

AGENDA
PROCUREMENT & SECTION 3

DAY ONE

- 8:00** **Registration**
- 8:30** **Welcome and Introductions**
- 8:45** **Review of Applicable Regulations and Resources'**
- OMB's Joint Interim Final Rule
 - 2 CFR Part 200
 - HUD Handbook 7460.8 Rev 2
- 9:30** **Procurement of Goods and Services**
- Procurement Policy
- 10:15** **Break**
- 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
 - Non Competitive Procurements and Proposals
 - Cooperative Purchasing
- 5:00** **End of Day One**

AGENDA
PROCUREMENT & SECTION 3

DAY TWO

- 8:30 Specifications and Statement of Work**
- Types of Specifications
 - Standardizing Inventory
 - Elements of Statement of Work
- Award of Contract**
- Fixed Price And Other Contract Types
- 10:30 Break**
- Contract Administration**
- Receipt of Procured Materials/Services
 - Contract Management
 - Monitoring and Inspection
 - Contract Modification
 - Warranties
 - Work Completion
 - Contract Termination
 - Prevailing Wage/Davis Bacon Requirements
- 12:00 Lunch (on your own)**
- 1:00 Protests, Appeals and Remedies**
- State and Local Laws on Procurement**
- Project File Creation**
- Audits and Monitoring**
- 2:30 Background, Definitions, and Overview**
- Section 3 Qualified Projects
- Compliance and Enforcement**
- Economic Opportunities**
- Required Section 3 Language and Procurement Preferences**
- Procurement Efforts and Strategies**
- Common Section 3 Obstacles
 - Best Practices
- Section 3 Resources**
- 5:00 End of Session**