

Procurement Policy:

■ Purpose of HHA's Procurement policy:

- 1. Provide for the fair and equitable treatment of all persons or firms involved in purchasing by the Authority
- 2. Assure that goods, services and construction are procured efficiently, effectively, and at prices most favorable to the HHA
- 3. Promote competition in contracting,
- 4. Provide safe guards in maintaining a procurement system of quality and integrity, and
- 5. Assure that HHA purchases are in full compliance with applicable Federal standards, HUD regulations, and State and local laws.

■ Applicability of Policy

- applies to all contracts for the procurement of supplies, equipment, services and construction on entered into by the HHA
- applies to every expenditure of public funds by the HHA for public purchasing, irrespective of the source of funds, including contracts which do not involve an obligation of funds.

■ Who is in charge of Procurement Activity

- The President or other individuals authorized by the President

■ Request for Proposals (RFP)- is the HHA's general method of solicitation and shall clearly identify the relative importance of price and other evaluation factors and sub-factors, including the weight given to each technical factor and sub-factor.

- Proposals shall be evaluated only on the criteria stated in the RFP.
- MBE/WBE/Section 3 goals shall be included as an evaluation factor in the RFP's to the maximum extent feasible.

■ Procurement Methods

- **Small/Informal Purchases**
 - any purchase of \$10,000 or less
 - petty cash purchases
 - micro purchases
- **Competitive Proposals**
 - Goods and services costing over \$10,000
 - Shall be procured on the basis of competitive proposals when there is an adequate method for evaluating proposals and use of sealed bids is not appropriate.
- **Sealed Bids**
 - used when
 - 1. complete, adequate, realistic specifications or descriptions are available,
 - 2. two or more responsible bidders are available and willing to compete

- 3. procurements lend themselves to firm fixed price contracts and
 - 4. selection of winners can be made principally on the basis of price.
 - used for
 - competitive proposals ,
 - expenditures in excess of \$10,000, or
 - for non-competitive proposals for qualified non-competitive proposals (see bellow)
- **Sealed and competitive Bidding Procedure Applicable to a Contract**
 - if HHA is to award a contract for
 - a service
 - commodity
 - or for construction repair, or renovation of a structure road, highway, or other improvement or addition to real property on the basis of competitive bids
 - AND the contract requires an expenditure exceeding \$10,000 from the funds of the HHA
 - the bidding on the contract shall be accomplished by
 - advertisement of bids
 - appropriate solicitation method
 - advertisement made on or before the 10th day before the bid deadline and a notice indicating requirements for MBE/WBE/Section 3 participation
 - delivery of the notice to an organization when required
- **Bonding**
 - Required for
 - construction contracts, construction equipment contracts and facility improvement contracts or subcontracts exceeding \$25,000 require bid guarantees
 - performance and payment bonds apply to all construction work over \$100,000
- **Non-competitive proposals**
 - may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, or competitive proposals, and one of the following applies
 - the item is available only from a single source
 - the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
 - after solicitation of a number of sources, competition is determined inadequate
- **Cost and Price Analysis**
 - shall be performed for all procurement actions

- the degree of analysis depends on the facts surrounding each procurement in accordance with HUD Handbook 7460.8 Rev. 2- Section 10-3.

- **Inter Governmental Agreement**

- HHA may enter into state and local inter-governmental agreements to procure or use common goods and services.

- **More detailed information of the above topics and Information regarding Types of Contracts/Specifications/Contractor Qualifications and Duties and Equal Employment Opportunity can be found in the [Procurement Policy \(link to policy\)](#)**