

RCUH PROCUREMENT CHECKLIST

TYPE OF PROCUREMENT ACTION

REQUIREMENTS

I. GOOD AND SERVICES*¹

- A. Purchase Good or Services \$0 - \$2,499
DUO Signature indicates price reasonableness
- B. Competitive Purchase of Goods or Services \$2,500 - \$14,999
3
- C. Competitive Purchase of Goods or Services \$15,000 and above
4
- D. Sole Source Purchase of Goods or Services \$2,500 and above
1, 2 (14 if \$700,000 or more)
- E. Purchase Exempt from Competitive Pricing \$2,500 and above
2, 15

- 1. RCUH Sole Source Justification or OPRPRM Form 65
- 2. RCUH Determination of Cost or Price Reasonableness or OPRPRM Form 95
- 3. 3 or more verbal quotations; utilize RCUH Record of Verbal Quotation (See Policy 2.110)
- 4. 3 or more written quotations; utilize RCUH Request for Quotation (See Policy 2.110)
- 5. Authorization To Purchase Equipment with Federal Contract or Grant Fund or UH Form 39
- 6. Preacquisition Equipment Screening Certification or UH Form 39
- 7. RCUH Equipment Inventory Form
- 8. UH Form 73 (see Attachment 30)
- 9. Certification Regarding Debarment and Other Matters (See Policy 2.450)
- 10. Certification Regarding Payments to Influence Federal Transactions (See Policy 2.450)
- 11. Marine Insurance (See Policy 2.460)
- 12. Assessment of compliance with American with Disabilities Act (Call RCUH Procurement)
- 13. State of Hawaii and IRS Tax Clearance
- 14. Certificate of Current Cost or Pricing Data (See Policy 2.450)
- 15. Cite the exemption number found in UH APM A8.220 (See Policy 2.145)
- 16. ORS Form S-1, Subrecipient Commitment Form
- 17. ORS Form S-2, Federal Subrecipient Questionnaire (only if not subject to OMB Circular A-133)

II. EQUIPMENT (\$5,000 and Above)*¹

- A. Competitive Purchase of Equipment
3 or 4, 5, 6, 7 (8 if fabricated)
- B. Sole Source Purchase of Equipment
1, 2, 5, 6, 7 (8 if fabricated; 14 if \$700,000 or more)

III. CONTRACTS¹

- A. Subcontracts
Same requirements as I or II above (Determination of Cost or Price Reasonableness NOT required for Federal Grant Funds; Determination of Cost or Price Reasonableness required for Federal Contract Funds) plus 13 if contract \$25,000 or more; 9, 10, 16, 17 for all subgrants, i.e. object symbol = 7150 or 7172; 9, 10 if contract \$30,000 or more and if object symbol other than 7150 or 7172; 14 if \$700,000 or more.
- B. FDP Subaward Agreement
See requirements for subcontract
- C. Services Contract
See requirements for subcontract (except #16 and #17 not required)
- D. Office Lease/Rental
Same requirements as I above plus 12.

IV. SPECIALIZED TRANSACTIONS

- A. Charter of, or passenger on non-State ocean vessel
Same requirements as I above plus 11.

* Note that purchase order \$30,000 or more also requires 9 & 10.

¹ Purchases with Federal Funds \$25,000 or more may require additional FFATA reporting. See <http://www.ors.hawaii.edu/ffata.asp> for requirements.