

Housing Agency Procurement Assistance

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Seminar Agenda	
No.*	Day One: 8:15am-4:45pm
	Pre-Test (Just for Fun)
1	Introduction (to HUD Handbook 7460.8 REV 2; 2 CFR §200.317-§200.327)
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)
	Day Two: 8:15am-4:45pm
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
	Day Three: 8:15am-4:45pm
11	Contract Administration
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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| <ul style="list-style-type: none"> ➤ Amendments, Change Orders, Modifications ➤ Asset-based Procurement and Contracting ➤ Best and Finals ➤ Best Value ➤ Bidders List ➤ Bonds/Guarantees ➤ Conflicts of Interest ➤ Contract Length and Options ➤ Contracting Officer Responsibilities ➤ Delegation of Authority ➤ Documentation ➤ Evaluation Committee ➤ Evaluation Factors ➤ Evaluating Cost and Price (CPA) ➤ Evaluations ➤ Federal Labor Standards and Wage Rates ➤ Geographic Restrictions ➤ “Gifford’s Gospels” ➤ Independent Cost Estimates (ICE) ➤ Internet-based Contracting ➤ Mandatory HUD Forms ➤ Negotiations ➤ Procurement Planning | <ul style="list-style-type: none"> ➤ Procurement Policy and Procedures ➤ Profit and Overhead ➤ Prohibited Contract Types and Clauses ➤ Protests and Disputes ➤ Purchase Thresholds ➤ Records Retention ➤ Relationship of local, state and Federal codes, statutes, laws and regulations ➤ Required Contract Clauses ➤ Resource Manual ➤ Responsive and Responsible ➤ Solicitation Checklists ➤ Specifications/Statement of Work (SOW) ➤ Standardization ➤ Suspensions and Debarment ➤ Terminations (Contract/Solicitation) ➤ Types of Contracts ➤ Types of Solicitations ➤ Written Justifications |
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