

University Hospitals Authority (825)

Administrative Rules Report | Executive Order 2020-03

Comprehensive Review of Administrative Rules as of 7-21-2020

Report Submitted by: Randy Dowell

Title: Chief Executive Officer

Email: randy-dowell@uhatok.com

Phone: 405-271-4962

Method Used to Conduct Review: The University Hospitals Authority conducted a thorough review of its enabling act, administrative rules and corresponding policies and procedures in the summer and fall of 2018. We worked with numerous staff at OMES to update those statutes, rules, policies and procedures to eliminate outdated, duplicative, ineffective or unnecessary protocols. OMES staff were also helpful in developing a major update to the agency's purchasing policies and procedures. OMES approved the Authority's updated policies and procedures in November 2018. The agency then moved forward to update statutory provisions in its enabling act and its administrative rules during the 2019 legislative session. **Twenty-seven subchapters of outdated administrative rules were revoked or re-codified to incorporate updates and an additional eight sections were revoked from remaining subchapters during this process.** Statutory modifications in SB 1049 and corresponding administrative rules were approved by Governor Stitt on May 28, 2019. The agency will review its purchasing policies and procedures again once OMES adopts administrative rules related to the update of the Central Purchasing Act approved by the Governor in SB 1422 of the 2020 Legislative Session. It is anticipated related OMES rules will be adopted in the 2021 Legislative Session and agencies will develop corresponding changes for consideration in the 2022 Legislative Session. All remaining subchapters and sections were deemed to be necessary for the administration of the agency and to establish purchasing and construction policies in accordance with §61 and §74.

TOTAL NUMBER OF UNECESSARY, COSTLY, INEFFECTIVE, DUPLICATIVE OR OUTDATE REGULATIONS: Zero

Title 752 University Hospitals Authority

Chapter 1-Administrative Operations

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
1-1-1	Purpose and Scope	9-18-19						X	Necessary for administrative operations.
1-1-2	Definitions	9-18-19						X	Necessary for administrative operations.
1-1-5	Organization	9-18-19						X	Necessary for administrative operations.
1-1-6	Location for information and filing	9-18-19						X	Necessary for administrative operations.
1-1-7	Records	9-18-19						X	Necessary for administrative operations.
1-3-2	Meetings of the Authority	9-18-19						X	Necessary for administrative operations.

1-7-1	Purpose	9-18-19						X	Necessary for administrative operations.
-------	---------	---------	--	--	--	--	--	---	--

Chapter 11-Acquisitions and Construction

Subchapter 1-General Provisions

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
11-1-1	Purpose	9-18-19						X	Necessary to closely model §74 Central Purchasing Act.
11-1-2	Definitions	9-18-19						X	Necessary to closely model §74 Central Purchasing Act.
11-1-3	General provisions	9-18-19						X	Necessary to closely model §74 Central Purchasing Act.
11-1-4	Ethics	9-18-19						X	Necessary to closely model §74 Central Purchasing Act.
11-1-5	Online bidding	9-18-19						X	Necessary to closely model §74 Central Purchasing Act.

Chapter 11-Acquisitions and Construction

Subchapter 3-Purchasing

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
11-3-1	Supplier selection and standard requirements	9-18-19						X	Necessary to closely model §74 Central Purchasing Act.
11-3-2	Acquisitions	9-18-19						X	Necessary to closely model §74 Central Purchasing Act.
11-3-3	Formal or informal competitive solicitations	9-18-19						X	Necessary to closely model §74 Central Purchasing Act.
11-3-4	Bid submission	9-18-19						X	Necessary to closely model §74 Central Purchasing Act.
11-3-5	Bid changes and withdrawal	9-18-19						X	Necessary to closely model §74 Central Purchasing Act.
11-3-6	Non-responsive bids	9-18-19						X	Necessary to closely model §74 Central Purchasing Act.
11-3-7	Contract negotiation and award	9-18-19						X	Necessary to closely model §74 Central Purchasing Act.
11-3-8	Contract management	9-18-19						X	Necessary to closely model §74 Central Purchasing Act.
11-3-9	Acquisitions by facilities management and housekeeping contractor	9-18-19						X	Necessary to closely model §74 Central Purchasing Act.
11-3-10	Professional service contracts	9-18-19						X	Necessary to closely model §74 Central Purchasing Act.
11-3-11	Sole source contracts	9-18-19						X	Necessary to closely model §74 Central Purchasing Act.

11-3-12	Emergency acquisitions	9-18-19						X	Necessary to closely model §74 Central Purchasing Act.
11-3-13	Credit/debit card	9-18-19						X	Necessary to closely model §74 Central Purchasing Act.

Chapter 11-Acquisitions and Construction
Subchapter 5-Design Consultants

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
11-5-1	Registration of design consultants	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-5-2	Selection procedure	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-5-3	Scheduling and performing interviews	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-5-4	Negotiation of contract	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-5-5	Award of contract	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-5-6	Professional services contracts	9-18-19						X	Necessary to closely model §61 Public Buildings Act.

Chapter 11-Acquisitions and Construction
Subchapter 7-Construction

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
11-7-1	Bid solicitations	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-7-2	Bid documents	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-7-3	Bid submittal	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-7-4	Modifications/withdrawal of bids	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-7-5	Bid openings	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-7-6	Bid review and evaluation	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-7-7	Contract award	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-7-8	Pre-construction conference	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-7-9	Construction conference	9-18-19						X	Necessary to closely model §61 Public Buildings Act.

11-7-10	Construction requirements; reviews and permits	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-7-11	Adopted codes	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-7-12	Payment requests	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-7-13	Change orders	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-7-14	Time extensions	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-7-15	Substantial completion inspection	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-7-16	Final inspection	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-7-17	Contract completion	9-18-19						X	Necessary to closely model §61 Public Buildings Act.

Chapter 11-Acquisitions and Construction

Subchapter 9-Construction Management/At Risk

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
11-9-1	Registration of Construction Managers	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-9-2	Project design consideration	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-9-3	Selection procedure	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-9-4	Selection committee	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-9-5	Scheduling and performing interviews	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-9-6	Fee negotiation and contracts	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-9-7	Award of contracts	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-9-8	Changes to base contract	9-18-19						X	Necessary to closely model §61 Public Buildings Act.

Chapter 11-Acquisitions and Construction

Subchapter 11-Best Value Methodology

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
---------	-------	--------------	--------	-------------	-----------	-------------------------	-----------------------	-----------	------------------------------------

11-11-1	Best value vendor selection	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-11-2	Vendor selection	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-11-3	Clarification period	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-11-4	Risk minimization and performance	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-11-5	Transparency and Best Value documentation	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-11-6	Other requirements for contracts awarded using Best Value methodology	9-18-19						X	Necessary to closely model §61 Public Buildings Act.

Chapter 11-Acquisitions and Construction

Subchapter 13-Supplier Protests

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
11-13-1	Supplier notification	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-13-2	Review and determination	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-13-3	Supplier appeal of decision to deny protest	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-13-4	Determination	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-13-5	Administrative procedure	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-13-6	Remedies	9-18-19						X	Necessary to closely model §61 Public Buildings Act.
11-13-7	Decision to be final	9-18-19						X	Necessary to closely model §61 Public Buildings Act.

END OF REPORT