Financial Management Office

Fiscal Administrator's Meeting

Friday, December 2, 2016
Topics

• Welcome
  - Susan Lin, Director of Financial Management and Controller

• Administrative Procedures and Training Updates
  - Susan Lin, Director of Financial Management and Controller

• Changing the way we DO capital projects
  - Jan Gouveia, VP of Administration
Fiscal Administrators' Town Hall Forum

Fiscal Administrator Town Hall Meetings

Link to access the Live Webcast

The Meeting Live Webcast will be available from your desktop. The link to access the Live Webcast is http://www.hawaii.edu/itunesu/video-op-live/?fmo.sdp. Please note that the link will be up 15 minutes prior to 10:00am for viewers to make a connection. If you are unable to connect with the url, please send an email to vidpro-f@lists.hawaii.edu.

Link to auto-enroll in FA Town Hall Forum:

During the Live webcast, the FA Town Hall forum will be available on Laulima to enable active participation by those who attend the FA Town Hall forum via webcast.

Detailed instructions on how to access the forum and post questions are available here.
Changing the way we *DO* capital projects
Fiscal Administrators Town Hall
December 2, 2016
Our challenges . . .

- Half-Billion Deferred Maintenance Systemwide
- $70 million a year to maintain status quo
- Ad-Hoc & Reactionary
- Limited Funding

"I KNOW I asked for a room in running water....."
• $200 million a year (for 10 years) will address all deferred maintenance and modernization to 21st century standards

• FY 18/19 CIP Biennium budget requests $216.6 and $236 million

• Targets those facilities with the worst conditions and highest use

• Vision is for modernization through the lens of students, faculty and staff

• Rethink space as University space, rather than departmental space, and evaluates whether areas can be repurposed or consolidated to support priority programs and address facility needs through flexible and adaptable space management

• Open, flexible, agile spaces
Each project was done in a vacuum with no system in place to oversee the entire capital program
Capital Program Initiative: eBuilder

• Adopted eBuilder
• Contractors submit their invoices, Request for Information (RFIs), Change Order Proposals (COPs), and submittals directly through eBuilder workflow
  • “Ball in Court” visibility
  • Aging reports
• Financial management of capital projects
  • Anything with G.O. Bonds
  • Projects are managed by OCI, Mānoa (except Student Housing, Campus Center, JABSOM, CRCH), Hilo, West O‘ahu, and Community Colleges
  • KFS is still the official system of record
• Minimize paper
Our challenges . . .

Organizationally inefficient

- Fiscal
- Planning
- Project Management
- Procurement
- Facilities Maintenance
Capital Program Initiative: Reorg & Facilities Contracts Office

- Establish a Capital Projects and Facilities Office (CPF) within the Office of the Vice President for Administration
- Mānoa Planning and Facilities Office and System Office of Capital Improvements will be consolidated within CPF
- Establish a Facilities Contracts Office that focuses on all construction and facilities-related procurements and contract administration
- **Amended AP 8.281** (Construction)
Our challenges . . .

Paper intensive and manual procurement process

http://hawaii.edu/oprpm/
Capital Program Initiative: HePS (Hawai‘i eProcurement System)

- Procurement process is handled electronically
- Only final contract documents require paper & wet-signature
- Contractors are emailed the solicitation
- Subcontractors can electronically access bid documents
- Contractors no longer drive to UH for bid opening
- Immediate and transparent system
- Starting with FY 2017 CIP Funds
- Superquote remains available
HePS Screenshot: List of all open bids

![HePS Screenshot](image-url)

**Requests for Bid**

<table>
<thead>
<tr>
<th>View</th>
<th>Respond</th>
<th>Delete</th>
<th>RFB Nbr</th>
<th>Close Date</th>
<th>Commodity</th>
<th>Short Description</th>
<th>Items</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>B2017000073-02</td>
<td>MON DEC 12, 2015 02:00:00 PM HST</td>
<td>UHM CTAHR, Pearl City Urban Garden Center Perimeter Fencing Repairs</td>
<td>1</td>
<td></td>
<td>University of Hawaii</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>B2017000064-01</td>
<td>FRI DEC 09, 2016 02:00:00 PM HST</td>
<td>Kamakakoukalani Various Improvements, School of Hawaiian Knowledge</td>
<td>1</td>
<td></td>
<td>University of Hawaii</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>B2017000077-01</td>
<td>THU DEC 15, 2016 02:00:00 PM HST</td>
<td>UHM CTAHR, Waimanalo Research Station General Repairs</td>
<td>1</td>
<td></td>
<td>University of Hawaii</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>B2017000076-01</td>
<td>MON DEC 12, 2016 02:00:00 PM HST</td>
<td>UHM CTAHR, Pearl City Urban Garden Center, General Repairs</td>
<td>1</td>
<td></td>
<td>University of Hawaii</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>B2017000070-02</td>
<td>WED DEC 07, 2016 02:00:00 PM HST</td>
<td>MARINE CENTER RELOCATION FOR THE SOGAST AT HONOLULU HARBOR AND SAND ISLAND PIER 34/35 BUILDING IMPRO</td>
<td>9</td>
<td></td>
<td>University of Hawaii</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>B2017000067-00</td>
<td>FRI DEC 09, 2016 02:00:00 PM HST</td>
<td>Hamilton Library Addition, Phase III, Upgrade Controls, Central Plant, and Reheat Systems</td>
<td>1</td>
<td></td>
<td>University of Hawaii</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>B2017000071-00</td>
<td>THU DEC 08, 2016 02:00:00 PM HST</td>
<td>School of Architecture, General Courtyard Deck Repairs</td>
<td>1</td>
<td></td>
<td>University of Hawaii</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>B2017000055-02</td>
<td>WED NOV 30, 2016 02:00:00 PM HST</td>
<td>Hamilton Library Phase 2 - Replace Curtain Wall</td>
<td>1</td>
<td></td>
<td>University of Hawaii</td>
</tr>
</tbody>
</table>
HePS Screenshot: Upload bid by vendor

University of Hawaii
Office of Capital Improvement
2444 Dole St.
Bachman Hall 109H
Honolulu HI, 96822

Invitation for Bid
Addendum 02
(Click to Review Prior Addendum Reason)

Tue Nov 29, 2016 9:51:41 AM GMT-1000 (Hawaiian Standard Time)
HH:MM:SS adjusted to system server hh:mm:ss

Click here to review the Invitation List for this Solicitation

Solicitation Title: UHIM CTAHR, Pearl City Urban Garden Center Perimeter Fencing Repairs

Create an Advertisement for Solicitation B2017000073

Solicitation Nbr: B2017000073
Reference Number: UHM1:511-870A1
Requisition Nbr: R2017000008
Document Nbr: D2017000000

Solicitation Addendum: Addendum 2 for UHIM CTAHR, Pearl City Urban Garden, Fencing Repairs, deletes Addendum 1 in its entirety. The original reason: requirement for Contractor's license A is in full force and effect.

IMPORTANT NOTIFICATION: You have not yet responded to this Solicitation

Solicitation Original Date of Issue: MON NOV 21, 2016
Current Addendum Date of Issue: TUE NOV 22, 2016

Solicitation CLOSING (Due) Date:
MON DEC 12, 2016 02:00:00 PM HST
IN: 12 Days 4 Hours 0 minutes 20 seconds

THIS SOLICITATION REQUIRES A RESPONSE TO ALL ITEMS

Required Delivery Date: 07/03/2017

Freight: Freight / Handling Included in Price
FOB: Destination
HePS Screenshot: Upload bid by vendor

<table>
<thead>
<tr>
<th>Filename</th>
<th>Description</th>
<th>Viewed / Ver Viewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1479419771-UHM 14-541-870A1_Drawings.pdf</td>
<td>UHM 14-541-870A1 CTAHR Plans</td>
<td>No</td>
</tr>
<tr>
<td>1479419853-UHM 14-541-870A1_Specs.pdf</td>
<td>UHM 14-541-870A1 CTAHR Specs</td>
<td>No</td>
</tr>
<tr>
<td>1479419814-UHM 14-541-870A1 CTAHR_SPECIAL PROVISION HePS.pdf</td>
<td>UHM 14-541-870A1 CTAHR Special Provisions</td>
<td>No</td>
</tr>
<tr>
<td>1479419930-GenProv Construction HePS 0913.pdf</td>
<td>General Provisions for Construction</td>
<td>No</td>
</tr>
<tr>
<td>1479432218-14-541-870A1 CTAHR Bid Pages.doc</td>
<td>UHM 14-541-870A1 CTAHR Bid Pages</td>
<td>No</td>
</tr>
<tr>
<td>1479752204-bondExhibitA.pdf</td>
<td>Exhibit A - Surety Bid Bond</td>
<td>No</td>
</tr>
<tr>
<td>1479752224-Form-1-Certification-of-Bidders-Participation.pdf</td>
<td>Form - Cert. of Bidder Participation</td>
<td>No</td>
</tr>
<tr>
<td>OPRPM_Form_115_Business_Class_Cert.pdf</td>
<td>Form 115 Business Class Cert.</td>
<td>No</td>
</tr>
<tr>
<td>1479841271-UHM14-541-870A1 Addendum 1.pdf</td>
<td>UHM-14-541-870A1 Addendum 1</td>
<td>No</td>
</tr>
<tr>
<td>1479847128-UHM14-541-870A2 Addendum 2.pdf</td>
<td>UHM-14-541-870A2 Addendum 2</td>
<td>No</td>
</tr>
</tbody>
</table>

**SPECIAL INSTRUCTIONS**

**OFFER DEEMED FIRM:** Submission of an electronic response to the University of Hawaii constitutes and shall be deemed an offer to sell the specified goods and/or services to the University of Hawaii at the price shown in the response and under the University of Hawaii’s Terms and Conditions.

1: The electronic response submitter certifies that he/she is authorized to sign the response for the submitting vendor and that the response is made without connection with any person, firm, or corporation making a response for the same goods and/or services and is in all respects fair and without collusion or fraud.

**SUBMITTING ATTACHMENTS ON HePS** - To upload/attach a document when submitting a solicitation response:
2: Click the radio button beside Upload/Manage Already Uploaded Files. A new window will appear. Click Browse. Find your file, select it. Click Open.
HePS Screenshot: Upload bid by vendor

<table>
<thead>
<tr>
<th>Item Number: 001</th>
<th>Solicitation Nbr: B2017000073 v02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Item File Attachments:</td>
<td>NO LINE ITEM FILES ATTACHED</td>
</tr>
<tr>
<td>Quantity:</td>
<td>Unit of Measure:</td>
</tr>
<tr>
<td>1</td>
<td>PROJ</td>
</tr>
</tbody>
</table>

Description:
The project consists of demolition and new chain link fencing (including posts and footings).

Contract Completion Time shall be made within ONE HUNDRED EIGHTY (180) CCD’s.

<table>
<thead>
<tr>
<th>Item 001 Response</th>
<th>Recycle Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit(Proj) Price in US DOLLARS and CENTS:</td>
<td>Extended Price in US DOLLARS and CENTS:</td>
</tr>
<tr>
<td>Zero Dollars and no cents</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Comments:

ATTACH FILES TO LINE ITEM 001 HERE

Click the radio button to: Upload New Files OR Manage already uploaded File(s): Number of Current Attachments: 0

UNIVERSITY OF HAWAII TEST VENDOR Questions Manager for Solicitation B2017000073

<table>
<thead>
<tr>
<th>Question submittter name will not be displayed</th>
<th>Questions Deadline: 11/30/2016</th>
<th>Answers Due Date: 12/07/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nbr Question</td>
<td>Entered</td>
<td></td>
</tr>
<tr>
<td>Click here to enter questions for solicitation B2017000073.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please Note:

You will receive an on-screen and an email confirmation of your response.
If you do not receive these confirmations, please contact the Sicommnet Help Desk at 800.614.0563 (ext. 201 for Help Desk) or email to: support@sicomm.net

Solicitation Closes In: 13 Days 4 Hours 0 minutes 20 seconds

11/29/2016 9:57 AM
HePS Screenshot: Immediate opening of bids

<table>
<thead>
<tr>
<th>Award</th>
<th>Price</th>
<th>Pymt Terms</th>
<th>Pymt Text</th>
<th>Discount Price</th>
<th>LABP Price</th>
<th>Trans Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$674,713.00</td>
<td>0</td>
<td></td>
<td>$674,713.00</td>
<td>$674,713.00</td>
<td>Tue Nov 22 2016</td>
</tr>
<tr>
<td></td>
<td>$721,725.00</td>
<td>0</td>
<td></td>
<td>$721,725.00</td>
<td>$721,725.00</td>
<td>Mon Nov 21 2016</td>
</tr>
<tr>
<td></td>
<td>$773,145.00</td>
<td>0</td>
<td></td>
<td>$773,145.00</td>
<td>$773,145.00</td>
<td>Tue Nov 22 2016</td>
</tr>
</tbody>
</table>

**Attached Files:**
- UHH PACRC Replace Cover All Roof_ICC.pdf
- Bid Documents.pdf
Our challenges . . .

Exclusive “Design-Bid-Build” methodology

Design-Bid-Build
2-step
3 year Process (average)

Design-Build
1-Step
1-Year Process (average)

IDIQ
1-Step
3 month process (average)
• Perform root cause analyses to improve project completion time and maximization of resources
• Incorporate technological solutions to improve work processes
• Utilize data to establish metrics and measurements
• Minimize manual, paper intensive processes
Financial Management Office

Thank You for attending the Fiscal Administrator Meeting

Susan Lin’s Contact Information:
Email: slin@hawaii.edu
Phone: 808-956-5445