

AGENDA
PROCUREMENT & SECTION 3

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**

AGENDA
PROCUREMENT & SECTION 3

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**

AGENDA
PROCUREMENT & SECTION 3

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** **Lunch (on your own)**
- 1:00** **Certification Exam**
- 3:00** **End of Exam**