



October 24, 2013

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 13-22

TO: University Administrators and Chancellors

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

Subject: Revised Administrative Procedures for Procurement

Transmitted herewith are the following revised Administrative Procedures:

A8.200 Overview
A8.215 Definitions
A8.220 General Principles
A8.225 Limitations in Purchasing
A8.230 Contracting for Services
A8.235 Competitive Sealed Bidding
A8.240 Competitive Sealed Proposals
A8.245 Professional Services Procurement
A8.250 Small Purchases
A8.255 Sole Source Procurement
A8.260 Emergency Procurement
A8.265 Specialized Purchasing
A8.266 Purchasing Cards
A8.270 Types of Contracts
A8.275 Contract Formation and Administration
A8.285 Cost and Price Reasonableness

The revisions have removed references to construction and construction-related professional services from A8.220, A8.235, A8.240, A8.245, A8.250, A.255, A8.260, and A8.265. Pursuant to Act 87, Session Laws of Hawaii 2013, two new administrative procedures have been issued by separate memorandum (Sections A8.246 and A8.281) to implement new requirements established by the Administrator of the State Procurement Office who now serves as the Chief Procurement Officer of the University for professional services furnished by licensees under Chapter 464, HRS, and construction. In addition, A8.245 has been revised to reflect additional requirements required for the procurement of professional services other than those services furnished by licensees under Chapter 464. Lastly, all references to "Fiscal Officer" have been changed to "Fiscal Administrator" in all sections.

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

Attachments