



July 6, 2007

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 07-12

TO: University Administrators and Chancellors

FROM: Howard Todo *Howard Todo*
Vice President for Budget and Finance
Chief Financial Officer

SUBJECT: ADMINISTRATIVE PROCEDURE A8.220 – GENERAL PRINCIPLES
ADMINISTRATIVE PROCEDURE A8.225 – LIMITATIONS IN PURCHASING
ADMINISTRATIVE PROCEDURE A8.230 – CONTRACTING FOR SERVICES
ADMINISTRATIVE PROCEDURE A8.235 – COMPETITIVE SEALED BIDDING
ADMINISTRATIVE PROCEDURE A8.240 – COMPETITIVE SEALED PROPOSALS
ADMINISTRATIVE PROCEDURE A8.245 – PROFESSIONAL SERVICES
ADMINISTRATIVE PROCEDURE A8.250 – SMALL PURCHASES
ADMINISTRATIVE PROCEDURE A8.265 – SPECIALIZED PURCHASING
ADMINISTRATIVE PROCEDURE A8.275 – CONTRACT ADMINISTRATION
ADMINISTRATIVE PROCEDURE A8.280 – CONCESSIONS
ADMINISTRATIVE PROCEDURE A8.285 – COST REASONABLENESS
ADMINISTRATIVE PROCEDURE A8.300 – INTERESTS IN REAL PROPERTY
ADMINISTRATIVE PROCEDURE A8.305 – USE OF NON-UNIVERSITY SPACE
AND FACILITIES

Transmitted herewith are the subject Administrative Procedures which have been revised primarily to reflect minor changes to website information, statutory references, and general excise tax rates. The revisions also include:

- Revisions to paragraph A8.220.9, to add a procurement exemption for fresh meats and produce and to revise OPRPM Forms 89 (Attachment 220.4) and 138 (Attachment 220.3);
- Revision to paragraph A8.230.7 to eliminate OPRPM Form 74 (formerly Attachment 230.3);
- Revision to paragraph A8.235.1 to raise the bid threshold to reflect the increase in the small purchase threshold in A8.250;
- Revision to paragraph A8.245.1 to require mandatory use of the Professional Services procedures for the acquisition of design services (architecture, engineering, land surveying, and landscape architecture) while providing for optional use for other types of professional services (accounting, legal, etc.);

- Revision to paragraph A8.265.12 to incorporate a revised OPRPM Form 136 (Attachment 265.4) for the purchase of meals, refreshments, and protocol items with special, revolving, and endowment funds;
- Revision to paragraph A8.275.4.f for purposes of the tax clearance requirements to reflect the increased small purchase threshold;
- Revisions to Section A8.280 to eliminate restrictions on the granting of concessions to reflect the University's exemption from HRS 102 governing concessions by other State agencies;
- Revisions to paragraph A8.300.2 to reflect the requirements for Board approval of real property transactions, to provide for the primary routing of real property requests through the Chancellors rather than the Vice President for Administration, and to eliminate OPRPM Form 145 (formerly Attachment 300.1) for entering into real property transactions; and
- Revisions to paragraph A8.305.3 to increase the suggested submission time for long-term lease requests from two months to three months to accommodate the Board's reduced meeting schedule for action items and to revise OPRPM Form 146 (Attachment 305.1) for short-term leases to reflect changes to the liability provision.

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

Attachments