

Housing Agency Procurement Assistance

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



Background

- In June, 2007, I retired from the Las Vegas Housing Authority (HACLV), located in Las Vegas, Nevada, after 31 years as Contracts and Purchasing Manager. The HACLV had over 2,400 public housing units, 1,000 affordable housing units, over 4,000 HCV with more than 160 employees. (NOTE: The HACLV subsequently merged with two other local housing agencies and is now called the Southern Nevada Regional Housing Authority.)
- Through my independent firm, Housing Agency Procurement Assistance (HAPA), I provide contracts- and procurement-related training, mentoring, and technical assistance directly to Housing Agency's (HA's).
- For six years, through NAHRO, I provided procurement and eProcurement training services. Since January, 2009, I have provided these services independently as the sole proprietor of HAPA.
- I am known nationally as being very knowledgeable in HUD procurement regulations and I reply to procurement- and contracts-related inquiries regularly from HA staff and private consultants. My bid and RFP documents are recognized nationally as "best in field" and I respond to requests daily to share those documents with both HA's, HUD staff, and consultants serving the industry.

Professional Experience

- **Work History:** I worked in the supply management function at the Las Vegas Housing Authority (HACLV) from August, 1977, to June, 2007, a total of almost 30 years. My responsibilities have included warehousing, inventory, purchasing and contracts. My job titles at the HACLV have included:
 - Warehouse Manager
 - Procurement Officer
 - Purchasing Agent
 - Purchasing Manager
 - Contracts and Purchasing Manager

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Seminar Instructor

- Over the past 16 years I believe that I have instructed more HUD-related Procurement-related seminars that any other person in the nation.
- **NAHRO Faculty:** For 6 years (2002-2008) I was a NAHRO faculty member, presenting HUD-required procurement principals as a part of the *Mastering Procurement and Contracts Management* and the *Advanced Procurement* seminars, including the following:
 - San Antonio, TX (February, 2002)
 - Baltimore, MD (June, 2002; on-site @ HA)
 - Williamsburg, VA (July, 2002)
 - Orlando, FL (December, 2002)
 - San Francisco, CA (March, 2003)
 - Denver, CO (July, 2003)
 - El Paso, TX (October, 2003; on-site @ HA)
 - San Bernardino, CA (August, 2004; on-site @ HA)
 - Seattle, WA (November, 2004; on-site for PNR-NAHRO)
 - Salem, OR (April, 2005; on-site for PNR-NAHRO)
 - Chicago, IL (June, 2005; on-site @ HA)
 - New Orleans, LA (July, 2005)
 - Monterey, CA (October, 2005)
 - Boston, MA (February, 2006)
 - Indiana, PA (November, 2006; on-site for Western PA Directors Council)
 - Las Vegas, NV (December, 2006)
 - San Diego, CA (March, 2007; on-site @ HA)
 - Cincinnati, OH (February, 2007)
 - Philadelphia, PA (August, 2007)
 - Chicago, IL (August, 2007; on-site @ HA)
 - Las Vegas, NV (September, 2007)
 - Indianapolis, IN (October, 2007)
 - New Orleans, LA (January, 2008)
 - Orlando, FL (February, 2008)
 - Spokane, WA (April, 2008; on-site for PNR-NAHRO)
 - Denver, CO (May, 2008)
 - Los Angeles, CA (June, 2008; on-site @ HA)
 - Memphis, TN (June, 2008)
 - Galesburg, IL (July, 2008; on-site @ HA)
 - Newport, RI (July, 2008)
 - Sanford, FL (September, 2008; on-site @ HA)
 - Monterey, CA (September, 2008)
 - San Antonio, TX (September, 2008)

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- Largo, FL (October, 2008; on-site @ HA)
- Lake Charles, LA (November, 2008)
- **Independent Instructor:** Since January of 2009 I have worked as an independent instructor presenting a seminar of my own (as opposed to working with NAHRO or any other similar organization) entitled *Housing Agency Procurement and Contract Management*, including the following:

Independent Instructor (HAPA):

- Newark, NJ (February, 2009; Hosted by HA)
- Nashville, TN (March, 2009; Hosted by SERC-NAHRO)
- Providence, RI (April, 2009; Hosted by HA)
- Birmingham, AL (April, 2009; Hosted by AAHRA-NAHRO)
- Vineland, NJ (May, 2009; Hosted by HA)
- Rockford, IL (June, 2009; Hosted by HA)
- Ashland, NE (June, 2009; Hosted by NE-NAHRO)
- Gainesville, GA (July, 2009; Hosted by HA)
- San Antonio, TX (July, 2009; Hosted by TX-NAHRO)
- Little Rock, AR (August, 2009; Hosted by AR-NAHRO)
- Springfield, IL (August, 2009; Hosted by IAHA)
- Bristol, VA (August, 2009; Hosted by VA Little Ten)
- DeKalb, IL (August, 2009; On-site @ HA)
- Lakeland, FL (September, 2009; Hosted by HA)
- Stockton, CA (September, 2009; Hosted by HA)
- Lubbock, TX (October, 2009; Hosted by TX-NAHRO and "Top of Texas")
- Jefferson City, MO (October, 2009; Hosted by HA)
- Oklahoma City, OK (November, 2009; Hosted by SW-NAHRO)
- Walnut Creek, CA (January, 2010; Hosted by 4 HA's)
- Meridian, MS (March, 2010; On-site @ HA)
- Lauderdale Lakes, FL (March, 2010; Hosted by FAHRO)
- Cleveland, OH (March, 2010; On-site @ HA)
- Harrisburg, PA (June, 2010; Hosted by HA)
- Cincinnati, OH (June, 2010; Hosted by HA)
- San Antonio, TX (July, 2010; Hosted by TX-NAHRO)
- Mystic, CT (July, 2010; Hosted by HAPA)
- Washington, NC (August, 2010; Hosted by HA)
- Chardon, OH (August, 2010; Hosted by HA)
- Corpus Christi, TX (September, 2010; Hosted by TX-NAHRO)
- Chicago, IL (November, 2010; 2 seminars on-site @ HA)
- Port Arthur, TX (November, 2010; Hosted by HA)
- Charleston, SC (December, 2010; Hosted by)
- Woonsocket, RI (January, 2011; Hosted by HA)
- Statesville, NC (May, 2011; Hosted by HA)
- Orlando, FL (May, 2011; Hosted by HAPA)

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- Abilene, TX (May, 2011; Hosted by HA)
- Brownsville, TX (August, 2011; Hosted by TX-NAHRO)
- Lexington, KY (August, 2011; Hosted by KHA)
- Grayslake, IL (September, 2011; Hosted by HA)
- San Antonio, TX (December, 2011; Hosted by TX-NAHRO)
- Riverside, CA (January, 2012; Hosted by HA)
- Wichita Falls, TX (February, 2012; Hosted by HA)
- Hattiesburg, MS (July, 2012; Hosted by HA)
- Atlanta, GA (August, 2012; Hosted by HA)
- Chicago, IL (October, 2012; Hosted by HA)
- SW Virginia (October, 2012, Hosted by HA)
- Gastonia, NC (November, 2012; Hosted by HA)
- San Antonio, TX (December, 2012; Hosted by TX-NAHRO)
- Tucson, AZ (January, 2013; Hosted by HA)
- Jefferson Parish, LA (February, 2013; Hosted by HA)
- Lansing, MI (May, 2013; Hosted by HA)
- Tulsa, OK (June, 2013; Hosted by HA)
- Lowell, MA (July, 2013; Hosted by HA)
- Huntsville, AL (August, 2013; Hosted by HA)
- Alexandria, LA (October, 2013; Hosted by LHC)
- Roanoke, VA (October, 2013; Hosted by HA)
- Winston-Salem, NC (November, 2013; Hosted by HA)
- San Antonio, TX (December, 2013; Hosted by TX-NAHRO)
- Austin, TX (January, 2014; Hosted by HA)
- Spartanburg, SC (April, 2014; Hosted by HA)
- Toledo, OH (October, 2014; Hosted by HA)
- Tulsa, OK (November, 2014; Hosted by HA)
- San Antonio, TX (December, 2014 Hosted by TX-NAHRO)
- Morristown, TN (December, 2014; Hosted by HA)
- Salem, OR (March, 2015; Hosted by HA)
- Cincinnati, OH (June, 2015; Hosted by HA)
- Providence, RI (June, 2015; Hosted by HA)
- Phenix City, AL (July, 2015; Hosted by HA)
- Modesto, CA (August, 2015; Hosted by HA)
- Nashville, TN (August, 2015; Hosted by SERC-NAHRO)
- Orlando, FL (September, 2015; Hosted by HAPA)
- Myrtle Beach, SC (November, 2015; Hosted by SCAGPO)
- San Antonio, TX (December, 2015 Hosted by TX-NAHRO)
- Oakland, CA (January, 2016; Hosted by HA)
- Lincoln, NE (March, 2016; Hosted by NE-NAHRO))
- Freeport, ME (April, 2016: Hosted by Tri-State Conference)
- Columbus, OH (May, 2016; Hosted by OHAC)
- Portsmouth, VA (July, 2016; Hosted by HA)

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- San Bernardino, CA (August, 2016; Hosted by HA)
 - San Antonio, TX (December, 2016; Hosted by TX-NAHRO)
 - Reno, NV (January, 2017; Hosted by HA)
 - Chico, CA (February, 2017; Hosted by HA)
 - Worcester, MA (April, 2017; Hosted by NERC-NAHRO)
 - Orlando, FL (May, 2017; Hosted by HAPA)
 - West Frankfort, IL (June, 2017; Hosted by HA)
 - Mobile, AL (September, 2017; Onsite at HA)
 - Phenix City, AL (October, 2017; Hosted by HA)
 - San Antonio, TX (December, 2017; Hosted by TX-NAHRO)
 - Oakland, CA (January, 2018; Onsite at HA)
 - Covington, KY (scheduled for February, 2018; Onsite at HA)
 - Kennewick, WA (scheduled for March, 2018)
 - Memphis, TN (scheduled for April, 2018; Onsite at HA)
- **procurementassistance.org**: Please visit my website whereon I provide many links to HUD and Federal documents and sample forms and competitive solicitations pertaining to housing agency procurement and contracts management. (NOTE: There is no charge to use the website—registration is easy and quick.)
 - **Housing Agency Marketplace (formerly known as NAHRO eProcurement)**: During 2000-2001, as a volunteer, I facilitated a Request for Proposals (RFP) competitive solicitation process for NAHRO to retain a developer for the NAHRO eProcurement Marketplace; Digital Economic Technologies (DET) was the successful proposer. I continued through June, 2007, as a volunteer principal designer of the Marketplace. DET was acquired by Economic Engine, LLC. In June, 2007, I joined Economic Engine, and then Housing Agency Marketplace in November, 2007, as Senior Vice President and eKnowledge Manager. Since November, 2008, I have worked with the Marketplace as a part-time retained consultant (and I am a minority owner).

Conference Presenter

- **NAHRO Housing Conferences**: During the past 14 years I have made many procurement- and contracts-related presentations at NAHRO Housing Conferences (please see the "Upcoming Events" and the "Conference Presentations" areas of my website, procurementassistance.org).

Conferences Presented At:

- PSWRC-NAHRO - Big Bear, CA (May, 2002)
- NAHRO Summer - Tampa, FL (July, 2003)
- NAHRO National - Dallas, TX (October, 2003)
- NAHRO Summer - Detroit, MI (July, 2004)

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- NAHRO National - Baltimore, MD (October, 2004)
- PSWRC-NAHRO - Palm Springs, CA (May, 2005)
- PNR-NAHRO - Sun Valley, ID (May, 2005)
- NAHRO Summer - San Francisco, CA (July, 2005)
- NAHRO National - Chicago, IL (October, 2005)
- PSWRC-NAHRO - Sacramento, CA (February, 2006)
- NAHRO Legislative - Washington, D.C. (March, 2006)
- PSWRC-NAHRO - San Diego, CA (March, 2006)
- NAHRO National - Seattle, WA (October, 2006)
- NAHRO Summer - Chicago, IL (July, 2007)
- NAHRO National - San Diego, CA (October, 2007)
- NorCal/NV-NAHRO - Monterey, CA (February, 2008)
- Conn-NAHRO - Wallingford, CT (March, 2008)
- TX-NAHRO - Ft. Worth, TX (May, 2008)
- PNR-NAHRO - Spokane, WA (April, 2008)
- NAHRO Summer - Nashville, TN (July, 2008)
- FAHRO - Aventura, FL (August, 2008)
- Louisiana Housing Council - Marksville, LA (October, 2008)
- NAHRO National - San Antonio, TX (October, 2008)
- KS-NAHRO - Manhattan, KS (November, 2008)
- VAHCDO - Richmond, CA (January, 2009)
- SW-NAHRO - Bossier City, LA (March, 2009)
- NM-NAHRO - Ruidoso, NM (April, 2009)
- IAHA - Decatur, IL (April, 2009)
- NCRC-NAHRO - Grand Rapids, MI (April, 2009)
- SERC-NAHRO - Memphis, TN (July, 2009)
- SW-NAHRO - T. Louis, MO (July, 2009)
- MN-NAHRO - Brainerd, MN (May, 2009)
- WAHA - Superior, WI (October, 2009)
- TX-NAHRO - San Marcos, TX (October, 2009)
- SW-NAHRO - Tulsa, OK (February, 2010)
- NM-NAHRO - Ruidoso, NM (April, 2010)
- TX-NAHRO - South Padre Island, TX (April, 2010)
- IA-NAHRO - West Des Moines, IA (April, 2010)
- MI-NAHRO - Traverse City, MI (May, 2010)
- PHADA - Las Vegas, NV (June, 2010)
- SW-NAHRO - Springdale, AR (June, 2010)
- CCHRCO - Myrtle Beach, TX (August, 2010)
- Texas Housing Association - Houston, TX (August, 2010)
- TX-NAHRO - Beaumont, TX (October, 2010)
- KY Housing Association - Lexington, KY (February, 2011)
- SW-NAHRO - Hot Springs, AR (February, 2011)
- KY Housing Association - Louisville (April, 2011)

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- TX-NAHRO - Austin, TX (April, 2011)
- NCRC-NAHRO - Omaha, NE (April, 2011)
- HAVE-TX - South Padre Island, TX (May, 2011)
- SERC-NAHRO - Miami, FL (June, 2011)
- SW-NAHRO - Albuquerque, NM (June, 2011)
- Texas Housing Association - San Antonio, TX (August, 2011)
- KY Housing Association - Louisville, KY (September, 2011)
- Louisiana Housing Council - Bossier City, LA (September, 2011)
- MN-NAHRO - Duluth, MN (September, 2011)
- TX-NAHRO - Odessa, TX (October, 2011)
- MO-NAHRO - Osage Beach, MO (October, 2011)
- Pacific SW-NAHRO (November, 2011)
- KS-NAHRO - Topeka, KS (November, 2011)
- SW-NAHRO - Bossier City, LA (February, 2012)
- TX-NAHRO - Arlington, TX (April, 2012)
- IAHA - Decatur, IL (April, 2012)
- HAVE-TX - South Padre Island, TX (May, 2012)
- GAHRA - Savannah, GA (September, 2012)
- CFOG (California Finance Officers Group) - Rancho Cucamonga, CA (October, 2012)
- HAVE-TX - South Padre Island, TX (May, 2013)
- NE-NAHRO Maintenance Conference - Grand Island, NE (July, 2013)
- Texas Housing Association - Corpus Christi, TX (August, 2013)
- Cascade-NAHRO Annual Conference - Newport, OR (September, 2013)
- OK-NAHRO Winter Conference, Shawnee, OK (March, 2014)
- NM-NAHRO Annual Conference, Ruidoso, NM (April, 2014)
- HAVE-TX - South Padre Island, TX (May, 2014)
- MO-NAHRO Maintenance Conference - Branson, MO (October, 2014)
- SW-NAHRO Maintenance Workshop - Bossier City, LA (February, 2015)
- IAHA Annual Maintenance & Management Clinic - Decatur, IL (April, 2015)
- OHAC-OH Spring Conference - Sandusky, OH (May, 2015)
- Housing Alliance of Valley Employees - South Padre Island, TX (May, 2015)
- SW-NAHRO Annual Conference - New Orleans, LA (June, 2015)
- Maine Public Housing Directors Tri-State Conference - Freeport, ME (September, 2015)
- West Virginia Association of Housing Authorities Annual Conference - Wheeling, WV (October, 2015)
- OK-NAHRO Winter Conference - Shawnee, OK (February, 2016)
- IAHA Maintenance Management Clinic - Decatur, IL (April, 2016)
- TAHRA Spring Workshop - Franklin, TN (April, 2016)
- PHADA Annual Conference - Las Vegas, NV (May, 2016)

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- MN-NAHRO Spring Conference - Brainerd, MN (May, 2016)
- Tri-State Housing Conference - Meredith, NH (September, 2016)
- KHA Annual Conference - Bowling Green, KY (September, 2016)
- Texas-NAHRO Fall Conference - Waco, TX (for October, 2016)
- NERC-NAHRO Mid-Winter Conference - Boston, MA (January, 2017)
- IAHA Annual Maintenance & Management Clinic - Decatur, IL (April, 2017)
- TX-NAHRO Annual Conference - South Padre Island, TX (April, 2017)
- HAVE-STR Annual Conference - South Padre Island, TX (May, 2017)
- Texas Housing Conference - Dallas, TX (August, 2017)
- CCHRCO Annual Conference - Myrtle Beach, SC (August, 2017)
- PHADA Commissioners Conference - San Diego, CA (January, 2018)

Technical Assistance at Agencies

- **Experience - Competitive Solicitations:** Each year I conducted for the HACLV about 60 informal and formal competitive solicitations, including the following processes identified by HUD within the applicable CFR and Handbook:
 - **Quotations for Small Purchases (QSP):** Informal competitive solicitations less than the small purchase threshold (typically \$25,000, \$50,000, \$100,000, etc.) for the procurement of commodities, materials, equipment, and some non-professional services;
 - **Invitation for Bids (IFB):** Formal competitive solicitations, typically greater than the small purchase threshold, for the procurement of commodities, materials, equipment and non-professional services;
 - **Request for Proposals (RFP):** Formal competitive solicitation, typically greater than the small purchase threshold, for the procurement of professional and some non-professional services;
 - **Request for Qualifications (RFQ), a/k/a Qualifications-Based Selection (QBS):** Formal competitive solicitation, typically greater than the small purchase threshold, for the procurement of A/E services, some development services and other solicitations as may be approved by HUD in writing.
- ✓ **Sample Solicitations/Forms:** As a part of my on-going mentoring of housing agency staff nation-wide, I make available to housing staff HUD-complaint competitive solicitations at no charge (please see the many sample competitive solicitations and forms provided within the *Documents* area of my website: procurementassistance.org).

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Recognitions - Certifications

- I have been recognized by a number of associations and organizations and by my peers for my efforts and successes in the procurement field; including:
 - 1991: Awarded designation, “Public Housing Manager” (PHM) by NAHRO
 - 1995: National Association of Hispanic Publications “Amigo Award”
 - 1996: Nevada Minority Business Council “Excellence Award”
 - 1999: Nevada Asian Chamber of Commerce “Member-of-the-Year”
 - 1999: Awarded Life-time certification, “Certified Purchasing Manager” (C.P.M.), by the National Association of Purchasing Management (NAPM), now the Institute for Supply Management (ISM)
 - 1999: Awarded the “Charles J. McDonald International Minority Advocate-of-the-Year” (awarded by the Minority Business Development Group of NAPM)
 - Appointed to the Mayor’s Blue Ribbon Committee on Race (nominated by the Urban Chamber of Commerce; served on and gave testimony to the panel that held hearings over an 8-month period)
 - 2001: Awarded the “Robert J. Ashby Excellence in Purchasing” by the Southern Nevada affiliate of ISM
 - 2003: “Corporate Person of the Year” by the Nevada Minority Business Council
 - 2003: Received Special Recognition from the NAHRO Board of Governors for my volunteer efforts in developing, designing, and promoting the NAHRO e-Procurement System
 - 2010: Awarded certification “Certified Professional in Supplier Diversity” (CPSD) by ISM
 -

Volunteer (Professional)

- NAHRO: From May, 2001, through October, 2003, I was a member of the NAHRO National Member Services Committee; and from October, 2003 through October, 2005, I was a member of the NAHRO National Professional Development Committee.
- ISM - The Institute for Supply Management, an international organization with over 35,000 members: I have served in a number of positions, including during the past fifteen years on the local Board in a number of positions, including 3 terms as President, and in 2007 completed a 2-year appointment to the Permanent Conference Committee, serving as the Programs Chair for the 2007 Annual Conference held in Las Vegas, NV.