



UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER

July 10, 2003

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 03-07

TO: Vice Presidents
Chancellors
Secretary of the Board of Regents
State Director of Vocational Education
Deans and Directors

FROM: *for* James R. W. Sloane *James R. W. Sloane*
Vice President for Administration and Chief Financial Officer

SUBJECT: **ADMINISTRATIVE PROCEDURE A8.290, REQUIREMENTS OF
FEDERALLY FUNDED PURCHASES**

Transmitted herewith is the revised Administrative Procedure A8.290, Requirements of Federally Funded Purchases. Some of these revisions were previously disseminated as OPRPRM Circular No. 02-014 Federal Provisions and OPRPRM Circular No. 02-013 Debarment & Suspension and Anti-Lobbying which were issued in response to recommendations resulting from a Contractor Purchasing System Review conducted by the Office of Naval Research. The purpose of the revisions was to ensure the following:

- That the required federal flowdown provisions would be attached to federally funded purchase orders as well as subcontracts depending on the type of award document, i.e., federal prime contract or grant;
- That FEDERAL PROVISIONS (JULY 2002) – GOVERNMENT SUBCONTRACT PROVISIONS INCORPORATED IN ALL SUBCONTRACTS/PURCHASE ORDERS (UNDER FEDERAL PRIME CONTRACTS) would be attached to all federally funded subcontracts and purchase orders under federal prime contracts;
- That TERMS AND CONDITIONS APPLICABLE TO PURCHASE ORDERS (UNDER FEDERAL GRANTS) would be attached to all federally funded purchase orders under federal grants;
- That TERMS AND CONDITIONS APPLICABLE TO SUBCONTRACTS (UNDER FEDERAL GRANTS) would be attached to all federally funded subcontracts under federal grants; and

Vice Presidents et al

July 10, 2003

Page 2 of 2

- That for all federally funded procurement subcontracts and purchase orders for goods and services of \$25,000 or more, a Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters would be signed and obtained from the subcontractor or vendor certifying that the subcontractor or vendor is not debarred or suspended from doing business with the Federal Government.

Any questions concerning these procedures should be directed to the Office of Procurement and Real Property Management, telephone (808) 956-8687.

Attachments