



PROUDLY ENDORSING NIGP'S PRACTICES AND PRINCIPLES OF PUBLIC PROCUREMENT

## Procurement and Contracts Management Seminar Knoxville, Tennessee - Monday-Wednesday, September 17-19, 2018

**Hotel:** Hotel Knoxville (associated with Marriott), 501 East Hill Avenue, Knoxville, TN 37915  
**Room Rate:** \$98.00 + Rooming Taxes - BLOCK CODE: Procurement Training  
**Room Block Deadline:** August 31, 2018 - (800)228-9290  
**Meal:** Light lunch provided on Monday and Tuesday  
**Room RSVP link:** Located on [procurementassistance.org](http://procurementassistance.org) under the "Upcoming Events" link.  
**Location:** Knoxville's Community Development Corporation 1000 N. Broadway, Knoxville, TN 37917

Procurement and Contract Management Training provided by Michael S. Gifford, C.P.M., CPSD, Housing Agency Procurement Assistance (HAPA): Gifford is very knowledgeable (and nationally known) 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. Gifford has also been training professionals in procurement and contract management for many 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 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 and how to assess and control the procurement performance operation and professional ethics of procurement.

### Procurement and Contract Management Agenda:

#### **(Monday) Day One 8:15 a.m. - 4:45 p.m.**

- ✓ Introduction to HUD Handbook 7460.8, 24 CFR §85.36 and 2 CFR §200.317-§200.326
- ✓ 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)

#### **(Tuesday) 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

#### **(Wednesday) 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, 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)



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**Register on the East Tennessee Purchasing Association's link: [www.etpanews.org](http://www.etpanews.org)**

If you cannot use a credit card to pay, please complete this section and mail a check to ETPA c/o Terry McKee, Procurement Director, KCDC, 901 N. Broadway, Knoxville, TN 37917.

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please register the following persons (*Please Print Clearly*):

Name	Title	E-mail

**REGISTRATION FEES:**

Procurement Training \$600.00 per person x \_\_\_\_\_ number of participants

(NOTE: Lunch is included on Monday and Tuesday)

Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Cancellation and Refunds:** To receive a refund of your 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. The Agency is welcome to send a substitute attendee if the original registrant cannot attend.

**Questions about the training? Please contact Michael S. Gifford at [gifford52@yahoo.com](mailto:gifford52@yahoo.com), (702)658-2753.**