

RCUH PROCUREMENT CHECKLIST**TYPE OF PROCUREMENT ACTION****REQUIREMENTS****I. GOOD AND SERVICES***

- A. Purchase Good or Services not exceeding \$2,500

DUO Signature indicates price reasonableness

- B. Competitive Purchase of Goods or Services more than \$2,500 but less than \$15,000

3

- C. Competitive Purchase of Goods or Services \$15,000 and above

4

- D. Sole Source Purchase of Goods or Services more than \$2,500

1, 2 (14 if \$700,000 or more)

- E. Purchase Exempt from Competitive Pricing more than \$2,500

2, 15

II. EQUIPMENT (\$5,000 and Above)*

- 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. CONTRACTS

- 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;

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)

RCUH PROCUREMENT CHECKLIST

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.