RCUH Research Corporation of the University of Hawai'i

RCUH PROCUREMENT CHECKLIST

Attachment 28

REQUIREMENT	POLICY	MICRO-PURCHASES $0 - $10,000 ($3,500 for federal contract funds)		COMPETITIVE $10,000.01 ($3,500 for federal contract funds) - $24,999.99		COMPETITIVE $25,000 and Above		SOLE SOURCE $10,000.01 ($3,500 for federal contract funds) - $24,999.99		SOLE SOURCE $25,000 and Above		EXEMPT $10,000.01 ($3,500 for federal contract funds) - $24,999.99		EXEMPT $25,000 and Above	
		Goods & Services	Equipment	Goods & Services	Equipment	Goods & Services	Equipment	Goods & Services	Equipment	Goods & Services	Equipment	Goods & Services	Equipment	Goods & Services	Equipment
Three (3) or more Verbal Quotations (If services are being procured, utilize the RCUH Agreement for Services)	2.201			✓	✓										
Three (3) or more Written Quotations (If services are being procured, utilize the RCUH Agreement for Services)	2.201					✓	✓								
Cite exemption number found in UH APM A8.220	2.107											✓	✓	✓	✓
Sole Source Justification form (Not required for a pre-approved sole source per UH AP A8.255, but must be cited on PO; applicable to ORS subawards using federal contract funds)	2.106							✓	✓	✓	✓				
Determination of Cost or Price Reasonableness form (Not required for ORS subawards using grant funds; required if using federal contract funds)	2.110							✓	✓	✓	✓	✓	✓	✓	✓
Tax Clearance (Certificate of Vendor Compliance) (Applicable to purchases and final payments $25,000 and above)	2.302					✓	✓			✓	✓			✓	✓
Certification Regarding Debarment and Other Matters (Applicable to purchases $25,000 and above (under federal grants) and over $35,000 (under federal prime contracts))	2.303					✓	✓			✓	✓			✓	✓
Certification Regarding Payments to Influence Federal Transactions (Applicable to purchases over $100,000 (under federal grants) and over $150,000 (under federal prime contracts))	2.303					✓	✓			✓	✓			✓	✓
Certificate of Current Cost or Pricing Data (Applicable to purchases over $750,000 using federal contract funds)	2.110					✓	✓			✓	✓			✓	✓
FFATA Data Collection (If applicable to award)	2.304					✓	✓			✓	✓			✓	✓
UH Form 39-Authorization to Purchase Equipment with Federal Contract or Grant Funds (Applicable to purchases using federal funds)	2.212		✓		✓		✓		✓		✓		✓		✓
UH Form 73 Fabricated Equipment	2.212		✓		✓		✓		✓		✓		✓		✓
Compliance with Americans with Disabilities Act Assessment (Applicable to lease agreements; contact RCUH Procurement)	2.211	✓		✓		✓		✓		✓		✓		✓	
Hawaii State Ethics Commission Approval to Contract with a Current or Former UH/RCUH Employee	2.004	✓		✓		✓		✓		✓		✓		✓	
EIC Determination	3.225	✓		✓		✓		✓		✓		✓		✓	
Attachment 47 Request for Advance Payment and/or Deposit to a Vendor or Contractor	2.201	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Documentation for the reporting or withholding of payments, if applicable (The supporting documents (e.g., WH-1, W-9, W-8BEN-E, etc.) must be on file prior to the release of payments for reportable/withholdable transactions)	2.005	✓		✓		✓		✓		✓		✓		✓	
Independent Cost/Price Estimate Prior to Receiving Proposals, Bids, or Quotes (Applicable to purchases over $150,000 (under federal contract funds) and over $250,000 (under federal grants and cooperative agreements))	2.111					✓	✓			✓	✓			✓	✓
Sealed Bids/Quotes and Public Opening for IFBs and RFQs (Applicable to purchases over $150,000 (under federal contract funds) and over $250,000 (under federal grants and cooperative agreements))	2.111					✓	✓								

Note: Certain purchases may have additional insurance requirements (see policies under 2.400).

Revised 08/01/2018