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## CHAPTER 2

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# Procurement Authority and Administration of Procurement Function



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- Procurement Policy
- Contracting Officer (CO)
- CO Signature and Obligation of Funds
- Staffing and Training





# Procurement Policy

- PHAs required to establish and follow a written procurement policy with 2 CFR §200.317–200.326
  - [Sample policy included in Appendix 1](#)
- Require establishment of procedures
- Confer authority to Executive Director as CO and allow for delegation
- Contain policies that specifically address other delegation considerations—dollar limits on contracts



# Contents of Typical Procurement Policy

- Authority governing procurement functions for PHA
- Staff responsibilities and authorities
- Threshold for Executive Director to commit PHA to a purchase and when a purchase must go before the Board for approval
- Different procurement types and thresholds for implementation
- Type of contracts and required clauses
- Ethics in contracting and how to avoid conflicts of interest
- May include templates and forms to be used (but not necessarily recommended as such as part of procedure)



# Contracting Officer (CO)

- Person with authority for procurement activities
- Responsibilities:
  - Use sound judgement in accomplishing PHA's procurement activity
  - Ensure bidders and contractors are treated fairly, impartially, and equitably
  - Ensure contract actions comply with all applicable federal, state, and local laws and PHA's approved procurement policy
  - Seek best value and greatest overall benefit for PHA in response to agency needs





# CO Signature and Obligation of Funds

- Each contract or purchase action must be signed by an authorized individual.
- CO's signature on PHA contracts is a legal commitment.
- Signed contract requires PHA to perform certain actions.
- All actions that could be misinterpreted as committing PHA to purchase a good/service should be clarified.



# Staffing and Training

- Any employee given procurement authority and responsibility is required to be provided training.
- Procurement operations and policy guidance should be regularly reviewed.

