

PROCUREMENT CHECKLIST

This checklist summarizes the requirements of the Hawai'i Revised Statutes (Chapter 103D), Hawaii Administrative Rules (primarily Chapter 3-122) and University of Hawai'i Administrative Procedures (AP 8.200- 8.290) and applies to procurements for goods and services. Users of this checklist have the responsibility of reviewing the full text of the applicable sections of the Hawai'i Revised Statutes, Hawai'i Administrative Rules, and University of Hawai'i Administrative Procedures.

- Yes - Indicates that the procedures, law or rules were complied with.
- No - Indicates that the procedures, law or rules were not complied with. An explanation should be provided in the Comments column for "no" responses.
- N/A - Not applicable for this procurement.

- Notes:**
- 1) **The information provided below is meant to be used as a basic checklist only and is not intended to be inclusive of all of the requirements of AP Section A8.200, Procurement.**
 - 2) **This applies to University purchases and not purchases processed through RCUH.**
 - 3) **Construction and Professional Services in Support of Construction (AP 8.281), are not covered herein.**

DETERMINE METHOD OF SOURCE SELECTION

1. Small Purchase Procurement (AP 8.250)
 - a) Is the purchase competitive and less than \$100,000.00? If yes, go to CHART 1A below.
 - b) Is this purchase excepted from SuperQUOTE (purchases less than \$25,000.00) under one of the following conditions?
 - 1) Procurement of Professional Services;
 - 2) Purchases of airline tickets and hotel accommodations (for travel by University employees and affiliated personnel, please refer to the University's eTravel website at <http://www.hawaii.edu/etravel/>); or
 - 3) Purchases where the use of SuperQUOTE is not practicable or advantageous, as approved in advance by OPM (Through OPM Form 148).If yes, go to CHART 1B below.
2. Sole Source Source Procurement (AP 8.255)
 - a) Does the purchase have a unique feature, characteristic or capability that is only available from one source? If yes, go to CHART 2A below.
 - b) Does the purchase fall under the listing of procurements approved for sole source? If yes, go to CHART 2B below.
3. Emergency Procurement (AP 8.260)

Does a situation of unusual or compelling urgency exist which creates a threat to public health, welfare, or safety; **and** the existence of such condition creates an immediate and serious need for goods or services that cannot be met through normal procurement methods, and the lack of such goods or services would seriously threaten the continued function of the University or its programs and operations, the preservation or protection of property or the health or safety of any person? If yes, go to CHART 3 below.
4. Exempt Procurement (AP 8.220[9])
 - a) Does this purchase fall under the listing of exempt procurements found in A8.220, paragraph 9? If yes, go to CHART 4A below.
 - b) Does the University department believe that a situation exists wherein procurement by standard competitive methods would be either not practicable or not advantageous and the department would like to request to procure the goods or services via an exemption request to OPRPM for forwarding to the President? If yes, go to CHART 4B below.
5. Competitive Sealed Bidding (AP 8.235), Competitive Sealed Proposals (AP 8.240), and Professional Services Procurements (AP 8.245) are processed by OPM. Go to CHART 5 below for submittals to OPM.

CHART 1A

**SMALL PURCHASES (AP SECTION 8.250) – Competitive procurements less than \$100,000, solicitation of quotations via SUPERQUOTE.
(NOT TO BE USED FOR SOLICITATION OF PROPOSALS)**

<u>DOLLAR AMOUNT</u>	<u>NO. OF QUOTATIONS</u>	<u>PROCUREMENT REQUIREMENTS</u>	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>COMMENTS</u>
A. \$0 - <\$5,000.00	No minimum required	<ul style="list-style-type: none"> Electronic quotations via SuperQUOTE are recommended but are not required. 				
		<ul style="list-style-type: none"> If purchase is \$2,500.00 or more, awarded vendor is “compliant” at Hawaii Compliance Express website at the date PO issued. Certificate of Compliance attached. (AP 8.275) 				
B. \$5,000.00 - <\$100,000.00 (Purchases from \$5,000.00 < \$25,000.00 processed by Fiscal Administrator within Signing Authority) (Purchases \$25,000.00 and over processed by OPM)	All electronic quotations via SuperQUOTE	<ul style="list-style-type: none"> SuperQUOTE was used and lowest responsive quotation was selected. 				
		<ul style="list-style-type: none"> Summary of quotations received via SuperQUOTE. 				
		<ul style="list-style-type: none"> Copies of all quotations received via SuperQUOTE. 				
		<ul style="list-style-type: none"> Awarded vendor signed and returned confirming quotation. 				
		<ul style="list-style-type: none"> Awarded vendor is “compliant” at Hawaii Compliance Express website at the date PO issued. Certificate of Compliance attached. (AP 8.275) 				
		Special Approvals:				
		<ul style="list-style-type: none"> Purchases of meals, refreshments, and protocol items – <u>OPM Form 56</u> or <u>OPM Form 136</u> 				
		<ul style="list-style-type: none"> Sole Brand Purchase – Sole Brand Justification, <u>OPM Form 144</u> 				
		<ul style="list-style-type: none"> Purchases of hazardous materials. 				
		<ul style="list-style-type: none"> Purchase of Motor Vehicles. 				
		<ul style="list-style-type: none"> Travel-related purchases – approval for employee to travel (approved travel request or other written approval to travel). 				
		<ul style="list-style-type: none"> If only one quotation is received or if more than one quotation is received and low quotation is <u>not</u> selected – <u>OPM Form 95</u>, Determination of Cost and Price Reasonableness is required (AP A8.285). 				
		<ul style="list-style-type: none"> Other: _____ 				
		If Federal Funds to be utilized as part of a split funded purchase:				
<ul style="list-style-type: none"> For purchase of equipment over \$5,000 - Authorization to Purchase Equipment with Federal Contract or Grant Funds, <u>UH Form 39</u>. 						
<ul style="list-style-type: none"> Copy of the award document from the granting agency and budget sheet indicating the approved line item. 						
<ul style="list-style-type: none"> Applicable Federal flowdown provisions attached to PO, including Debarment Certification (\$35,000) and Anti-Lobbying (\$100,000). 						
C. \$100,000.00 and over (Processed by OPM)	Formally Advertised Procurement (Invitation for Bids, Requests for Proposals) processed through OPM	Refer to AP A8.235 (Competitive Sealed Bidding) or AP A8.240 (Competitive Sealed Proposals).	—	—	—	

CHART 1B

SMALL PURCHASE (AP SECTION 8.250) – Purchases excepted from SuperQUOTE (FOR PURCHASES LESS THAN \$25,000 ONLY)

Solicitation of electronic quotations via SuperQUOTE is not required for the following purchases:

- A. Procurements of Professional Services;
- B. Purchases of airline tickets and hotel accommodations; and
- C. Purchases where the use of SuperQUOTE is not practicable or advantageous, as approved in advance by OPM (Through OPM Form 148).

<u>DOLLAR AMOUNT</u>	<u>NO. OF QUOTATIONS</u>	<u>PROCUREMENT REQUIREMENTS</u>	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>COMMENTS</u>
A. \$0 - <\$5,000.00	No minimum required	<ul style="list-style-type: none"> • Written or verbal quotations are recommended but not required. 				
		<ul style="list-style-type: none"> • If purchase is \$2,500.00 or more, awarded vendor is "compliant" at Hawaii Compliance Express website at the date PO issued. Certificate of Compliance attached. (AP 8.275) 				
B. \$5,000.00 - <\$15,000.00 (Processed by Fiscal Administrator within Signing Authority)	Three (3) or more verbal <u>or</u> written quotations shall be solicited	<ul style="list-style-type: none"> • Three (3) or more verbal or written quotations solicited and award to lowest responsive quotation. 				
		<ul style="list-style-type: none"> • If verbal quotations solicited, a written quotation obtained from the awarded vendor. 				
		<ul style="list-style-type: none"> • Awarded vendor is "compliant" at Hawaii Compliance Express website at the date PO issued. Certificate of Compliance attached. (AP 8.275) 				
		Special Approvals:				
		<ul style="list-style-type: none"> • Exception approved in advance by OPM – Request for Exception to Use of SuperQUOTE in Source Selection - <u>OPM Form 148</u> (FOR PURCHASES LESS THAN \$25,000 ONLY). 				
		<ul style="list-style-type: none"> • Purchases of meals, refreshments, and protocol items – <u>OPM Form 56</u> or <u>OPM Form 136</u>. 				
		<ul style="list-style-type: none"> • Sole Brand Purchase – Sole Brand Justification - <u>OPM Form 144</u>. 				
		<ul style="list-style-type: none"> • Purchases of hazardous materials. 				
		<ul style="list-style-type: none"> • Purchase of motor vehicles. 				
		<ul style="list-style-type: none"> • Travel-related purchases – approval for employee to travel (approved travel request or other written approval to travel). 				
		<ul style="list-style-type: none"> • If only one quotation is received <u>or</u> if more than one quotation is received and low quotation is <u>not</u> selected - Determination of Cost and Price Reasonableness, <u>OPM Form 95</u>. 				
		<ul style="list-style-type: none"> • Other: _____ 				
		If Federal Funds to be utilized as part of a split funded purchase:				
		<ul style="list-style-type: none"> • For purchase of equipment over \$5,000 - Authorization to Purchase Equipment with Federal Contract or Grant Funds, <u>UH Form 39</u>. 				
<ul style="list-style-type: none"> • Copy of the award document from the granting agency and budget sheet indicating the approved line item. 						
<ul style="list-style-type: none"> • Applicable Federal flowdown provisions attached to PO, including Debarment Certification (\$35,000) and Anti-Lobbying (\$100,000). 						

CHART 1B (continued)

SMALL PURCHASE (AP SECTION 8.250) – Purchases excepted from SuperQUOTE (FOR PURCHASES LESS THAN \$25,000 ONLY)

Solicitation of electronic quotations via SuperQUOTE is not required for the following purchases:

- A. Procurements of Professional Services;
- B. Purchases of airline tickets and hotel accommodations (for travel by University employees and affiliated personnel, please refer to the University's eTravel website at <http://www.hawaii.edu/etravel/>); and
- C. Purchases where the use of SuperQUOTE is not practicable or advantageous, as approved in advance by OPM.

<u>DOLLAR AMOUNT</u>	<u>NO. OF QUOTATIONS</u>	<u>PROCUREMENT REQUIREMENTS</u>	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>COMMENTS</u>
C. \$15,000.00 - <\$25,000.00 (Processed by Fiscal Administrator within Signing Authority)	Three (3) or more written quotations shall be obtained	<ul style="list-style-type: none"> • Three (3) or more written quotations obtained and award to lowest responsive quotation. 				
		<ul style="list-style-type: none"> • Awarded vendor is "compliant" at Hawaii Compliance Express website at the date PO issued. Certificate of Compliance attached. (AP 8.275) 				
		Special Approvals:				
		<ul style="list-style-type: none"> • Exception approved in advance by OPRPM – Request for Exception to Use of SuperQUOTE in Source Selection - <u>OPM Form 148</u> (FOR PURCHASES LESS THAN \$25,000 ONLY) 				
		<ul style="list-style-type: none"> • Purchases of meals, refreshments, and protocol items – <u>OPM Form 56</u> or <u>OPM Form 136</u> 				
		<ul style="list-style-type: none"> • Sole Brand Purchase – Sole Brand Justification, <u>OPM Form 144</u> 				
		<ul style="list-style-type: none"> • Purchases of hazardous materials. 				
		<ul style="list-style-type: none"> • Purchase of motor vehicles 				
		<ul style="list-style-type: none"> • Travel-related purchases – approval for employee to travel (approved travel request or other written approval to travel) 				
		<ul style="list-style-type: none"> • If only one quotation is received <u>or</u> if more than one quotation is received and low quotation is <u>not</u> selected - Determination of Cost and Price Reasonableness, <u>OPM Form 95</u>. 				
		<ul style="list-style-type: none"> • Other: _____ 				
		If Federal Funds to be utilized as part of a split funded purchase:				
		<ul style="list-style-type: none"> • For purchase of equipment over \$5,000 - Authorization to Purchase Equipment with Federal Contract or Grant Funds, <u>UH Form 39</u>. 				
		<ul style="list-style-type: none"> • Copy of the award document from the granting agency and budget sheet indicating the approved line item. 				
<ul style="list-style-type: none"> • Applicable Federal flowdown provisions attached to PO, including Debarment Certification (\$35,000) and Anti-Lobbying (\$100,000). 						

CHART 2A

SOLE SOURCE PROCUREMENT (AP SECTION 8.255)

When there is only **ONE** source available from which goods or services may be obtained and the following criteria are met:

1. The University department has a unique requirement which is essential in order for the department to accomplish its work.
2. This requirement can only be met by particular goods or services which have the required unique feature, characteristic, or capability.
3. The particular goods or services having the unique feature, characteristic, or capability are available from only **ONE** supplier or source.

<u>DOLLAR AMOUNT</u>	<u>PROCUREMENT REQUIREMENTS</u>	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>COMMENTS</u>
A. \$0 - <\$5,000.00	<ul style="list-style-type: none"> • If purchase is \$2,500.00 or more, awarded vendor is "compliant" at Hawaii Compliance Express website at the date PO issued. Certificate of Compliance attached. (AP 8.275) 				
B. \$5,000.00 - <\$25,000.00 (Processed by Fiscal Administrator within Signing Authority)	<ul style="list-style-type: none"> • Request for Sole Source - <u>OPM Form 65</u> (Approved by Fiscal Administrator within delegated purchasing authority.) 				
	<ul style="list-style-type: none"> • Quotation from Vendor, written original, FAX transmittal or email quotation which includes method of delivery, freight costs, delivery time, insurance, all applicable taxes and discounts, if any. 				
	<ul style="list-style-type: none"> • Vendor is "compliant" at Hawaii Compliance Express website at the date PO issued. Certificate of Compliance attached. (AP 8.275) 				
	Special Approvals:				
	<ul style="list-style-type: none"> • Purchases of hazardous materials. 				
	<ul style="list-style-type: none"> • Purchase of motor vehicles 				
	<ul style="list-style-type: none"> • Original approval from any other administrative directive, circular, or guideline (i.e. telecom approval, Presidents' approval, etc.). 				
	<ul style="list-style-type: none"> • <u>OPM Form 95</u>, Determination of Cost and Price Reasonableness is required. 				
	<ul style="list-style-type: none"> • Other: _____ 				
	If Federal Funds to be utilized as part of a split funded purchase:				
	<ul style="list-style-type: none"> • For purchase of equipment over \$5,000 - Authorization to Purchase Equipment with Federal Contract or Grant Funds, <u>UH Form 39</u>. 				
	<ul style="list-style-type: none"> • Copy of the award document from the granting agency and budget sheet indicating the approved line item. 				
<ul style="list-style-type: none"> • Applicable Federal flowdown provisions attached to PO, including Debarment Certification (\$35,000) and Anti-Lobbying (\$100,000). 					

CHART 2A (continued)

SOLE SOURCE PROCUREMENT (AP SECTION 8.255)

When there is only **ONE** source available from which goods or services may be obtained and the following criteria are met:

1. The University department has a unique requirement which is essential in order for the department to accomplish its work.
2. This requirement can only be met by particular goods or services which have the required unique feature, characteristic, or capability.
3. The particular goods, services or construction having the unique feature, characteristic, or capability are available from only **ONE** supplier or source.

<u>DOLLAR AMOUNT</u>	<u>PROCUREMENT REQUIREMENTS</u>	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>COMMENTS</u>
C. \$25,000.00 and over (Processed by OPM)	<ul style="list-style-type: none"> ● Request for Sole Source - <u>OPM Form 65</u> (Approved by OPM and President) 				
	<ul style="list-style-type: none"> ● Notice of Sole Source - <u>OPM Form 110</u> (Posted by OPM) 				
	<ul style="list-style-type: none"> ● Quotation from Vendor, written original, FAX transmittal or email quotation which includes method of delivery, freight costs, delivery time, insurance, all applicable taxes and discounts, if any. 				
	<ul style="list-style-type: none"> ● Vendor is "compliant" at Hawaii Compliance Express website at the date PO/contract issued. Certificate of Compliance attached. (AP 8.275) 				
	<ul style="list-style-type: none"> ● <u>OPM Form 95</u>, Determination of Cost and Price Reasonableness is required. 				
	Special Approvals:				
	<ul style="list-style-type: none"> ● Purchases of hazardous materials. 				
	<ul style="list-style-type: none"> ● Purchase of motor vehicles. 				
	<ul style="list-style-type: none"> ● Original approval from any other administrative directive, circular, or guideline (i.e. telecom approval, Presidents' approval, etc.). 				
	<ul style="list-style-type: none"> ● Other: _____ 				
	If Federal Funds to be utilized as part of a split funded purchase:				
	<ul style="list-style-type: none"> ● For purchase of equipment over \$5,000 - Authorization to Purchase Equipment with Federal Contract or Grant Funds, <u>UH Form 39</u>. 				
	<ul style="list-style-type: none"> ● Copy of the award document from the granting agency and budget sheet indicating the approved line item. 				
	<ul style="list-style-type: none"> ● Applicable Federal flowdown provisions attached to PO, including Debarment Certification (\$35,000) and Anti-Lobbying (\$100,000). 				

CHART 2B

SOLE SOURCE PROCUREMENT (AP SECTION 8.255) – Procurements Pre-Approved for Sole Source

These procurements have been pre-approved for sole source. (See Section D below)

<u>DOLLAR AMOUNT</u>	<u>PROCUREMENT REQUIREMENTS</u>	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>COMMENTS</u>
A. \$0 - <\$5,000.00	<ul style="list-style-type: none"> If purchase is \$2,500.00 or more, awarded vendor is "compliant" at Hawaii Compliance Express website at the date PO issued. Certificate of Compliance attached. (AP 8.275) 				
B. \$5,000.00 - <\$25,000.00 (Processed by Fiscal Administrator within Signing Authority)	<ul style="list-style-type: none"> Quotation from Vendor, written original, FAX transmittal or email quotation which includes method of delivery, freight costs, delivery time, insurance, all applicable taxes and discounts, if any. 				
	<ul style="list-style-type: none"> Vendor is "compliant" at Hawaii Compliance Express website at the date PO issued. Certificate of Compliance attached. (AP 8.275) 				
	<ul style="list-style-type: none"> Purchase order cites the following: "Approved for Sole Source Procurement pursuant to Administrative Procedure A8.255, Sole Source No. _____." (Cite applicable sole source number from the list.) 				
	<ul style="list-style-type: none"> <u>OPM Form 95</u>, Determination of Cost and Price Reasonableness is required. 				
	<ul style="list-style-type: none"> Other: _____ 				
	If Federal Funds to be utilized as part of a split funded purchase:				
	<ul style="list-style-type: none"> For purchase of equipment over \$5,000 - Authorization to Purchase Equipment with Federal Contract or Grant Funds, <u>UH Form 39</u>. 				
	<ul style="list-style-type: none"> Copy of the award document from the granting agency and budget sheet indicating the approved line item. 				
	<ul style="list-style-type: none"> Applicable Federal flowdown provisions attached to PO. Including Debarment Certification (\$35,000) and Anti-Lobbying (\$100,000) 				
	C. \$25,000.00 and over (Processed by OPM)	<ul style="list-style-type: none"> Quotation from Vendor, written original, FAX transmittal or email quotation which includes method of delivery, freight costs, delivery time, insurance, all applicable taxes and discounts, if any. 			
<ul style="list-style-type: none"> Vendor is "compliant" at Hawaii Compliance Express website at the date PO/contract issued. Certificate of Compliance attached. (AP 8.275) 					
<ul style="list-style-type: none"> Purchase order cites the following: "Approved for Sole Source Procurement pursuant to Administrative Procedure A8.255, Sole Source No. _____." (Cite applicable sole source number from the list.) 					
<ul style="list-style-type: none"> <u>OPM Form 95</u>, Determination of Cost and Price Reasonableness is required. 					
<ul style="list-style-type: none"> Other: _____ 					
If Federal Funds to be utilized as part of a split funded purchase:					
<ul style="list-style-type: none"> For purchase of equipment over \$5,000 - Authorization to Purchase Equipment with Federal Contract or Grant Funds, <u>UH Form 39</u>. 					
<ul style="list-style-type: none"> Copy of the award document from the granting agency and budget sheet indicating the approved line item. 					
<ul style="list-style-type: none"> Applicable Federal flowdown provisions attached to PO, including Debarment Certification (\$35,000) and Anti-Lobbying (\$100,000). 					

CHART 2B (continued)

SOLE SOURCE PROCUREMENT (AP SECTION 8.255) – Procurements Pre-Approved for Sole Source

These procurements have been pre-approved for sole source. (See Section D below.)

D. The following procurements are not subject to the procedure for obtaining sole source approval:

Sole
Source
Number

Sole Source

1. Rental of booth space for exhibits at conventions and trade shows when organized by a single sponsor.
Criteria: When rental is available only through a single organizer or sponsor of the convention or trade show.
2. For the repair, replacement, installation (connection, activation or hookup), or relocation of public utility company equipment or facilities.
Criteria: When the equipment or facilities are owned or controlled by utility companies such as an electric, telephone, gas or cable television company.
3. Annual license renewal and maintenance for computer software.
Criteria: When the license renewal and maintenance can be obtained from only a single source, normally the developer of the software.
4. Procurement of computer software conversions, modifications, and maintenance for existing programs from the manufacturer of the software.
Criteria: When the conversion, modification, or maintenance can only be obtained from the manufacturer of the software.
5. Transcripts of court proceedings.
Criteria: When the transcripts of court proceedings are only available from the respective assigned court reporter provided by the Judiciary.
6. Repair and maintenance services and supplies from the original equipment manufacturer or its designated representative; when the manufacturer or its designated representative is required to provide the services and supplies to retain the manufacturer's warranty or guarantee.
Criteria: When the services or supplies can only be obtained from the manufacturer or its designated representative to retain the manufacturer's warranty or guarantee.
7. Procurement of equipment upgrades from the original manufacturer to existing equipment and information technology hardware, when the upgrades can only be obtained from the manufacturer.
Criteria: When the upgrades are available only from the manufacturer.

CHART 3

EMERGENCY PROCUREMENT (AP SECTION 8.260)

Emergency procurements shall be considered only when the following conditions exist:

1. A situation exists which creates a threat to public health, welfare, or safety; **and**
2. The existence of such condition creates an immediate and serious need for goods or services that cannot be met through normal procurement methods, and the lack of such goods or services would seriously threaten the continued function of the University or its programs and operations, the preservation or protection of property, or the health or safety of any person.

<u>DOLLAR AMOUNT</u>	<u>PROCUREMENT REQUIREMENTS</u>	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>COMMENTS</u>
A. \$0 - <\$5,000.00	<ul style="list-style-type: none"> • If purchase is \$2,500.00 or more, awarded vendor is "compliant" at Hawaii Compliance Express website at the date PO issued. Certificate of Compliance attached. (AP 8.275) 				
B. \$5,000.00 - <\$25,000.00 (Processed by Fiscal Administrator within Signing Authority)	<ul style="list-style-type: none"> • The following information provided: 1) Nature of the emergency; 2) Work to be done including goods and/or services to be procured; 3) Name of contractor and reason for selection of the particular contractor; 4) Estimated amount of expenditure. (Approved by Fiscal Administrator within delegated purchasing authority.) 				
	<ul style="list-style-type: none"> • Request for Emergency Procurement - <u>OPM Form 152</u> (Approved by Fiscal Administrator within delegated purchasing authority). 				
	<ul style="list-style-type: none"> • Quotation(s) from vendor(s), written original, FAX transmittal or email quotation which includes method of delivery, freight costs, delivery time, insurance, all applicable taxes and discounts, if any. 				
	<ul style="list-style-type: none"> • If award is based on only one quotation, <u>OPM Form 95</u>, Determination of Cost and Price Reasonableness is required. 				
	<ul style="list-style-type: none"> • Other: _____ 				
C. \$25,000.00 and over (Processed by OPM)	<ul style="list-style-type: none"> • The following information provided: 1) Nature of the emergency; 2) Work to be done including goods and/or services to be procured; 3) Name of contractor and reason for selection of the particular contractor; 4) Estimated amount of expenditure. (Approved by OPM and President.) 				
	<ul style="list-style-type: none"> • Request for Emergency Procurement - <u>OPM Form 152</u> (Approved by OPM and President). <p>NOTE: Fiscal administrators are authorized to approve all emergency expenditures which must be made after normal working hours and for which the OPM and President could not be reached for review and approval purposes.</p>				
	<ul style="list-style-type: none"> • Quotation(s) from vendor(s), written original, FAX transmittal or email quotation which includes method of delivery, freight costs, delivery time, insurance, all applicable taxes and discounts, if any. 				
	<ul style="list-style-type: none"> • If award is based on only one quotation, <u>OPM Form 95</u>, Determination of Cost and Price Reasonableness is required. 				
	<ul style="list-style-type: none"> • Other: _____ 				

CHART 4A

EXEMPT PROCUREMENT (AP SECTION 8.220) – falls under the listing of pre-approved exempt procurements found in AP 8.220(9)

These procurements are exempt from the requirements of Chapter 103D. (See Section D below.)

<u>DOLLAR AMOUNT</u>	<u>PROCUREMENT REQUIREMENTS</u>	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>COMMENTS</u>
A. \$0 - <\$5,000.00	<ul style="list-style-type: none"> A written original, a FAX transmittal, or an e-mail quotation from the vendor which should include but not be limited to, method of delivery, freight costs, delivery time, insurance, all applicable taxes, and discounts, if any. 				
B. \$5,000.00 - <\$25,000.00 (Processed by Fiscal Administrator within Signing Authority)	<ul style="list-style-type: none"> A written original, a FAX transmittal, or an e-mail quotation from the vendor which should include but not be limited to, method of delivery, freight costs, delivery time, insurance, all applicable taxes, and discounts, if any. 				
	<ul style="list-style-type: none"> Determination of Cost and Price Reasonableness – <u>OPM Form 95</u> (required) 				
	<ul style="list-style-type: none"> Purchase order cites the following: "Exempt purchase, pursuant to AP Section A8.220, Exemption No. _____." (Cite exemption number from the list.) 				
	<ul style="list-style-type: none"> Other: _____ 				
C. \$25,000.00 and over (Processed by OPM)	<ul style="list-style-type: none"> A written original, a FAX transmittal, or an e-mail quotation from the vendor which should include but not be limited to, method of delivery, freight costs, delivery time, insurance, all applicable taxes, and discounts, if any. 				
	<ul style="list-style-type: none"> Vendor is "compliant" with the State Department of Taxation and Internal Revenue Service (Tax Clearance) at Hawaii Compliance Express website at the date PO/contract issued. Certificate of Compliance attached. (AP 8.275) 				
	<ul style="list-style-type: none"> Determination of Cost and Price Reasonableness – <u>OPM Form 95</u> (required) 				
	<ul style="list-style-type: none"> Purchase order cites the following: "Exempt purchase, pursuant to AP Section 8.220, Exemption No. _____." (Cite exemption number from the list.) 				
	<ul style="list-style-type: none"> Other: _____ 				

D. The following procurements are exempt from the standard methods of source selection:

- 1) Disbursement of funds for grants, subsidies, or purchases of services as defined in Sections 42F-101 and 103F-101, HRS;
- 2) Payments to or on behalf of public officers and employees for salaries, fringe benefits, professional fees, or reimbursements;
- 3) Payment of obligations that the University is required to pay by law, including paying fees, permanent settlements, subsidies, or other claims, making refunds, and returning funds held by the University as trustee, custodian, or bailee;
- 4) Disbursement of funds for entitlement programs, including public assistance, unemployment, and workers compensation programs, established by state or federal law;
- 5) Payment of dues or fees of professional organizations of which the University or its officers and employees are members as provided in these procedures;
- 6) Disbursement of funds for deposit, investment, or safekeeping, including expenses related to their deposit, investment, or safekeeping;
- 7) Disbursement of funds to governmental bodies of the State of Hawaii;
- 8) Disbursement of funds as loans, under loan programs administered by the University;
- 9) Disbursement of funds for contracts awarded in accordance with Chapter 103F, HRS;
- 10) Procurement of goods, services, or construction from a governmental body, other than the University of Hawaii bookstores, from the federal government, or from another state or its political subdivisions;

CHART 4A (continued)

EXEMPT PROCUREMENT (AP SECTION 8.220) – falls under the listing of pre-approved exempt procurements found in AP 8.220(9)

D. The following procurements are exempt from the standard methods of source selection (continued):

- 11) Services of expert witnesses potential and actual litigation of legal matters involving the University or its officers and employees, including administrative and quasi-judicial proceedings;
- 12) Works of art for museum or public display;
- 13) Research, reference, and educational materials including books, maps, periodicals, and pamphlets, which are published or available in print, video, audio, magnetic, or electronic form, including web-based databases, and costs associated with publication of articles in scholarly journals;
- 14) Opponents for athletic contests;
- 15) Utility services whose rates or prices are fixed by regulatory processes or agencies;
- 16) Performances, including entertainment, speeches, and cultural and artistic presentations;
- 17) Goods and services for commercial resale by the University;
- 18) Services of printers, rating agencies, support facility providers, fiscal and paying agents, and registrars for the issuance and sale of the University's bonds;
- 19) Services of attorneys employed or retained to advise, represent, or provide any other legal service to the University, on matters arising under laws of another state or foreign country, or in an action brought in another state, federal, or foreign jurisdiction, when substantially all legal services are expected to be performed outside this State;
- 20) Financing agreements under Chapter 37D, HRS;
- 21) Services of lecturers, speakers, trainers, facilitators and scriptwriters when the provider possesses specialized training methods, techniques or expertise in the subject matter;
- 22) Insurance to include insurance broker services;
- 23) [Reserved]
- 24) New or used items which are advantageous and available on short notice through an auction, bankruptcy, or foreclosure;
- 25) Food and fodder for animals;
- 26) Facility costs for conferences, meetings, and training sessions;
- 27) Advertisements in specialized publications, such as in ethnic or foreign language publications, trade publications, or professional publications;
- 28) Arbitrator and mediator services;
- 29) Interpreter services;
- 30) Procurement of repair services when dismantling is required to assess the extent of repairs;
- 31) Radio and television airtime, when selection of station is based on the targeted audience (i.e. ethnic or age group, gender, etc.);
- 32) [Reserved]
- 33) Subscription costs and registration or workshop fees for conferences or training;
- 34) Court reporter services;
- 35) Burial services consisting of mortuary, crematory, cemetery, or other essential services for deceased indigent persons or unclaimed corpses;
- 36) Specific procurements expressly exempt from any or all of the requirements of Chapter 103D, HRS, by references in state or federal law to provisions of Chapter 103D;
- 37) Any other goods or services which the State Procurement Policy Board determines by rules are available from multiple sources but for which procurement by competitive means is either not practicable or not advantageous.

CHART 4B

EXEMPT PROCUREMENT (AP SECTION A8.220) – Request for Exemption from Chapter 103D, HRS

If a University department believes that a situation exists that is not covered by a pre-approved exemption but where procurement by standard competitive methods would be either not practicable or not advantageous, a request to procure the goods or services by exemption may be made to the Office of Procurement Management for forwarding to the President or his/her designee for approval.

<u>DOLLAR AMOUNT</u>	<u>PROCUREMENT REQUIREMENTS</u>	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>COMMENTS</u>
A. \$0 - <\$5,000.00	<ul style="list-style-type: none"> • A written original, a FAX transmittal, or an e-mail quotation from the vendor which should include but not be limited to, method of delivery, freight costs, delivery time, insurance, all applicable taxes, and discounts, if any. 				
B. \$5,000.00 - <\$25,000.00 (Processed by Fiscal Administrator within Signing Authority)	<ul style="list-style-type: none"> • Request for Exemption from Chapter 103D approved by the President – <u>OPM Form 138</u> (TO BE SUBMITTED TO OPM FOR APPROVAL REGARDLESS OF DOLLAR AMOUNT.) 				
	<ul style="list-style-type: none"> • University of Hawaii Notice of Exemption from Chapter 103D, <u>OPM Form 150</u>. 				
	<ul style="list-style-type: none"> • Process or procedure followed as specified in the approved Request for Exemption from Chapter 103D. 				
	<ul style="list-style-type: none"> • A written original, a FAX transmittal, or an e-mail quotation from the vendor which should include but not be limited to, method of delivery, freight costs, delivery time, insurance, all applicable taxes, and discounts, if any. 				
	<ul style="list-style-type: none"> • Determination of Cost and Price Reasonableness – <u>OPM Form 95</u> (required) 				
	<ul style="list-style-type: none"> • Purchase order cites the following: “Exempt purchase, pursuant to approval of the President under AP Section A8.220.” 				
	<ul style="list-style-type: none"> • Other: _____ 				
C. \$25,000.00 and over (Processed by OPM)	<ul style="list-style-type: none"> • Request for Exemption from Chapter 103D approved by the President – <u>OPM Form 138</u> (TO BE SUBMITTED TO OPM FOR APPROVAL REGARDLESS OF DOLLAR AMOUNT.) 				
	<ul style="list-style-type: none"> • University of Hawaii Notice of Exemption from Chapter 103D, <u>OPM Form 150</u>. 				
	<ul style="list-style-type: none"> • Process or procedure followed as specified in the approved Request for Exemption from Chapter 103D. 				
	<ul style="list-style-type: none"> • A written original, a FAX transmittal, or an e-mail quotation from the vendor which should include but not be limited to, method of delivery, freight costs, delivery time, insurance, all applicable taxes, and discounts, if any. 				
	<ul style="list-style-type: none"> • Vendor is “compliant” with the State Department of Taxation and Internal Revenue Service (Tax Clearance) at Hawaii Compliance Express website at the date PO/contract issued. Certificate of Compliance attached. (AP 8.275) 				
	<ul style="list-style-type: none"> • Determination of Cost and Price Reasonableness – <u>OPM Form 95</u> (required) 				
	<ul style="list-style-type: none"> • Purchase order cites the following: “Exempt purchase, pursuant to approval of the President under APM Section A8.220.” 				
<ul style="list-style-type: none"> • Other: _____ 					

CHART 5

COMPETITIVE SEALED BIDDING (AP 8.235), COMPETITIVE SEALED PROPOSALS (AP 8.240), PROFESSIONAL SERVICES PROCUREMENT (AP 8.245)

Competitive Sealed Bidding (AP 8.235), Competitive Sealed Proposals (AP 8.240), and Professional Services Procurements (AP 8.245) are processed by OPM. Provided below are the requirements to be submitted to OPM for processing.

<u>DOLLAR AMOUNT</u>	<u>COMPETITIVE SEALED BIDDING – SUBMITTAL REQUIREMENTS</u>	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>COMMENTS</u>
\$100,000.00 and over (Processed by OPM)	• Memorandum requesting purchase				
	• Information Required for Formal Bid, <u>OPM Form 68.</u>				
	• Technical Specifications and Special Provision required.				

<u>DOLLAR AMOUNT</u>	<u>COMPETITIVE SEALED PROPOSAL – SUBMITTAL REQUIREMENTS</u>	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>COMMENTS</u>
\$25,000.00 and over (Processed by OPM)	• Scope of Work Required				
	• Proposal Requirements				
	• Evaluation Criteria				

<u>DOLLAR AMOUNT</u>	<u>PROFESSIONAL SERVICES – SUBMITTAL REQUIREMENTS</u>	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>COMMENTS</u>
Regardless of Dollar Amount All Processed by OPM	• Individual Evaluation Sheets (Form 153)				
	• Summary Evaluations (Form 134)				
	• Cost Proposal from 1 st Ranked Vendor				
	• Attestation Forms from all of the evaluation committee members (OPM Form 156)				
	• Determination of Cost and Price Reasonableness – OPM Form 95 (required)				
	• Optional: Agreement for Services				