

**University of Hawaii
Facilities and Contracts Office
Request for Approval of Consultant Selection
and Approval to Conduct Contract Negotiations**

TO (Name, Title): _____

FROM (Name, Title): _____

In accordance with the State of Hawaii Public Procurement Code and the related Hawaii Administrative Rules, HRS §103D-304 and HAR §3-122, the Selection Committee requests approval of the consultant selection and approval to conduct contract negotiations with the first-ranked firm to execute a contract for this procurement.

Date: _____	Estimated Contract Cost: \$ _____
Description of Project or Procurement:	

The following were determined to be the _____ most qualified persons to provide the professional services required for the subject project. Relevant and/or supporting documents are attached.

<u>Ranking</u>	<u>Consultant Name (Firm)</u>	<u>Scoring (Total Points)</u>
1	_____	_____
2	_____	_____
3	_____	_____

Upon approval from the Procurement Officer, or designee, the authority for contract negotiations related to the above project shall be granted to (name and title of UH negotiator):

_____.

Direct questions to: _____ Phone: _____

Recommend approval: _____
Facilities Contracts Officer Date

Procurement Officer (or designee) Comments:

APPROVED _____
 DISAPPROVED Procurement Officer _____ Date

- Attachments:
- Summary of selection committee members' evaluations/scoresheets/rankings (FCO-004)
 - Individual selection committee member evaluation/scoresheet/ranking with comments (FCO-003)