

**AGENDA**  
*PROCUREMENT & SECTION 3*  
*WEB TRAINING*

**DAY ONE**

- 8:00      **Registration**
- 8:30      **Welcome and Introductions**
- 8:45      **Review of Applicable Regulations**
- OMB's Joint Interim Final Rule
  - 2 CFR Part 200
  - HUD Handbook 7460.8 Rev 2
- 10:15     **Break**
- 10:30     **Procurement of Goods and Services**
- Procurement Policy
  - Contracting Officer
  - Ethics in Public Procurement
  - Procurement Planning
  - Independent Cost Estimate
- 12:00     **Lunch (on your own)**
- 1:00      **Procurement of Goods and Services (continued)**
- Individual Procurement Plans
  - Documentation
  - Blank Purchase Agreements
  - Purchase Orders
- 2:00      **Ethics in Procurement and Contracting**
- Conflicts of Interest
- 2:30      **Break**
- 2:45      **Solicitation Process**
- Micro and Small Purchases
  - Sealed Bidding
- 4:30      **End of Day One**

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**DAY TWO**

- 8:30 Solicitation Process (continued)**
- Non Competitive Procurements and Proposals
  - Competitive Proposals (RFP)
  - Competitive Proposals (RFQ)
- 10:15 Break**
- 10:30 Statement or Scope of Work**
- Elements of Scope of Work
- Award of Contract**
- Fixed Price Contracts
  - Cost Reimbursement Contracts
  - Award and Execution of Contracts
- 12:00 Lunch (on your own)**
- 1:00 Award of Contract (continued)**
- Contractor Responsibility
  - Price and Cost Analysis
  - Protests
  - Prevailing Wage/Davis Bacon Requirements
- 1:30 Contract Administration**
- HUD Forms
  - Monitoring and Inspection
  - Work Completion
- 2:30 Break**
- 2:45 Contract Administration (Continued)**
- Contract Modification
  - Contract Termination
- 3:30 HUD Review Requirements**
- State and Local Laws on Procurement**
- Project File Creation**
- Audits and Monitoring**
- 5:00 End of Day Two**

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**DAY THREE**

- 8:30**      **Section 3 and MWBE**
- Introduction into Section 3 and MWBE
  - PHA Reporting
  - Definitions
- 10:15**      **Break**
- 10:30**      **Procurement Efforts and Strategies**
- Outreach and Documentation
  - Economic Opportunities
  - Required Section 3 Language and Procurement Preferences
- Section 3 Resources**
- Section 3 Website
  - HUD DOL Toolkit
  - Section 3 Business Registry
- 12:00**      **End of Seminar**

**Certification Exam Available Online**