s assessed needs and goals, choices and preferences).
- Shared bids with assessment providers if there were changes due to installation provider feedback.
- Confirmed that bids are within waiver/program budget and service limits for person.
- Obtained DHS approval for budget obtained if exceeding \$40,000 for CAC, CADI, BI and DD Waivers.
- Obtained DHS approval for additional square footage (if needed).
- Sent bids and project summary for internal approval if needed.
- Obtained bids or pricing for Specialized Equipment and Supplies associated with the EAA Home Modification project (including any AT or DME).