

**AGENDA**  
*PROCUREMENT & SECTION 3*  
*WEB TRAINING*

**DAY ONE**

- 8:00      **Registration**
- 8:15      **Welcome and Introductions**
- 8:45      **Chapter 1 – Regulations**
- Mandatory References
  - 2 CFR Part 200
  - HUD Handbook 7460.8
  - OMB
- 10:15     **Break**
- 10:30     **Chapter 2 – Procurement Authority & Administration**
- Procurement Policy
  - Contracting Officer
- Chapter 3 – Procurement Requirements**
- Procurement Planning
  - Independent Cost Estimate
  - Cost/Price Analysis
- 12:00     **Lunch Break** (on your own)
- 1:00      **Chapter 3 – Continued**
- Individual Procurement Plans
  - Documentation
- Chapter 4 – Ethics in Procurement & Contracting**
- Conflicts of Interest
  - Ethics Violations
- 2:15      **Break**
- 2:30      **Chapter 5 – Micro & Small Purchases**
- Micro Purchase Methods
  - Small Purchase Methods
  - Debit/Credit Cards, Purchase Orders
  - Sealed Bids
- 4:30      **End of Day One**

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**DAY TWO**

- 8:00 Chapter 6 – Sealed Bids**
- Invitation for Bid
  - Contract Award
  - Bonds
- 10:15 Break**
- 10:30 Chapter 7 – Competitive Proposals**
- Request for Proposals RFP
  - Requests for Qualifications RFQ
- 12:00 Lunch Break (on your own)**
- 1:00 Chapter 8 – NON-Competitive Proposals**
- Occurrences for Non-Competitive Contracts
- Chapter 9 – Scope of Work**
- Elements of SOW
  - Specifications
- 2:15 Break**
- 2:30 Chapter 10 – Contract Requirements**
- Types of Contracts
  - Contractor Responsibility/Responsiveness
  - Cost Analysis
  - Labor Standards & Wage Rates
- Chapter 11 – Contract Administration**
- Administering Construction Contract
  - Administering Non-Construction Contract
- 4:30 End of Day Two**

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**DAY THREE**

- 8:00** Chapter 12 – State & Local Law
- Application of State & Local Laws
- Chapter 13 – Cooperative Business Relationships
- Inter-government Agreements
  - Piggybacking
- 9:15** Chapter 14 – Section 3
- Introduction to MWBE
  - PHA Reporting
- 10:00** Break
- 10:15** HUD – Final Rule
- PHA Benchmarks
  - Resident Owned Businesses
- 12:00** End of Seminar

**Certification Exam Available Online**