
CHAPTER 1

Introduction



Purpose and Application of Course Book and Training

- Train Public Housing Agencies (PHAs) on procurement practices
- Applies to general PHA staff and leadership
- Procurement professionals required to become familiar with:
 - This guide
 - HUD Handbook
 - 2 CFR §200.317–200.326
 - Mandatory HUD forms included in procurement processes
 - State and local procurement laws



Source Requirements

- 2 CFR §200.317–200.326
 - Regulation controlling governing procurement activity
 - Provides for full and open competition
- Must follow applicable state and local procurement laws
 - Follow strictest applicable law (federal, state, or local)



Consistency with Good Business Practices

- Overall objectives:
 - Allow for fair and open competitive process for PHA's business
 - Assist PHA to be a good steward of public funds
 - Provide clarity in business dealings
 - Provide best value product or service for the agency
 - Comply with all applicable laws, HUD regulations, and PHA policies
 - Avoid ethical pitfalls



Public Access to Procurement Information

- Some information is considered public and should be released in accordance with PHA procurement policy and state laws and regulations.
- Other information is confidential:
 - Proprietary business information
 - Detailed pricing
 - Technical data
 - PHA's pre-decided information (e.g., internal proposal evaluation)
- Contracting personnel should consult with PHA's legal counsel when developing agency policy and release of information.
- Make participants in procurement solicitations aware of information that may be made public.



Course Agenda

- Introduction
- Procurement Authority and Administration of Procurement Function
 - Policies
 - Contracting Officer
 - Obligation of Funds
 - Staffing and Training
- General Requirements
 - Procurement Planning
 - Individual Procurement Plans
 - Documentation
 - Funding, Payment, and Internal Controls



Course Agenda (cont.)

- Ethics in Public Contracting
 - Conflict of Interest
 - Gratuities, Kickbacks, and Confidential Information
 - Ethics Violations Sanctions
- Small Purchase Procedures
 - Micro- and Small Purchases
 - Indefinite Delivery Contracts
 - Purchase Orders
 - Forms and Mandatory Contract Clauses
- Sealed Bids
 - Invitation for Bids
 - Bid Opening
 - Contract Award



Course Agenda (cont.)

- Competitive Proposals
- Non-competitive Proposals
- Specifications and Statements of Work
- Miscellaneous Requirements
 - Contract Pricing and Types of Contracting
 - Contractor Responsibility
 - Cost and Price
 - Protests and Options
 - Labor Standards and Wage Rates
- Contract Administration
 - Construction and Non-construction Contracts
 - Contract Modification, Claims, and Terminations



Course Agenda (cont.)

- HUD Review Requirements
- State and Local Laws and Regulations
- Cooperative Business Relationships
 - Intergovernmental and Inter-agency Agreements
 - Joint-venture Partners
 - Consortia
- Resident-owned, Small, Minority, and Other Disadvantaged Businesses
- Public/Private Partnerships, HOPE VI, and Mixed-finance Development
- Utility Purchasing, Energy Conservation Loans, and Energy Performance Contracting

