

| REQUIREMENT | POLICY | MICRO-PURCHASES | | COMPETITIVE | | | | SOLE SOURCE | | | | EXEMPT | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------|-----------|----------------------------------------------------------------|-----------|--------------------|-----------|----------------------------------------------------------------|-----------|--------------------|-----------|----------------------------------------------------------------|-----------|--------------------|-----------|
| | | \$0 - \$10,000 (\$3,500 for federal contract funds) | | \$10,000.01 (\$3,500 for federal contract funds) - \$24,999.99 | | \$25,000 and Above | | \$10,000.01 (\$3,500 for federal contract funds) - \$24,999.99 | | \$25,000 and Above | | \$10,000.01 (\$3,500 for federal contract funds) - \$24,999.99 | | \$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 <small>(If services are being procured, utilize the RCUH Agreement for Services)</small> | 2.201 | | | ✓ | ✓ | | | | | | | | | | |
| Three (3) or more Written Quotations <small>(If services are being procured, utilize the RCUH Agreement for Services)</small> | 2.201 | | | | | ✓ | ✓ | | | | | | | | |
| Cite exemption number found in UH APM A8.220 | 2.107 | | | | | | | | | | | ✓ | ✓ | ✓ | ✓ |
| Sole Source Justification form <small>(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)</small> | 2.106 | | | | | | | ✓ | ✓ | ✓ | ✓ | | | | |
| Determination of Cost or Price Reasonableness form <small>(Not required for ORS subawards using grant funds; required if using federal contract funds)</small> | 2.110 | | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Tax Clearance (Certificate of Vendor Compliance) <small>(Applicable to purchases and final payments \$25,000 and above)</small> | 2.302 | | | | | ✓ | ✓ | | | ✓ | ✓ | | | ✓ | ✓ |
| Certification Regarding Debarment and Other Matters <small>(Applicable to purchases \$25,000 and above (under federal grants) and over \$35,000 (under federal prime contracts))</small> | 2.303 | | | | | ✓ | ✓ | | | ✓ | ✓ | | | ✓ | ✓ |
| Certification Regarding Payments to Influence Federal Transactions <small>(Applicable to purchases over \$100,000 (under federal grants) and over \$150,000 (under federal prime contracts))</small> | 2.303 | | | | | ✓ | ✓ | | | ✓ | ✓ | | | ✓ | ✓ |
| Certificate of Current Cost or Pricing Data <small>(Applicable to purchases over \$750,000 using federal contract funds)</small> | 2.110 | | | | | ✓ | ✓ | | | ✓ | ✓ | | | ✓ | ✓ |
| FFATA Data Collection <small>(If applicable to award)</small> | 2.304 | | | | | ✓ | ✓ | | | ✓ | ✓ | | | ✓ | ✓ |
| UH Form 39-Authorization to Purchase Equipment with Federal Contract or Grant Funds <small>(Applicable to purchases using federal funds)</small> | 2.212 | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ |
| UH Form 73 Fabricated Equipment | 2.212 | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ |
| Compliance with Americans with Disabilities Act Assessment <small>(Applicable to lease agreements; contact RCUH Procurement)</small> | 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 <small>(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)</small> | 2.005 | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | |
| Independent Cost/Price Estimate Prior to Receiving Proposals, Bids, or Quotes <small>(Applicable to purchases over \$150,000 (under federal contract funds) and over \$250,000 (under federal grants and cooperative agreements))</small> | 2.111 | | | | | ✓ | ✓ | | | ✓ | ✓ | | | ✓ | ✓ |
| Sealed Bids/Quotes and Public Opening for IFBs and RFQs <small>(Applicable to purchases over \$150,000 (under federal contract funds) and over \$250,000 (under federal grants and cooperative agreements))</small> | 2.111 | | | | | ✓ | ✓ | | | | | | | | |

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

Revised 08/01/2018