

Prepared by Office of Procurement and Real Property Management.
This replaces Administrative Procedure No. A8.200 dated
July 2006

A8.200

A8.200 Procurement

January 2009

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A8.200 Overview

1. Purpose

To delineate the authority and responsibilities of University personnel involved in the acquisition of goods, services, and construction, the granting of concessions, and the negotiation of cooperative agreements.

2. Objectives

Key objectives of the University's purchasing system and this Administrative Procedure are to:

- a. Effectively manage the University's purchasing and contracting activities;
- b. Insure compliance with applicable laws, rules and regulations, as well as Board of Regents' policies;
- c. Meet the University's requirements for goods, services and construction in a timely manner and at the most advantageous price and terms;
- d. Simplify and clarify the University's procurement system; and
- e. Insure proper documentation of all purchasing actions.

3. Applicability

This administrative procedure applies to all University acquisitions of goods, services, and construction, concession contracts, and cooperative agreements.

4. Board Approval

In accordance with Section 8-1 of the Board of Regents' Bylaws and Policies, the following University contracts for the procurement of goods, services and construction shall require the prior approval of the Board of Regents:

- a. Contracts for goods or services exceeding \$1,000,000;
- b. Construction contracts, including those for repair and maintenance projects, exceeding \$1,000,000;
- c. Consultant contracts exceeding \$300,000 or which impact Board policies or University programs, regardless of amount or source of funding, as further delineated in APM Section A8.230; or
- d. Any procurement contract, regardless of amount or source of funding, which is anticipated to have a significant impact on University policy, programs or operations.

5. Hawaii Public Procurement Code (Chapter 103D, HRS)

The Procurement of Goods, Services, and Construction by the University is subject to the requirements of Chapter 103D, HRS, and the Hawaii Administrative Rules adopted pursuant thereto (Chapter 3-120 to 3-132).

6. Electronic Processing

The University has adopted the use so the electronic ePurchasing system to process purchase requests initiated by a requisition document and which will be charged to University-administered accounts. Accordingly, University personnel shall utilize the ePurchasing system for procurement of goods, services and construction subject to the foregoing conditions, unless otherwise directed in these administrative procedures.