



Bid Cheat Sheet

- Bids must be itemized by materials/parts and labor.
 - **If the vendor is not willing to itemize their bid, they cannot bid on the project.**
- Bids must be tax free.
- Bids must match the full scope of work outlined in the evaluation.
 - The CM/C-YES is responsible for reviewing the bids to confirm they match the scope of work before submitting them to FMS.
 - The bids should not include work that is not waiver appropriate or go beyond what is medically necessary for the member.
- Bids must include accompanying bid bonds.
 - **If the vendor is not willing to be bonded, they cannot bid on the project.**
- The bid justification form is required to be submitted if 3 bids cannot be obtained, and the form must clearly detail why 3 bids cannot be obtained.