

PROCUREMENT AND CONTRACT MANAGEMENT

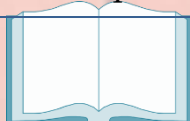
December 12 – 14, 2018

Mike Gifford, C.P.M., CPSP, and Housing Agency Procurement
Assistance (HAPA)



Mr. Gifford is very knowledgeable in HUD and Housing Authority procurement regulations and replies to a number of procurement related inquiries regularly from both HUD and Housing Authority staff and consultants. Mr. Gifford has also been training professionals in procurement and contract management for numerous years and brings a wealth of knowledge and practical applications to the table.

Procurement and Contract Management Training is a must for staff involved with Purchasing, Finance, Management, and Property Management! You will learn how to procure high 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 estimating costs of goods and services and developing criteria for proposal analysis. 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, how to assess and control the procurement performance, and professional ethics of procurement.



COURSE OVERVIEW

DAY 1

- Introduction to HUD Handbook 7460.8 and 2 CFR §200.317 - §200.326, Procurement
- 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)

DAY 2

- Competitive Proposals (Requests for Proposals – RFPs; Request for Qualifications – RFQs)
- Noncompetitive Proposals
- Specifications and Statements of Work
- Miscellaneous Requirements

DAY 3

- 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

OTHER 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
- ❖ Federal Labor Standards and Wage Rates
- ❖ Geographic Restrictions
- ❖ "Gifford's Gospels"
- ❖ Independent Cost Estimates (ICE)
- ❖ Internet-based Estimates
- ❖ Mandatory HUD Forms
- ❖ Negotiations
- ❖ Procurement Planning
- ❖ 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
- ❖ Solicitation Checklists
- ❖ Specifications/Statements of Work (SOW)
- ❖ Standardization
- ❖ Suspensions and Debarment
- ❖ Terminations (Contract/Solicitation)
Types of: Contracts, Solicitations, Written Justifications

TRAINING LOCATION:

Drury Inn & Suites San Antonio Riverwalk
201 N. ST. Mary's Street, San Antonio, TX 78205
Rate: \$121/or current Federal Per Diem Rat
Reservations: (800) 325-0720
Room Code: # 2342141 • Hotel Cutoff Date: 11/21/18



TEXAS NAHRO TRAINING

Texas NAHRO Service Office
12246 FM 1769, Graham, TX 76450
Email: txnahro@brazosnet.com
Phone: 940.521.9982 Fax
1.866.234.4018



PROCUREMENT AND CONTRACT MANAGEMENT TRAINING FEES

- ☐ Member \$500
☐ Non Member \$600



REGISTRATION FORM

Name _____
Agency _____
Address _____
City, State, Zip _____
Email _____
Phone _____
Fax _____

PAYMENT INFORMATION

AMOUNT \$ _____

☐ Check # _____ (Make checks payable to Texas NAHRO)

(NOTE: There will be a \$5.00 processing fee on credit card payments)

Credit Card # _____ Exp Date _____ Security Code _____

Name on card _____

Billing address _____

City/state/zip _____

Contact person _____

Contact phone _____

TXNAHRO Cancellation and Refund Policy:

To receive a refund of your registration fees, written notice of cancellation must be received 30 days prior to the training; a \$50 processing fee will be assessed. Cancellations received within 30 days of the training will not be refunded. The agency may send a substitute attendee if the original registrant cannot attend.

No exceptions will be made to this policy.

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