

# Procurement and Contracts Management Seminar

## Host: Phenix City Housing Authority – Phenix City, AL

(Proceeds will benefit the AHAEF Scholarship Fund and YES After-school program)  
Wednesday-Friday, November 14-16, 2018

**Host Hotel/Training Site: Marriott Courtyard Columbus Phenix City/Riverfront**  
1400 Whitewater Avenue, Phenix City, AL 36867

**Available Lodging Room Block: \$93.00/night + taxes – CODE: Phenix City Housing Authority**  
**Check-in: Tuesday, November 13; Check-out: Friday, November 16**  
**Book rooms at (888)236-2427 or at the reservation link under the “Upcoming Events” area of**  
**procurementassistance.org. Last day to book lodging room at the \$93.00/night rate: October**  
**11, 2018 (After this date rooms will be subject to “prevailing rate and availability”)**

**Procurement and Contract Management Training Provided by Michael S. Gifford, C.P.M., CPSD, Housing Agency Procurement Assistance (HAPA):** Gifford is very knowledgeable in HUD and Housing Authority procurement regulations and replies to procurement-related inquiries regularly from both HUD and Housing Authority staff and consultants. Gifford has been training professionals in procurement and contract management for over 20 years and brings a wealth of knowledge and practical applications to the table.

This Procurement and Contract Management training is a must for Purchasing and Finance staff, Management staff and Property Managers! You will learn how to procure quality goods and services for the right cost, the highest quality, for timely delivery, and in compliance with applicable laws and policies. The training covers the estimating costs of goods and services and developing criteria for analysis of proposals. You will also learn how to comply with the newest federal procurement requirements and regulations; how to use the proper procurement method and contract type; how to analyze costs to ensure your agency gets the highest value for its contract dollar and how to assess and control the procurement performance operation and professional ethics of procurement.

### Seminar Agenda:

#### (Wednesday) Day One 8:15 AM – 4:45 PM:

- ✓ Introduction to HUD Handbook 7460.8 and Procurement and 2 CFR 200
- ✓ Procurement Authority and Basic Administration of the Procurement Function
- ✓ General Requirements
- ✓ Ethics in Public Contracting
- ✓ Small Purchase Procedures (Quotations for Small Purchases – QSP’s)
- ✓ Sealed Bids (Invitation for Bids – IFB’s)

#### (Thursday) Day Two 8:15 AM – 4:45 PM:

- ✓ Competitive Proposals (Request for Proposals – RFP’s; Request for Qualifications – RFQ’s)
- ✓ Noncompetitive Proposals
- ✓ Specifications and Statements of Work
- ✓ Miscellaneous Requirements

#### (Friday) Day Three 8:15 AM – 12:00 PM:

- ✓ Contract Administration
- ✓ HUD Review Requirements
- ✓ State and Local Laws and Regulations Governing PHA Procurement
- ✓ Cooperative Business Relationships
- ✓ Employment & Training Opportunities and Contracting with Residents, Resident-Owned, Small, Minority, and Other Disadvantaged Businesses

### Additional Major Topics Covered:

- ✓ 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)
- ✓ Federal Labor Standards and Wage Rates
- ✓ Geographic Restrictions
- ✓ “Gifford’s Gospels”
- ✓ Independent Cost Estimates (ICE); Negotiations
- ✓ Internet-based Contracting
- ✓ Mandatory HUD Forms
- ✓ Procurement Planning
- ✓ Procurement Policy and Procedures
- ✓ Profit and Overhead
- ✓ Prohibited Contract Types and Clauses
- ✓ Protests and Disputes
- ✓ Relationship of Local, State and Federal, Codes, Statutes, Laws and Regulations
- ✓ Required Contract Clauses
- ✓ Solicitation Checklists
- ✓ Specifications / Statements of Work (SOW)
- ✓ Standardization
- ✓ Suspensions and Debarment
- ✓ Terminations (Contract / Solicitation)
- ✓ Types of Contracts; Types of Solicitations; Written Justifications



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Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Please register the following persons (*please print clearly*):

NAME	TITLE	E-MAIL

**REGISTRATION FEES:**

**Procurement Training @ \$600.00 per person x \_\_\_\_\_ number of participants**  
 (Lunch included on Wednesday and Thursday)

Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Payment Method: Make Checks Payable to the Phenix City Housing Authority.

Mail Check and Registration Form to: Procurement & Contracts Management Seminar  
 Attn: Mary Mayrose, P. O. Box 338, Phenix City, AL 36868

(NOTE: If the check is not mailed by November 5, please inform us that you are carrying the check to the seminar.)

**Cancellation and Refunds:** To receive a refund of your registration fees, written notice of cancellation must be received 30 days prior to the training. Cancellation to attend training received within 30 days of the training will not be refunded. The agency can send a substitute attendee if the original registrant can't attend. No exceptions will be made.

For registration and venue questions, please contact Mary Mayrose at [mmayrose@pchousing.org](mailto:mmayrose@pchousing.org), (334)408-6225

For questions regarding the training, please contact Michael S. Gifford at [gifford52@yahoo.com](mailto:gifford52@yahoo.com)

Persons needing disability-related modifications or accommodations in order to participate in this event need to contact Mary Mayrose at (334)664-9991 x212 at least 72 hours prior to the start of the event.

