



Leadership Institute Training

Acquisition Basics

Course Description

Housing authorities, tribal housing departments, and tribal governments are accountable for the proper procurement of goods and services with Indian Housing Block Grant funds. Because contract awarding involves the use of funds collected from taxpayers, a higher standard is applied to the procurement process than is the case with private industry contracts. This course covers the regulatory procurement requirements and methods for implementing them.

This three day course will bring you up-to-date on current procurement practices as they affect contract administration and procurement in the purchasing of materials or services for tribal housing organizations.

Objectives

- Acquire an understanding of the sealed bidding process.
- Discuss individual or departmental procurement plans.
- Learn how to develop a statement of work, cost estimate, invitation for bids, request for proposals, and evaluation criteria.
- Determine appropriate contractor qualifications.
- Learn how to monitor contractor's payroll reports and ensure compliance with applicable labor standards.
- Understand relationships with subcontractors.
- Discuss preparation and evaluation of competitive proposals.
- Learn contract administration methods and requirements.

Who Should Attend?

Procurement staff, housing directors, contract administrators, finance directors, project managers, inspectors, maintenance directors, and other interested staff.