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 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.