



## UNIVERSITY OF HAWAII

Vice President of Administration

December 20, 2004

### ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 04-10

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

FROM: Sam Callejo   
Vice President for Administration

SUBJECT: **INTERIM 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, to be implemented on an interim basis effective January 1, 2005.

In July, 2004, Act 216 was signed into law by the Governor and this legislation amended Section 304-4(d), HRS, to now require that the University's internal procurement policies and procedures be subject to the requirements of Chapter 103D, HRS, effective January 1, 2005.

These interim University procurement procedures have been drafted to incorporate the requirements contained in Chapter 103D, HRS, and the accompanying State administrative rules (HAR 3-120 to 3-132). Some of the major changes in these revised procedures include the re-establishment of the President as Chief Procurement Officer for the University for all purposes of Chapter 103D, HRS, including the approval of formal sole source and emergency procurement requests, the elimination of many categories of goods and services previously exempted from traditional procurement requirements, a return to the advertised bidding threshold of \$25,000, reinstatement of vendor preferences intended to promote Hawaii businesses over non-Hawaii businesses in the awarding of State contracts, implementation of State-mandated selection criteria for the procurement of professional services, and additional mandatory certification requirements for prospective contractors regarding State labor and business registration laws.

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The interim revised procedures still retain all Board approval requirements for particular procurement matters as set forth in Section 8-1 and other sections of the Board of Regents' Bylaws and Policies, such as those pertaining to construction contracts, the retaining of consultants, and all procurement contracts exceeding \$500,000.

Legislation will be introduced in the next session seeking the reinstatement of the University's former statutory exemption from Chapter 103D, HRS. These interim procurement procedures will remain in effect to June 30, 2005, or until the new law goes into effect.

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.