

**AGENDA**  
*PROCUREMENT & SECTION 3*

**DAY ONE**

- 8:30**      **Registration**  
**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**      **Solicitation Process**
- Small Purchases
  - Micro Purchases
  - Blank Purchase Agreements
  - Purchase Orders
- 2:30**      **Break**
- 2:45**      **Solicitation Process (continued)**
- Purchasing Cards
  - Sealed Bidding
  - Contractor Responsibility
  - Competitive Proposals
  - Qualification Based Selection
- 4:00**      **End of Day One**

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**DAY TWO**

- 8:30 Solicitation Process (continued)**
- Non Competitive Procurements and Proposals
  - Section 3, Small Business Efforts and Contracting with Residents
  - Cooperative Purchasing
- 10:15 Break**
- 10:30 Specifications and Statement of Work**
- Types of Specifications
  - Standardizing Inventory
  - Elements of Statement of Work
- Award of Contract**
- Fixed Price Contracts
  - Cost Reimbursement Contracts
  - Award and Execution of Contracts
- 12:00 Lunch (on your own)**
- 1:00 Contract Administration**
- Receipt of Procured Materials/Services
  - Contract Management
  - Monitoring and Inspection
  - Contract Modification
  - Warranties
  - Work Completion
  - Contract Termination
  - Prevailing Wage/Davis Bacon Requirements
- 2:30 Break**
- 2:45 Protests, Appeals and Remedies**
- State and Local Laws on Procurement**
- Project File Creation**
- Audits and Monitoring**
- 4:00 End of Day 2**

**AGENDA**  
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**DAY THREE**

- 8:30**      **Background, Definitions, and Applicability**
- Section 3 Qualified Projects
- Compliance and Enforcement**
- Economic Opportunities**
- Required Section 3 Language and Procurement Preferences**
- 10:15**      **Break**
- 10:30**      **Procurement Efforts and Strategies**
- Common Section 3 Obstacles
  - Best Practices
- The PHA's Section 3 Responsibilities**
- Overview
- The PHA's Section 3 Responsibilities (continued)**
- Form HUD-60002
- Section 3 Resources**
- Section 3 Website
  - HUD DOL Toolkit
  - Section 3 Business Registry
- 12:00**      **Lunch (on your own)**
- 1:00**      **Certification Exam**
- 2:00**      **End of Exam**