



TEXAS NAHRO

Procurement and Contract

Management Training

San Antonio, Texas

December 11 – 13, 2017

Training Site & Room Block Located At:

Drury Inn & Suites San Antonio Riverwalk

201 N. ST. Mary's Street, San Antonio, TX 78205

Rate: \$121 • **Reservations:** (800) 325-0720

Room Code: # 2315642 • **Hotel Cutoff Date:** 11/17/17

The hotel provides FREE HOT QUIKSTART® Breakfast & FREE KICKBACK with hot food and cold beverages from 5:30 – 7pm.

**Hotel rates quoted above are subject to current state per diem prices.*

Procurement and Contract Management Training Provided by Mike Gifford, C.P.M., CPSD, and Housing Agency Procurement Assistance (HAPA): The training session will be conducted by Mike Gifford. Mr. Gifford is very knowledgeable in HUD and Housing Authority procurement regulations and replies to a number of procurement-related inquiries regularly from both HUD and Housing Authority staff and consultants. Mr. Gifford has also been training professionals in procurement and contract management for numerous years 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 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 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.

Procurement and Contract Management Agenda:

Day One 8:15 a.m. - 4:45 p.m.

- ✓ 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)

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

Day Three 8:15 a.m. - 12:00 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, and 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



TEXAS NAHRO

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Email: txnahro@brazosnet.com

REGISTRATION FORM PROCUREMENT

(Reproduce as needed to submit a separate registration form for each participant)

Please Register the Following:

Name: _____

Agency: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____ Email: _____

REGISTRATION FEES:

Procurement & Contract Management Training (TX NAHRO Member Only) \$500.00

Procurement & Contract Management Training (TX NAHRO Non-Member Only) \$600.00

Payment Method: (Make Checks Payable to Texas NAHRO) *a \$5.00 Credit Card Processing Fee will be charged for each registration*

Check # _____ Amount \$ _____ Credit Card # _____

(Texas NAHRO Does Not Accept American Express)

Credit Card Exp. Date: _____ CID Code _____

Name as it appears on Credit Card: _____

Billing Address of Credit Card: _____

City/St/Zip: _____

Contact Person: _____ Phone #: _____

Cancellation and Refunds: To receive a refund of your registration fees, written notice of cancellation must be received 30 days prior to the training; a \$50 processing fee will be assessed. Cancellations received within 30 days of the training will not be refunded. The agency can send a substitute attendee if the original registrant can't attend. No exceptions will be made.

For questions regarding these trainings, please contact the Texas NAHRO Service Office at 940.521.9982.

Mail Registration Form to: Texas NAHRO, 12246 FM 1769, Graham, TX 76450

Or

Fax to: 1.866.234.4018