

Procurement and Contracts Management Training (2.5 days)

About the Trainer-Michael Gifford, C.P.M., CPSD:

Michael Gifford retired in June 2007 as the Purchasing and Contracts Manager for the Housing Authority of the City of Las Vegas, Nevada, after 30+ years of service. Mr. Gifford has been the recipient of numerous awards and life time achievements. Mr. Gifford is very knowledgeable in HUD and Housing Agency procurement regulations and replies to procurement-related inquiries daily from both HUD, HA staff and consultants.

Summary of Training:

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.

Our Training will include:

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 that 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.

Who should attend?

Executive Directors, Administrative staff, Purchasing and Finance staff, Management staff, Property Managers and anyone who has an interest in purchasing.

Training Syllabus

Day One 8:15am–4:45pm	Day Two 8:15am-4:45pm	Day Three 8:15am-12pm
<ul style="list-style-type: none"> • Introduction to HUD handbook 7460.8 and 24 CFR 85.36, 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) • Lunch and Break Refreshments Provided 	<ul style="list-style-type: none"> • Competitive Proposals (Requests for Proposals-RFP's; Request for Qualifications-RFQ's) • Noncompetitive Proposals • Specifications and Statements of Work • Miscellaneous Requirements • Break Refreshments Provided 	<ul style="list-style-type: none"> • 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 • Break Refreshments Provided

Training will be held at:

Hyatt Place Nashville Downtown
301 3rd Ave South, Nashville, TN 37201
(615) 687-9995

Please ask for the SERC Procurement Training room block when making reservations. Group rates are as follows:

Single Occupancy: \$199.00+taxes

Double Occupancy: \$199.00+taxes

(Hotel rates include breakfast each morning)

<http://nashvilledowntown.place.hyatt.com/bnazdgse852015.html>

Hotel Reservations must be made on or before Friday, July 24, 2015

Parking Rates:

Valet \$28.00 per day...in and out privileges

Self Parking \$25.00

**SERC-NAHRO
TRAINING SEMINAR
NASHVILLE, TN
August 19-20-21, 2015**

REGISTRATION FORM

Name	
Title	
Housing Auth.	
Address	
City/State	
Telephone/Email	

Registration Fee:

Members Registration:

\$500.00

Non-Members or Late Registration:

\$550.00

Registration deadline: August 7, 2015

PLEASE MAKE CHECK PAYABLE TO: SERC, INC

Send Payments to: c/o Christi Billings
Covington Housing Authority
P.O. Box 88
Covington, Tennessee 38019

NO REFUNDS WILL BE GIVEN AFTER August 7, 2015

Cancellation Policy: Written notice of cancellation must be received by August 7, 2015 to receive a refund minus a \$50 cancellation fee.

For questions regarding this training, please contact Christi Billings at 901-476-6135 or covhouse@bellsouth.net.