

Housing Agency Procurement Assistance

Michael S. Gifford, C.P.M., CPSD - 2308 Flower Spring Street, Las Vegas, NV 89134 - (702)658-2753

Procurement and Contracts Management Seminar
San Antonio, TX – Tuesday-Thursday, December 8-10, 2026

Training Site/Host Hotel: Drury Plaza Hotel San Antonio Riverwalk
105 South St. Mary's Street
Complimentary Lunch Provided in meeting room Tuesday, Wednesday, and Thursday
Room Rate: $187.00 + Rooming Taxes (NOTE: Please see the Hotel Policies)
(Additional $10/additional guest, Onsite overnight parking $43.00/day + tax)
Complimentary daily Hot Breakfast Buffet and Evening Hot Food Kickback Menu provided at no additional charge: https://www.druryhotels.com/menu
Room Block Deadline: November 5, 2026 – (800)325-0720 - BLOCK GROUP CODE: 10191725
Room Reservation link on procurementassistance.org under "Upcoming Events" link

Procurement and Contract Management Training provided by Michael S. Gifford, C.P.M., CPSD, of Housing Agency Procurement Assistance (HAPA). Gifford is very knowledgeable (and nationally known) in HUD and Housing Agency procurement regulations and replies to a number of procurement-related inquiries regularly from both HUD and Housing Agency staff and other consultants. Gifford has been training professionals in procurement and contract management for many years at both housing agencies and HUD 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 that your agency gets the highest value for its contract dollar spent and how to assess and control the procurement performance operation and professional ethics of procurement.

Seminar Agenda:

(Tuesday) Day One 8:15 a.m. – 4:45 p.m.
- ✓ Introduction to HUD Handbook 7460.8 REV 3 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)

(Wednesday) Day Two 8:15 a.m. – 4:45 p.m.:
- ✓ Competitive Proposals (Request for Proposals – RFP's; Request for Qualifications – RFQ's)
- ✓ Noncompetitive Proposals
- ✓ Specifications and Statements of Work
- ✓ Miscellaneous Requirements

(Thursday) Day Three 8:15 a.m. – 4:45 p.m.:
- ✓ 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, 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)
- ✓ Internet-based Contracting
- ✓ Mandatory HUD Forms
- ✓ Negotiations
- ✓ Procurement Planning
- ✓ Procurement Policy and Procedures
- ✓ 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; Types of Solicitations; Written Justifications

***H**ousing **A**gency **P**rocurement **A**ssistance*
Michael S. Gifford, C.P.M., CPSD - 2308 Flower Spring Street, Las Vegas, NV 89134 - (702)658-2753



Procurement and Contracts Management Seminar
San Antonio, TX – Tuesday-Thursday, December 8-10, 2026

Housing Agency:_____

Address:_____

City/State/Zip:_____

Contact Telephone: _____ **E-mail:**_____

Please register the following people (*Please Print Legibly*):

NAME	TITLE	E-MAIL

REGISTRATION FEES:
Procurement Training $800.00 per person x _____ number of participants = $_____

Check #_____Amount $_____
Payment Method: Make Checks Payable to Housing Agency Procurement Assistance (sorry, no credit cards accepted)

Cancellation and Refunds: To receive a refund of your paid registration fees, written notice of cancellation must be received at least 30 days prior to the beginning of training. Cancellations received within the 30-day period prior to the beginning of the training will not be refunded; no exceptions will be made, though the Housing Agency is welcome to send a substitute attendee at any time if the original registrant cannot attend.

Questions? Please contact Michael S. Gifford at gifford52@yahoo.com, (702)658-2753.

Please mail Check and the completed registration form to Michael S. Gifford at the Las Vegas address detailed within the page heading above. Please feel free to e-mail the completed registration form via email at gifford52@yahoo.com to hold the attendees spot(s).