

Housing Agency Procurement Assistance (HAPA)

Michael S. Gifford, C.P.M., CPSD, 2308 Flower Spring Street, Las Vegas, NV 89134, (702)236-0275



Background

- In June 2007, I retired from the Las Vegas Housing Authority (HACLV), located in Las Vegas, Nevada, after 30 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) [NOTE: Now the Southern Nevada Regional Housing Authority] from August 1977 to June 2007, a total of almost 30 years. My responsibilities included warehousing, inventory, purchasing and contracts. My job titles at the HACLV 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 presented (instructed) more HUD-related Procurement-related seminars than 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)



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- San Antonio, TX (September 2008)
- Largo, FL (October 2008; on-site @ HA)
- Lake Charles, LA (November 2008)

- **Independent Instructor:** (NOTE: “Independent,” meaning, not affiliated with NAHRO or any other association, organization, or company.) 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 Contracts 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)

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- Woonsocket, RI (January 2011; hosted by HA)
- Statesville, NC (May 2011; hosted by HA)
- Orlando, FL (May 2011; hosted by HAPA)
- 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))

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- Freeport, ME (April 2016; hosted by the Tri-State Conference)
- Columbus, OH (May 2016; hosted by OHAC)
- Portsmouth, VA (July 2016; hosted by HA)
- 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; on-site at HA)
- Phenix City, AL (October 2017; hosted by HA)
- San Antonio, TX (December 2017; hosted by TX-NAHRO)
- Oakland, CA (January 2018; on-site at HA)
- Covington, KY (February 2018; on-site at HA)
- Kennewick, WA (March 2018)
- Memphis, TN (July 2018; on-site at HA)
- Knoxville, TN (September 2018; on-site at HA)
- Phenix City, AL (November 2018; on-site at HA)
- Dallas, TX (December 2018; on-site at HA)
- San Antonio, TX (December 2018; hosted by TX-NAHRO)
- Everett, WA (March 2019; hosted on-site at HA)
- Duluth, MN (April 2019; hosted on-site at HA)
- South Bend, IN (April 2019; hosted on-site at HA)
- Madera, CA (May 2019; hosted on-site at HA)
- Columbus, OH (August 2019; hosted by OHAC)
- Monticello, NY (October 2019; hosted by the NYSPHADA)
- San Antonio, TX (December 2019; hosted by Texas NAHRO)
- Orlando, FL (January 2020; hosted by HAPA)
- Nashville, TN (May 2021; hosted by HAPA)
- McKees Rocks, PA (October 2021; on-site at HA)
- Orlando, FL (November 2021; hosted by HAPA)
- Woodland, CA (March 2022; hosted by HA)
- New Orleans, LA (May 2022; hosted by HAPA)
- Franklin, TN (Nashville area) (October 2022; hosted by HAPA)
- San Antonio, TX (May 2023; hosted by HAPA)
- Orlando, FL (January 2024; hosted by HAPA)
- Pittsburgh, PA (Scheduled for March 2024; on-site at HA)
- Franklin, TN (Nashville area) (Scheduled for June 2024); hosted by HAPA)

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- **Co-authored the HUD Procurement Guide for HUD staff:** In 2019 I worked with a team as a SME (Subject Matter Expert) and assisted as a co-author of the HUD Procurement Guidebook for HUD Staff. The Guidebook assists HUD staff in understanding the HUD procurement rules and regulations that HUD grantees must comply with. [Please see the immediate-following section.]
- **Procurement Seminars presented to HUD Staff:** Presenter for 2-day seminars hosted by HUD (via a national consulting agency) to HUD staff to address the requirements of the new HUD Procurement Guidebook (not the Handbook) that I was on the drafting team as the SME.
 - San Antonio, TX (October 2019)
 - Fort Worth, TX (December 2019)
 - Houston, TX (January 2020)
 - New Orleans, LA (January 2020)
 - Oklahoma City, OK (February 2020)
 - Albuquerque, NM (February 2020)
 - Denver, CO (March 2020)
 - Kansas City, MO (Scheduled for March 2020, but canceled due to COVID)

These sessions were recorded and, for remote training purposes, are posted on the HUD exchange (see the following link:

<https://www.hudexchange.info/trainings/pha-procurement-training/#chapter-1-introduction>

- **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 utilize 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 have a minority ownership).

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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)
- NAHRO National - Baltimore, MD (October 2004)
- PSWRC-NAHRO - Palm Springs, CA (May 2005)
- PNRC-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)
- PNRC-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)

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- 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, SC (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)
- 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)

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- 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)
- 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)
- MO-NAHRO - Branson, MO (May 2018)
- OK-NAHRO - Afton, OK (May 2018)
- TAHRA-NAHRO - Franklin, TN (August 2018)
- IAHA - Springfield, IL (April 2019)
- HAVE-STR - South Padre Island, TX (May 2019)
- SERC-NAHRO Annual Conference - Orlando, FL (June 2019)
- PHADA Commissioners Conference - Phoenix, AZ (January 2020)
- MO-NAHRO Fall Conference - Independence, MO (September 2021)
- OHAC Fall Conference - Westerville, OH (November 2021)
- SERC Fall Conference - Biloxi, MS (November 2021)
- IAHA Annual Maintenance & Management Conference - Springfield, IL (April 2022)
- OK/KS Conference - Wichita, KS (April 2022)
- HAVE-STR Annual Conference - South Padre Island, TX (June 2022)
- PAHRA-NAHRO Spring Conference - Seven Springs, PA (June 2023)
- CCHRCO Annual Conference - Myrtle Beach, SC (August 2023)
- IAHA Annual Maintenance & Management Conference - East Peoria, IL (Scheduled for April 2024)

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Technical Assistance at Agencies

- **Experience - Competitive Solicitations:** Each year I conducted for the HACLV about 30 informal and formal competitive solicitations, including the following processes identified by HUD within the applicable CFR and Handbook. Since 2007, as an independent contractor, I have averaged conducting approximately 60 such competitive solicitations a year (now approaching almost a thousand since retiring and becoming a consultant full-time); including:
 - **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; and,
 - **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; and,
 - **Request for Proposals (RFP):** Formal competitive solicitation, typically greater than the small purchase threshold, for the procurement of professional and some non-professional services; and,
 - **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 and upon request many sample templates of competitive solicitations and forms.

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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 35,000+ members: I have served in a number of positions on the local Board, including 3 terms as President, and in 2007 completed a 2-year appointment to the National Permanent Conference Committee, serving as the Programs Chair for the 2007 Annual Conference held in Las Vegas, NV.