

## Proposal to add new or update existing policies and procedures

### Basic Information:

- 1) This is a request to [ ] add a new, [X] update an existing, [ ] abolish an existing policy/procedure.
- 2) Policy Title: Construction and Professional Services in Support of Construction
- 3) Policy Number: AP 8.281
- 4) Current Responsible Office: Office of the Vice President for Administration
- 5) Proposed Responsible Office: \_\_\_\_\_
- 6) Name/Title of Requester: Jamie Ho, Facilities Contract Manager
- 7) Requester Contact: [jamieho@hawaii.edu](mailto:jamieho@hawaii.edu) or 956-9572
- 8) Requesting Office VP or executive: Jan Gouveia

### Vetting Process Information:

- 1) Why is this change necessary? e.g., legal, regulatory, financial, operational, accreditation, etc.  
Improve operational efficiency.
- 2) Impacts of new or revised policy / procedure:
  - a. General impacts? Reduced paperwork for small purchases and change orders in eBuilder.
  - b. Groups/people impacted? University employees who purchase construction.
  - c. Financial impact? Reduced paperwork.
  - d. Other policies/procedures affected? None.
- 3) Detailed summary of changes:
  - Raises the Small Purchase threshold that requires quotes to \$5,000 for construction. This is consistent with the State Procurement Office threshold and increases efficiency when purchasing small items or services. However, the limit is \$3,500 for federal funds.
  - Simplifies Form FCO-001
  - Form FCO-001 is no longer required for change orders processed in eBuilder (because all required information is already in eBuilder).
  - All other amendments were minor editorial and/or grammatical changes
- 4) Who was consulted?  
OPRPM, OPD and Campus Operations and Facilities.
- 5) Are there measures that need to be implemented prior to execution? If so, please specify. Who will be responsible to ensure appropriate preparations are made?  
No.

- 6) What steps will be or have been taken to ensure that proper communication and training is/was provided for the successful implementation of this change?

**Information shall be disseminated to the various facilities offices who contract for construction work.**