

DOCUMENT CHECKLIST FOR CONTRACT PAYMENTS
FOR HRS CHAPTER 103F
PURCHASES OF HEALTH AND HUMAN SERVICES

1. Required Contract Submittal Documents for Encumbrance or Initial Payment (X = required)

Form No.	Form Title	Competitive Purchase of Services AG Form 103F	Restrictive Purchase of Service MRS §103F-403	Crisis Purchase of Service HRS §103F-406	Exemption from HRS Chapter 103F
	<i>CONTRACT DOCUMENTS:</i>				
	Contract Template pages	X	X	X	X
AG-103F7	Provider's Acknowledgement	X	X	X	X
AG-103F8	Certificate of Exemption from Civil Service	X	X	X	X
AG-103F9	Standards of Conduct Declaration	X	X	X	X
AG-011	Attachment 1-- Scope of Services	X	X	X	X
AG-013	Attachment 2 —Time of Performance	X	X	X	X
AG-012	Attachment 3— Compensation and Payment Schedule	X	X	X	X
AG-103F13	General Conditions for Health and Human Services Contracts	X	X	X	X
AG-015	Special Conditions	As Applicable	As Applicable	As Applicable	As Applicable
SPO-020	Statement of Attestation for Internet Posting with copy of Procurement Notice (Download on 1 st day)	X	X		
	Certificate of Insurance	X	X	X	X
	Tax Clearance Application	X (\$25,000 and over)	X (\$25,000 and over)	X (\$25,000 and over)	X (\$25,000 and over)
SPOH 500	Copy of CPO Approved Notice of and Request for Restrictive Purchase of Service		X		
SPOH 600	Copy of CPO Approved Request for Crisis Purchase of Service Pursuant to Section 103F-406, HRS			X	
SPOH 150	Copy of CPO Approved Notice of and Request for Exemption form Chapter 103F, HRS				X

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2. Documents To Be Submitted to DAGS, Pre-Audit for Initial and Subsequent Payments During Contract Term

	Form				
MBP462	Summary Warrant Voucher	X	X	X	X
SAF C-03	Purchase Order	If applicable	If applicable	If applicable	If applicable
	Original Invoice	X	X	X	X
	Tax Clearance (For Final Payment)	If applicable (\$25,000 and over)	If applicable (\$25,000 and over)	If applicable (\$25,000 and over)	If applicable (\$25,000 and over)

3. Things to check for:

- a. Contract Execution Date. Contract effective date should not be prior to the date on which the parties sign off on and fully execute the agreement. Comptroller's Memorandum No. 2009-14.
- b. The notary acknowledgement date is the same as the date the service provider executed the contract.
- c. The time of performance is correctly stated throughout the contract.
- d. The certificate of insurance is current.
- e. The service provider's legal name on the contract matches all supporting documents.
- f. The service provider name on the Hawaii Compliance Express compliance certificate matches the contract name.
- g. Contract modifications/supplemental agreements are submitted when payments are based on the amendments.
- h. The contract/p.o. vendor code name and address matches the "Remit To" name and address.
- i. Payments are for services rendered within the contract period.
- j. Payments do not exceed the maximum funding amount.
- k. Tax clearances are submitted with invoices for final payment.