

## SMALL PURCHASES PROCUREMENT OVERVIEW

HRS §103D-305

HAR Chapter 3-122, Subchapter 8

Procurement Circular No. 2012-04

### GOODS & SERVICES

Under \$100,000

### CONSTRUCTION

Under \$250,000

#### Under \$5,000

- Adequate and reasonable competition.
- Award to offeror with the lowest responsive, responsible quote.
- Prepare draft PO form.
- Attach quote. Use of form SPO-010, *Record of Procurement* and form SPO-010A, *Request for Written Quotation* is optional.
- Attach HCE certificate to verify compliance prior to award for purchases \$2,500 and greater. Verify that company name exactly matches name on HCE certificate.
- Awards for purchases \$2,500 and greater posted on HANDS.

#### \$5,000 to less than \$15,000

- Obtain minimum three (3) quotes, i.e., phone, fax, email, etc. Use of form SPO-010A, *Request for Written Quotations* is optional.
- Award to offeror with the lowest responsive, responsible quote.
- Prepare draft PO form.
- Document procurement on form SPO-010, *Record of Procurement*.
- Attach quote.
- Obtain HCE certificate to verify compliance prior to award. Verify that the names on the quote and the HCE certificate match exactly.
- Awards posted on HANDS.

#### GOODS & SERVICES: \$15,000 to less than \$100,000

#### CONSTRUCTION: \$15,000 to less than \$250,000

- Procurement conducted on HlePRO.
- Performance and payment bonds required for CONSTRUCTION contracts over \$50,000.
- Award to offeror with the lowest responsive, responsible quote.
- Print HlePRO Contract Award *Summary Report* as documentation of procurement.
- Obtain HCE certificate to verify compliance prior to award.

Note: Professional service procurements for professions under HRS 464 shall use the process set forth in HRS §103D-304, *Procurement of Professional Services*, or 103D-307, *Emergency Procurements*, if applicable.