



Jim Haining <jhaining@gmail.com>

HUD Pamphlet: "Procurement Practices at Public Housing Agencies"

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**Housing Agency Procurement Assistance**

Housing Agency Procurement Assistance

Dear Procurement Professionals,

Please see the attached above referenced HUD pamphlet. This is an excellent document that recaps HUD's procurement requirements for housing agencies (please see my following further comments as to certain listings therein). I am very grateful that this document was recently forwarded to me by James Meehan, Procurement Officer at the Providence Housing Authority in Rhode Island.

There are a few items within the attached that I need to comment additionally on:

(1) Page 8, "Small Purchase Procedures." Within the last paragraph on the page HUD makes reference to "\$100,000;" however, pursuant to the new 2 CFR §200.317 - §200.326 (which was issued by HUD several years ago to replace 24 CFR §85.36), this level is now set by HUD at \$150,000 (though your State regulations may set a lower level).

(2) Page 9, "Small Purchase Procedures." Within the 1st narrative paragraph at the top of the page, pursuant to the same CFR noted within the immediate preceding item, HUD makes reference to "\$2,000;" however, this level is now set by HUD at \$3,000 (though construction-related issues stayed at the \$2,000 level).

(3) Page 9, "Sealed Bids."

(3a) First, as detailed within the preceding No. (1) herein, the listed "\$100,000" is now correctly \$150,000."

(3b) Second, within the same paragraph, the listed No. 2 states "Draft a request for proposals (RFP). This is a misstatement—it should correctly read, "Draft an invitation for bids (IFB)." An RFP is a proposal for a top-rated award as described within the immediate following "Competitive Procedures" section therein—an IFB is, as described within the "Sealed Bids" section, awarded to the "lowest responsive and responsive bidder."

I hope that this information helps.

Regards,

Michael S. Gifford, C.P.M., CPSD
Housing Agency Procurement Assistance

I have a consulting practice providing procurement- and contracts-related mentoring, training, and technical assistance to housing agencies. I help housing agencies conduct procurement and contracts in a HUD-compliant and "best practice" manner. [Click here](#) to see my full resume. Please do not hesitate to contact me if you have any questions or concerns pertaining to procurement and contracts (initial answering of questions is "no charge"). As I am either on-the-road or on the phone a lot, an initial

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contact by e-mail is best; please be sure to include your return telephone number (office/cellular) so that I can call you back.

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