

# Housing Agency Procurement Assistance

Michael S. Gifford, C.P.M., CPSD 2308 Flower Spring Street, Las Vegas, NV 89134, (866)526-7790



<b>No.* Procurement &amp; Contracts Management Seminar - Agenda</b>	
<b>Tuesday, August 13<sup>th</sup>, 8:15am-4:45pm</b>	
	Pre-Test (Just for Fun)
1	Introduction to the HUD Handbook (and 24 CFR 85.36 & 2 CFR 200)
2	Procurement Authority and Basic Administration of the Procurement Function
3	General Requirements
4	Ethics in Public Contracting
5	Small Purchase Procedures (Quotations for Small Purchases—QSP's)
6	Sealed Bids (Invitation for Bids—IFB's)
<b>Wednesday, August 14<sup>th</sup>, 8:15am-4:45pm</b>	
7	Competitive Proposals (Request for Proposals—RFP's; Request for Qualifications—RFQ's)
8	Noncompetitive Proposals
9	Specifications and Statements of Work
10	Miscellaneous Requirements
11	Contract Administration
<b>Thursday, August 15<sup>th</sup>, 8:15am-12:00pm</b>	
12	HUD Review Requirements
13	State and Local Laws and Regulations Governing PHA Procurement
14	Cooperative Business Relationships
15	Employment & Training Opportunities and Contracting with Residents, Resident-owned, Small, Minority, and Other Disadvantaged Businesses
16	Public/Private Partnerships, HOPE VI, Mixed-finance Development and Bond Financing
17	Utility Purchasing, Energy Conservation Loans, and Energy Performance Contracting

\*Applicable Chapter within HUD Procurement Handbook 7460.8 REV 2.

## Major Topics Covered (in addition to the above)

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| ➤ Amendments, Change Orders, Modifications | ➤ Negotiations   |
| ➤ Asset-based Procurement and Contracting  | ➤ Procurement Planning   |
| ➤ Best and Finals                          | ➤ Procurement Policy and Procedures  |
| ➤ Best Value                               | ➤ Profit and Overhead  |
| ➤ Bidders List                             | ➤ Prohibited Contract Types and Clauses  |
| ➤ Bonds/Guarantees                         | ➤ Protests and Disputes  |
| ➤ Conflicts of Interest                    | ➤ Purchase Thresholds  |
| ➤ Contract Length and Options              | ➤ Records Retention  |
| ➤ Contracting Officer Responsibilities     | ➤ Relationship of local, state and Federal codes, statutes, laws and regulations |
| ➤ Delegation of Authority                  | ➤ Required Contract Clauses  |
| ➤ Documentation                            | ➤ Resource Manual  |
| ➤ Evaluation Committee                     | ➤ Responsive and Responsible   |
| ➤ Evaluation Factors                       | ➤ Solicitation Checklists  |
| ➤ Evaluating Cost and Price (CPA)          | ➤ Specifications/Statement of Work (SOW)   |
| ➤ Evaluations                              | ➤ Standardization  |
| ➤ Federal Labor Standards and Wage Rates   | ➤ Suspensions and Debarment  |
| ➤ Geographic Restrictions                  | ➤ Terminations (Contract/Solicitation)   |
| ➤ "Gifford's Gospels"                      | ➤ Types of Contracts   |
| ➤ Independent Cost Estimates (ICE)         | ➤ Types of Solicitations   |
| ➤ Internet-based Contracting               | ➤ Written Justifications   |
| ➤ Mandatory HUD Forms                      |  |