**Proposal to add new or update existing policies and procedures**

**Basic Information:**

1. This is a request to [ ] add a new, [X ] update an existing, [ ] abolish an existing policy/procedure.
2. Policy Title: Construction and Professional Services in Support of Construction
3. Policy Number: AP 8.281\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Current Responsible Office: Office of the Vice President for Administration \_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Proposed Responsible Office: Facilities Business Office\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Name/Title of Requester: Jamie Ho, Facilities Contract Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Requester Contact: [jamieho@hawaii.edu](mailto:jamieho@hawaii.edu) or 956-9572\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Requesting Office VP or executive: Jan Gouveia, VP Administration\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vetting Process Information:**

1. Why is this change necessary? e.g., legal, regulatory, financial, operational, accreditation, etc.

ACT 42, SLH 2018 reinstated and restored full authority to the University President to act as the University's chief procurement officer for all procurement contracts under chapter 103D, HRS, effective June 12, 2018.

1. Impacts of new or revised policy / procedure:
   1. General impacts? Improve time efficiency in approving procurement contracts
   2. Groups/people impacted? University employees who purchase construction.
   3. Financial impact? Reduced paperwork
   4. Other policies/procedures affected? None.
2. Detailed summary of changes:

* Restores full procurement authority to the University President.
* Clarifies the Small Purchase threshold that requires quotes to purchases less than $5,000 for construction. This is consistent with the State Procurement Office threshold and increases efficiency when purchasing small items or services. However, the limit is $3,500 for federal funds.
* Minor changes to Form FCO-001 and FCO-007.
* Replaces the majority of the SPO Forms with OPRPM Forms.
* All other amendments were minor editorial and/or grammatical changes

1. Who was consulted?
   1. Office of Procurement and Real Property Management: Director Duff Zwald and Associate Director Karlee Hisashima.
   2. Office of Project Delivery Director, Nelson Lee
   3. Office of Campus Operations and Facilities, Director Blake Araki
   4. Facilities Business Office, Director Lisa Dau
   5. Associate Vice President of Administration, Donna Kiyosaki
   6. Vice President for Administration, Jan Gouveia
2. Are there measures that need to be implemented prior to execution? If so, please specify. Who will be responsible to ensure appropriate preparations are made?

No.

1. What steps will be or have been taken to ensure that proper communication and training is/was provided for the successful implementation of this change?

Information shall be disseminated to the various facilities offices who contract for construction work.