
 HAWAII HEALTH SYSTEMS CORPORATION <i>Quality Healthcare for All</i> PROCEDURE	Department: Finance	Policy No. PUR 0001B
		Supersedes Policy No.
Subject: Designation of Procurement Responsibilities to the HHSC and Regional Facilities	Approved By:  By: Edward N. Chu Its: HHSC President & CEO	Approved Date: April 24, 2025
		Last Reviewed: April 24, 2025

- I. **PURPOSE:** To establish a consolidated and standardized system wide procedure and process for obtaining and tracking delegation of procurement responsibilities for the Hawaii Health Systems Corporation (HHSC) Board of Directors (Corporate Board) and Regional System Boards.

The purpose of the designation of procurement responsibilities procedure is to designate the personnel within HHSC Corporate office and Regional offices with contract signing authority and guidelines for delegation and exercise of that authority.

II. PROCEDURE FOR CORPORATE & REGIONAL OFFICES:

A. List of Definitions & Acronyms:

1. **"Corporate Office Contracts":** A contract that is solely for the benefit of the corporate office, and executed by a corporate official, subject to procurement code chapter HRS 103D;
2. **"System Contracts":** A contract that is intended for use by more than one (1) region that will include the provision of goods or services to more than one region for the benefit of the regional hospitals and or corporate office as it may apply and executed by a corporate official, subject to procurement code chapter HRS 103D;
3. **"Regional Contract":** A contract that services one (1) or more facilities or clinics within a single region and executed by a regional official, excluded from procurement code chapter HRS 103D;
4. **"PCEO":** HHSC President and Chief Executive Officer. PCEO has been designated the Chief Procurement Officer (CPO) by the legislature;
5. **"HOPA":** Head Of Purchasing Agency as used in chapter 103D procurement code;
6. **"CPO":** HHSC Chief Procurement Officer also known as PCEO;
7. **"RPO":** Regional Procurement Officer, will be as delegated within each region;
8. **"RCEO":** Regional Chief Executive Officer;
9. **"RCFO":** Regional Chief Financial Officer;
10. **"RCOO":** Regional Chief Operating Officer;

11. “TR”: Technical Representative;
12. “CM”: Contract Managers for both regional and corporate contracts department;
13. “HHSC Procurement Officer”: Means HHSC Contract Managers with delegated authority to enter into and administer procurement actions and or contracts and make written determinations with respect thereto. The term includes an authorized representative acting within the limits of their delegated authority from the CPO. The HHSC Procurement Officer is the Corporate Contract Manager with delegated procurement authority as noted in “Attachment 2 – 103D Procurement Delegation” in accordance with HRS chapter 103D procurement code.
14. “Executive Management Team”: Means HHSC PCEO and or RCEO as it may apply to the contracting action or current delegation of authorities.
15. “Hospital Administrator”: Regional Hospital Administrators, which are the RCEOs and or facility Administrators as it may apply to the contracting action or current delegation of authorities.

B. Delegation:

1. The HHSC PCEO may delegate Corporate office contract signing authority to Corporate staff, such as, the Vice Presidents. The Regional System Boards assume control of the contracting function for Regional contracts.
2. Each Regional System Board will specify the delegation of regional contracting authority within their respective regions to include, at a minimum, the dollar thresholds and other criteria for execution of contracts by the Regional CEOs and rules relating to delegation of contracting authority.
3. The delegations will be documented in PUR Form 021 (Attachment 1), and will specify the following information:
 - Name and title
 - Facility
 - Categories of procurement (goods, services, and/or construction)
 - Dollar level of procurement delegation approval (e.g., under \$4,000; under \$25,000; \$100,000 or less; or up to \$500,000, etc.)
 - Procurement method of source selection delegation (e.g. competitive sealed bid, competitive sealed proposal, professional services, emergency procurement, noncompetitive purchases, etc.)

III. APPLICABILITY: All HHSC facilities and HHSC Corporate staff.

IV. REFERENCES: HRS 323F; Chapter 103D, HRS. Reference to Chapter 103D does not intend to waive any applicable exemption.

V. ATTACHMENTS:

- Attachment 1 – PUR Form 021 Designation of Facility Procurement Officer Form
- Attachment 2 - Procurement Delegation HRS Chapter 103D
- Appendix A - Procurement Authority Matrix

[Place HHSC or Regional Header Here]

Designation of Facility Procurement Officer

The individual indicated below is designated as a Hawaii Health Systems Corporation (HHSC) Facility Procurement Officer. The designee may make procurement decisions, including signing of contracts and Procurement Requests within the level of authority granted. The designee will perform his/her duties in accordance with the following laws and guidelines:

- HHSC Policies and Procedures; Resolutions of the HHSC Board and Regional Board
- Governor's Budget Execution Policies, Fiscal Year as Applicable
- HRS 323F; HRS 103D, and implementing regulations (where applicable)

Hospital: _____

Name of Designee: _____

Categories of Procurement: _____
(goods, services, and/or construction)

Dollar Level of Procurement: \$_____ up to \$_____
(under \$5,000; up to \$25,000; up to \$50,000, \$100,000 or less; up to \$200,000, up to \$500,000 etc.)

Methods of Source Selection: _____
(competitive sealed bid, competitive sealed proposal, professional service procurement, small purchases, emergency procurement, or discretionary purchases)

Limitations on any of the above/special conditions: _____

Accepted by Designee: (signed, dated) _____

Regional CFO: (date, print name and sign) _____

Regional CEO: (date, print name and sign) _____

Facility Administrator: (if applicable, date, print name, sign) _____

Send completed copy to Regional Contract Managers.

**HHSC PROCUREMENT DELEGATION
ATTACHMENT 2 - HHSC Policy PUR 0001-B**

SECTION 1 - PURPOSE

Purpose of this Request:

SECTION 2 - EMPLOYEE INFORMATION

HHSC Corp. Office USE ONLY: Procurement
Delegation Approval Effective Date

Date: _____

Edward N. Chu

Signature

Last Name (Print) First Name (Print)

Department (Print)

I acknowledge (1) the delegated procurement authority and responsibility as indicated below and (2) prior to exercising this authority, I am responsible to attend all appropriate SPO training workshops pursuant to Procurement Circular 2010-05 as amended, and as posted on the training web site at <http://hawaii.gov/spo>.

X _____
Employee Signature Date

SECTION 3 - DELEGATES PROCUREMENT AUTHORITY AS PROCUREMENT OFFICER TO CERTIFY (SIGN PROCUREMENT PUR FORMS)

(Check all that apply) (*) Requires CPO approval

HRS chapter 103D - Hawaii Public Procurement Code

- | | |
|---|--|
| <input type="checkbox"/> PUR-001 Notice and Request for Sole Source* | <input type="checkbox"/> PUR-007 Notice of and Request for Exemption from 103D, HRS* |
| <input type="checkbox"/> PUR-001B Notice to Amendment to Sole Source* | <input type="checkbox"/> PUR-007B Notice to Amendment to Exemption from 103D, HRS* |
| <input type="checkbox"/> PUR-002 Emergency Procurement Request* | <input type="checkbox"/> PUR-0010 Record of Procurement |
| <input type="checkbox"/> PUR-003 Request for Extension of Time on Contracts* | <input type="checkbox"/> PUR-015 Use of Alternate Procurement Method* |
| <input type="checkbox"/> PUR-005 Price or Vendor List Contract Purchase Exception | <input type="checkbox"/> PUR-035 Request to Use Purchasing Card for Blocked Purchases* |

Note: Only Dept. Head is authorized to certify (sign HHSC PUR forms): PUR-016, PUR-018, PUR-018A

SECTION 4 - DELEGATES PROCUREMENT AUTHORITY TO EXECUTE, CONDUCT, PARTICIPATE IN THE VARIOUS PROCUREMENT METHODS, AND TO ACT AS HePS APPROVER OR BUYER (Check all that apply) (*) Requires CPO approval

HRS chapter 103D - Hawaii Public Procurement Code

Procurement Methods

HePS

Approves Conducts Approves Contract Mgr.

Competitive Sealed Bidding (HRS 103D-302)	<input type="checkbox"/>	<input type="checkbox"/>		
Competitive Sealed Proposals (HRS 103D-303)	<input type="checkbox"/>	<input type="checkbox"/>		
Professional Services (HRS 103D-304)	<input type="checkbox"/>	<input type="checkbox"/>		
Small Purchases (HRS 103D-305)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sole Source (HRS 103D-306)*	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency (HRS 103D-307*)	<input type="checkbox"/>	<input type="checkbox"/>		

ACT 150, SLH 2009 (ARRA expedited procedures)

Competitive Quotation (HAR chapter 3-133, Subchapter 2)	<input type="checkbox"/>	<input type="checkbox"/>
Competitive Best Value (HAR chapter 3-133, Subchapter 3)	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 5 - DELEGATES PROCUREMENT AUTHORITY FOR PCARD ADMINISTRATOR or ALTERNATE

(Check all that apply). Only one person is authorized to be an Administrator for each department.

pCard

pCard Administrator

Emergency pCard Administrator

Administrator

Alternate

☐

☐

☐

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Supersedes any previous delegation forms for this employee.

APPENDIX A

Procurement Authority Matrix Hawaii Health Systems Corporation Corporate Board and Regional System Boards

	<u>HRS 103D</u>	<u>Corporate</u>	<u>Oahu</u>	<u>Kauai</u>	<u>East Hawaii</u>	<u>West Hawaii</u>
Authority Effective Date:	Jan-94	Nov-06	Jan-09	Sep-08	Aug-08	Oct-09
Name of Chief/Regional Procurement Officer:	SPO	PCEO	RCEO	RCEO	RCEO	RCEO
Contract / Purchase Order Signing Authority Limits	As delegated by the Policy & Board	HHSC Board > \$7.5M	Regional BOD - < \$7.5M			
		Pres/CEO: \$7.5M	RCEO: \$3M	RCEO: \$3M	RCEO: \$3M	RCEO: \$3M