



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 with private industry contracts. This course covers the regulatory procurement requirements, practices, compliance, and methods for implementing them.

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

Objectives

Upon completion of this course, participants should:

- Acquire an understanding of the management of procurement functions including: micro-purchases, small purchases, sealed bidding, competitive and non-competitive proposals, and evaluation best practices
- Develop and understand individual or departmental procurement plans
- Understand the development of statements of work, cost analysis, invitations for bid, requests for proposal, and evaluation criteria methods
- Determine appropriate contractor qualifications per federal, state, tribal, and/or funding source requirements
- Understand the importance of monitoring contractor payroll reports and ensure compliance with applicable labor standards.
- Understand relationships between general contractors, subcontractors and housing management professionals
- Understand basic contract administration methods and requirements

Who Should Attend?

Procurement and Purchasing staff, Housing Directors, Deputy Directors, Contract Administrators, Finance Directors and CFOs, Finance staff, Project Managers, Housing Inspectors, Maintenance Directors, and other interested housing professionals.