

2.303 Certification Statements Required for Federal Purchases

The procurement of goods and services utilizing federal funds requires vendor compliance with federal provisions.

I. Responsibilities

A. Principal Investigator

1. Obtain applicable certification statement(s) from vendors.
2. Ensure that procurements requiring cost or pricing data are solicited and documented in accordance with FAR 15.408, Table 15-2, and FAR 15.406-3.

B. Fiscal Administrator

Obtain certification statement(s) and required documentation, and ensure that they are kept in the Procurement File.

II. Certifications from Vendors

The RCUH secures assurances from vendors regarding their compliance with the federal provisions through signed certification statements as follows:

A. [Attachment 22 Certification Regarding Debarment, Suspension, and Other Responsibility Matters](#)

1. Required for all Purchase Orders (PO) \$25,000 and above (under federal grants) and over \$35,000 (under federal prime contracts), certifying that the vendor is not debarred or suspended from doing business with the government. Alternatively, the Fiscal Administrator may document that the vendor is registered and has made the required certifications on the government's [System for Award Management \(SAM\) website](#).
2. Required for all subawards or subcontracts using budget category 7150 and/or 7172, regardless of dollar amount. Subawards processed through the University of Hawai'i's Office of Research Services will normally use the FDP subaward template, which already includes a certification statement.

B. [Attachment 23 Certification Regarding Payments to Influence Federal Transactions](#)

1. Required for all POs over \$100,000 (under federal grants) and over \$150,000 (under federal prime contracts), certifying that the vendor has not used federal

funds to influence federal transactions, and obligating the vendor to make a disclosure if it has done so. Alternatively, the Fiscal Administrator may document that the vendor is registered and has made the required certifications on the government's [SAM website](#). It is RCUH policy to not do business with a vendor that has been sanctioned under this provision.

2. Required for all subawards or subcontracts using budget category 7150 and/or 7172, regardless of dollar amount. Subawards processed through the University of Hawai'i, Office of Research Services will normally use the FDP subaward template, which already includes a certification statement.

C. Certificate of Current Cost or Pricing Data (applicable to contracts and subcontracts under Federal Prime Contracts only)

Cost or pricing data certified by the vendor is required for POs over \$750,000, under federal prime contracts. The cost or pricing data represents the details of the vendor's basis for determining the cost or price of the item and/or service to be procured. The certification statement and instructions for completing the statement are contained in [FAR 15.406-2](#).

In addition to a vendor certification, procurements requiring cost or pricing data need to be solicited according to the requirements and instructions contained in [FAR 15.408](#), Table 15-2, and properly documented according to [FAR 15.406-3](#). It is the responsibility of the Principal Investigator to comply with the federal requirements and the responsibility of the Fiscal Administrator to ensure compliance.

Cost or pricing data is not required if any of the following circumstances apply:

1. The prices agreed upon are based on adequate price competition; or
2. The agreed-upon prices are set by law or regulation; or
3. A commercial item is being purchased; or
4. A waiver from the sponsor has been granted.

III. Relevant Documents

[Attachment 22 Certification Regarding Debarment, Suspension, and Other Responsibility Matters](#)

[Attachment 23 Certification Regarding Payments to Influence Federal Transactions](#)

[Policy 2.110 Cost or Price Reasonableness](#)

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