



UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER

December 29, 2003

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 03-12

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

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

SUBJECT: **ADMINISTRATIVE PROCUREMENT PROCEDURES A8.200 - A8.295**

Transmitted herewith are the revised Administrative Procedures A8.200 - A8.295 for the Procurement of Goods, Services and Construction, effective January 1, 2004.

Under the revised procedures, most purchases of goods and services between \$2,500 to \$100,000 will be made through the use of the SuperQUOTE electronic, on-line request for quotation system. It is anticipated that the use of this on-line marketplace will serve to promote openness and greater competition among vendors for the University's purchasing needs, thereby increasing the potential for cost savings to the University in its acquisition of goods and services. The threshold for the use of advertised invitations for bids and requests for proposals will be increased to \$100,000, except for the purchase of "commodity" goods and services, such as computer hardware and software, audio visual products, and other "off-the-shelf" equipment, where the purchase will be processed through the SuperQUOTE system regardless of the dollar amount of the purchase.

The procedures also set forth the circumstances when a procurement action will require the prior approval of the Board of Regents. Actions which would require Board approval include any contract for goods, services, and construction exceeding \$500,000, any consultant contract exceeding \$100,000, and any procurement contract, regardless of dollar amount, which is anticipated to have a significant impact on University policy, programs, or operations, or which would have a systemwide impact.

While these procedures revise the manner in which goods, services, and construction are to be procured, they do not increase or otherwise alter the purchasing authority presently delegated to Chancellors and departmental fiscal officers. Such purchasing authority at the current delegated levels will continue to remain in effect.

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