



PROCUREMENT POLICY

Broward County Housing Authority

4780 North State Road 7
Lauderdale Lakes, FL 33319

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INTRODUCTION

It is the policy of Broward County Housing Authority (BCHA) that all procurement of goods and services, including construction projects and disposal of Authority assets, is in accordance with the provisions of Federal and State law, all rules and regulations applicable to the Authority. This Policy complies with HUD's Annual Contributions Contract (ACC), HUD Handbook 7460.8, "Procurement Handbook for Public Housing Agencies" and the procurement standards of 2 CFR: Grants and Agreements: Chapter II Office of Management and Budget Guidance; Part 200-Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and applicable State and Local laws.

This Policy and revisions shall be submitted to the Board of Commissioners for approval. Through the approval of the Policy the Board of Commissioners appoints and delegates procurement authority through the Chief Executive Officer (or his/her designee) and is responsible for ensuring that any procurement policies adopted are appropriate for Broward County Housing Authority.

I. GENERAL PROVISIONS

A. PURPOSE

The purpose of this statement of procurement policy is to:

1. Provide for the fair and equitable treatment of all persons or firms involved in purchasing;
2. Assure that supplies, services, and construction are procured efficiently, effectively and at the most favorable prices available to Broward County Housing Authority;
3. Provide safeguards for maintaining a procurement system of quality and integrity;
4. Promote competition in contracting; and
5. Assure that Broward County Housing Authority's purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.

B. APPLICATION

This Procurement Policy applies to all procurement actions of the Authority, regardless of the source of funds, except as noted under "exclusions," below. However, nothing in this Policy shall prevent BCHA from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with law. When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total project. If funds and work can be

separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed.

BCHA will normally attempt to use the same procedures or very similar procedures for all non-federal, state and local public funds because such procedures are good business models. However, BCHA reserves the right to use expedited procedures for the expenditure of non-public funds.

C. DEFINITION

The term “procurement,” as used in this Policy, includes the procuring, purchasing, leasing, or renting of:

1. Goods, supplies, equipment and materials,
2. Construction and maintenance; consultant services,
3. Architectural and Engineering (A/E) services,
4. Social Services, and
5. Other Services (including change orders).

D. EXCLUSIONS

This Policy does not govern administrative fees earned under the Section 8 voucher program, the award of vouchers under the Section 8 program, the execution of landlord Housing Assistance Payments contracts under that program, or non-program income, e.g., fee-for-service revenue under 24 CFR Part 990, and other non-federal funds. These excluded areas are subject to applicable State and local requirements.

E. CHANGES IN LAWS AND REGULATIONS

In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with this Policy, automatically supersede this Policy.

F. PUBLIC ACCESS TO PROCUREMENT INFORMATION

Procurement information that is not proprietary in nature is a matter of public record and shall be available to the public to the extent provided in Section 119.07, Florida Statutes, of the “Florida Public Records Law”.

II. ETHICS IN PUBLIC CONTRACTING

A. GENERAL

BCHA hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct shall be employed in a manner that is consistent with applicable Federal, State, or local law.

B. CONFLICT OF INTEREST

No BCHA employee, officer or agent shall participate directly or indirectly in the selection or in the award or administration of any contract if a conflict, real or apparent, would be involved. Such conflict would arise when a financial or other interest in a firm selected for award is held by:

1. An employee, officer or agent involved in making the award;
2. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister);
3. His/her partner; or,
4. An organization which employs, is negotiating to employ, or has an arrangement concern prospective employment of any of the above.
5. No present or former BCHA employee, officer or agent shall engage in selling or attempting to sell supplies, services, or construction to BCHA for one year following the date such employment ceased. The term "sell" means signing a bid or proposal, negotiating a contract, contacting any BCHA employee, officer, or agent for the purpose of obtaining, negotiating, or discussing changes in specifications, price, cost allowances, or other terms of a contract; settling contract disputes; or any other liaison activity with a view toward the ultimate consummation of a sale, although the actual contract is negotiated by another person.

C. GRATUITIES, KICKBACKS, AND USE OF CONFIDENTIAL INFORMATION

Broward County Housing Authority officers, employees or agents shall not solicit or accept gratuities, favors, or anything of monetary value from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

D. PROHIBITION AGAINST CONTINGENT FEES

Contractors wanting to do business with Broward County Housing Authority must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

III. PROCUREMENT PLANNING

Planning is essential to managing the procurement function properly. Hence, BCHA will periodically review its record of prior purchases, as well as future needs, to: find patterns of procurement actions that could be performed more efficiently or economically; maximize competition and competitive pricing among contracts and decrease the BCHA's procurement costs; reduce BCHA administrative costs;

ensure that supplies and services are obtained without any need for re-procurement, e.g., resolving bid protests; and minimize errors that occur when there is inadequate lead time. Consideration should be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

IV. PURCHASING METHODS

Petty Cash Purchases

Purchases under \$100 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period e.g., one month. For all Petty Cash Account, BCHA shall ensure that security is maintained and only authorized individuals have access to the account. These accounts are to be reconciled and replenished at least quarterly.

Purchase Orders

Purchase Orders are to be used for all procured items not purchased with a credit card or petty cash.

Procurement Card

Credit card usage should follow the rules for all other small purchases. For example, the Contracting Officer may use a credit card for Micro Purchases without obtaining additional quotes provided the price is considered fair and reasonable. However for amounts above the Micro Purchase level, the Contracting Officer would generally need to obtain three (3) quotes before purchasing via a credit card.

BCHA reserves the right to offer Procurement Cards (P-Card) to its employees for the purpose of small business purchases and/or bill payment. The P-Card is designed to improve efficiency in processing low dollar purchases from any vendor that accepts a credit card. Employees who have been issued P-Cards are to use them for business purposes only. The use of the P-Card must be in compliance with all BCHA policies, procedures, regulations and rules involving, but not limited to, purchasing, contracting, ethics, accounting and accounts payable. Employees using the BCHA P-Card are required to insure that sales tax is not charged on the P-Card. Employees using the P-Card will be required to sign and adhere to the terms and conditions of the P-Card Policy and Procedures Manual. The P-Card Policy and Procedures Manual includes: exclusions, limitations and other restrictions on the usage of the P-Card.

Micro Purchase Procedures

For any purchase not exceeding \$3,000, BCHA will use the micro purchase procedure. Under Micro Purchase procedures, only one quote is required provided the quote is considered fair and reasonable. BCHA shall make every effort to distribute Micro Purchases equitably among qualified vendors. If practicable, a quotation shall be solicited from other than the previous source before placing a repeat order. Procurement shall review such purchases at least annually to ascertain

the cumulative expenditure and need for obtaining written quotes and/or formal solicitations for the goods and services.

Small Purchase Procedures

For any amounts above the Micro Purchase ceiling, but not exceeding \$100,000, the BCHA may use small purchase procedures. Under small purchase procedures, BCHA shall obtain a minimum of three (3) quotes. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. Quotes should be obtained, in writing, or through e-procurement. Award shall be made to the lowest responsive and responsible bidder. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. BCHA shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.

Sealed Bids

Sealed bidding shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this document. Under sealed bids, BCHA publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming to all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed \$100,000. Sealed bid contracts require the approval of the Broward County Housing Authority Board of Commissioners.

A. Conditions for Using Sealed Bids.

BCHA shall use the sealed bid method if the following conditions are present:

1. A complete, adequate, and realistic statement of work, specification, or purchase description is available;
2. Two or more responsible bidders are willing and able to compete effectively for the work;
3. The contract can be awarded based on a firm fixed price;
4. The selection of the successful bidder can be made principally on the lowest price.

B. Solicitation and Receipt of Bids:

An invitation for bid (IFB) shall be issued including specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose

bid meets the requirements of the solicitation and serves the best interest of BCHA. The IFB shall state the time and place for both the receipt of bids and the public bid opening. All bids received shall be date and time-stamped and stored **unopened** in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.

C. Bid Opening and Award

Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, and then made available for public inspection until an intended decision is announced or 30 days from the opening, whichever is earlier. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall **not** be made unless the price can be determined to be fair and reasonable based on a cost or price analysis. Any and all bids may be rejected if there is a sound and documented reason at the BCHA's sole and absolute discretion. Awards will be made to responsible parties possessing the ability to perform successfully under the terms and conditions of a proposed procurement, as determined at the sole discretion of the BCHA's Contracting Officer. Consideration will be given to such matters as the party's integrity, compliance with public policy, record of past performance, and financial and technical resources to perform the work or provide the goods or services requested.

D. Mistake in Bids

Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be made at the BCHA's sole and absolute discretion, and shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of BCHA or fair competition shall not be permitted.

Competitive Proposals

Unlike sealed bidding, the competitive proposal method permits consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Awards made through the competitive proposal process are to be made on the basis of the proposal that

represents the best overall value to BCHA, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

A. Conditions for Use. Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold.

B. Form of Solicitation. Other than A/E services, developer related services and energy performance contracting, competitive proposals shall be solicited through the issuance of a Request for Proposal (RFP). The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established **before** the solicitation is issued. BCHA may assign price a specific weight in the evaluation criteria or BCHA may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.

C. Evaluation. The proposals shall be evaluated only on the criteria stated in the RFP. Where not apparent from the evaluation criteria, BCHA shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.

D. Negotiations. Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between BCHA and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions. Discussions are tailored to each offeror's proposal, and shall be conducted by the contracting

officer with each offeror within the competitive range. The primary object of discussions is to maximize BCHA's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The contracting officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as cost, price, technical approach, past performance, and terms and conditions) that could, in the opinion of the contacting officer, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the contracting officer's judgment. The contracting officer may inform an offeror that its price is considered by BCHA to be too high, or too low, and reveal the results of the analysis supporting the conclusion. It is also permissible to indicate to all offerors the cost or price that the government's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

- E. Award.** After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to BCHA provided that the price is within the maximum total project budgeted amount established for the specific property or activity.
- F. A/E Services.** BCHA must contract for Architectural and Engineering Services ("A/E") using "qualifications-based" selection (QBS) procedures, utilizing a Request for Qualifications (RFQ). Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures **shall not** be used to purchase other types of services, though architectural/engineering firms are potential sources.

Non-competitive Proposals

- A. Conditions for Use.** Procurement by noncompetitive proposals (sole-source) may be used **only** when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, **and** if one of the following applies:
 1. The item is available only from a single source, based on a good faith review of available sources;
 2. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the BCHA, as may arise by reason of a flood, earthquake, hurricane, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and

the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;

3. HUD authorizes the use of noncompetitive proposals; or
4. After solicitation of a number of sources, competition is determined inadequate.

B. Justification. Each procurement of goods or services based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:

1. Description of the requirement;
2. History of prior purchases and their nature (competitive vs. noncompetitive);
3. The specific exception in **2 CFR 200.320(f)** which applies;
4. Statement as to the unique circumstances that require award by non-competitive proposals;
5. Description of the efforts made to find competitive sources (advertisement in trade journals or local publication, phone calls to local suppliers, issuance of a written solicitation, etc.);
6. Statement as efforts that will be taken in the future to promote competition for the requirement;
7. Signature by the Chief Executive Officer; and
8. Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

Cooperative Purchasing/Intergovernmental Agreements

BCHA may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The goods and services obtained under a

cooperative purchasing agreement must have been procured in accordance with **2 CFR**.

Independent Cost Estimate (ICE)

For all purchases above the Micro Purchase threshold, BCHA shall prepare an Independent Cost Estimate (ICE) prior to the solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

Change Orders

- A. Change Order is a written order amending a Purchase Order to correct errors, omissions, or discrepancies in Purchase Orders to cover acceptable overruns and freight costs; incorporate requirements to expand or reduce the scope of goods or services ordered; or to direct other changes in contract execution to meet unforeseen field, emergency, climatic, regulatory or market conditions which is authorized by the change order clause of the contract.
- B. Changes to contracts awarded by the Contracting Officer may be made by issuance of a Change Order (and other related contractual documents, if any). Except as otherwise provided in this Code, the Contracting Officer or designee may issue Change Orders to correct errors, omissions, or discrepancies in contract documents; cover acceptable overruns and freight costs; incorporate requirements to expand or reduce the scope of goods or services ordered; or to direct other changes in contract execution to meet unforeseen field, regulatory, or market conditions.

Construction Contract Change

- A. Field Orders. The Contract Administrator may approve and issue Field Orders setting forth written interpretations of the intent of contract documents and ordering minor changes in contract execution providing the field order involves no change in contract sum or contract time and an architect or engineer co-signs the Field Order.
- B. Supplemental Instructions. Architects and engineers either employed by or under contract with BCHA for construction contracts for which they have some level of supervisory or monetary responsibility may approve and issue supplemental instructions in writing orders, instructions, or interpretations, provided they make no major change in contract interpretations, contract execution, and involve no change in contract sum or contract time.
- C. Construction Change Order is a written order authorized by the proper authority, directing the contractor to make changes which the changes clause of the construction contract authorizes.

BCHA shall have the right, based on a clause contained in each construction contract, to require changes in quantities, additions or deletions of work or other changes within the original intent of the contract. Each construction contract shall

have an initial amount budgeted for change orders equal to 5% of the total contract amount which can be administratively approved. Any larger percentage must be approved by the Board when the corresponding additional allowance exceeds ten percent (10%) of the original contract amount or \$100,000. The Contracting Officer may approve a change order allowance increase up to no greater than ten percent (10%) of the original contract amount or \$100,000, whichever is less. All changes to construction contracts must be approved in advance in accordance with the value of the change order or the calculated value of the time extension. All contract change orders of \$100,000.00 or more shall be approved, in advance, by the Board.

D. Amendments. All changes to construction contracts that alter the terms and conditions of the contract or provide for a change in scope of the project beyond the original intent must be contained in a formal amendment to the contract. Such an amendment must be of equal dignity and formality as the original contract and signed by the appropriate awarding authority based on the total amount of the amended contract, regardless of the authority who awarded the original contract.

V. COST AND PRICE ANALYSIS

BCHA shall require assurance that, before entering into a contract, the price is fair and reasonable, in accordance with the following instructions.

Petty Cash and Micro Purchases

No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (through a Purchase Order or other means) shall serve as the Contracting Officer's determination that the price obtained is fair and reasonable, which may be based on the Contracting Officer's prior experience or other factors.

Small Purchases

A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

Sealed Bids

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where BCHA cannot reasonably determine price reasonableness, the BCHA must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

Competitive Proposals

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, BHCA must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, BCHA must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is fair and reasonable.

Contract Modification

A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of \$100,000.

VI. SOLICITATION AND ADVERTISING

Method of Solicitation

- A. **Petty Cash and micro Purchases.** BCHA may contact only one source if the price is considered fair and reasonable.
- B. **Sealed Bids and Competitive Proposals.** Solicitation must be done publicly, and, if applicable, in conformance with relevant federal and state laws or regulations. BCHA must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.
 1. Advertising in newspapers or other print mediums of local or general circulations.
 2. Advertising in various trade journals or publications (for construction)
 3. E-Procurement. BCHA may conduct its public procurements through the Internet using e-procurement systems, including the BCHA website. However, all e-procurements must otherwise be in compliance with **2 CFR**, applicable State and local requirements, and the Authority's procurement policy.

Time Frame

For purchases of more than \$100,000 public notice should run not less than once each week for two consecutive weeks.

Form

Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact that can provide a copy of, and information about, the solicitation, and a brief description of the needed item(s).

Time Period for Submission of Bids

A minimum of 15 calendar days shall be provided for preparation and submission of sealed bids and competitive proposals. However the Chief Executive Officer may allow for a shorter period under extraordinary circumstances.

Cancellation of Solicitations

A. An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:

1. The supplies, services or construction is no longer required;
2. The funds are no longer available;
3. Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or
4. Other similar reasons.

B. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:

1. The supplies or services (including construction) are no longer required;
2. Ambiguous or otherwise inadequate specifications were part of the solicitation;
3. All factors of significance to BCHA were not considered;
4. Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;
5. There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
6. For a good cause of a similar nature when it is in the best interest of BCHA.

C. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.

D. A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.

E. If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem

in either the specifications or BCHA's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Contracting Officer may cancel the solicitation and either

1. Re-solicit using an RFP; or
 2. Complete the procurement by using the competitive proposal method. The contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of BCHA's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.
- F. If problems are found with the specifications, BCHA should cancel the solicitation, revise the specifications and re-solicit using an IFB.
- G. BCHA retains the sole and absolute discretion to cancel any IFB, RFP, or RFQ at any time.

VII. BONDING REQUIREMENTS

The standards under this section apply to construction contracts that exceed \$100,000. There are no bonding requirements for small purchases or for competitive proposals. BCHA may require bonds in these latter circumstances when deemed appropriate and as required by applicable federal and state laws and regulations; however, non-construction contracts should generally not require bid bonds.

- A. Bid Bonds. For construction contracts exceeding \$100,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.
- B. Performance and Payment Bonds. For construction contracts exceeding \$100,000, the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following four:
1. A performance and payment bond in a penal sum of 100% of the contract price; or
 2. Separate performance and payment bonds, each for 50% or more of the contract price; or
 3. A 20% cash escrow; or
 4. A 25% irrevocable letter of credit.
- C. These bonds must be obtained from guarantee or surety companies acceptable to the U.S. Government and authorized to do business in Florida. Individual

sureties shall not be considered. U.S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies in this circular is mandatory.

VIII. CONTRACTOR QUALIFICATIONS AND DUTIES

Contractor Responsibilities

BCHA shall not award any contract until the prospective contractor, or successful offeror, has been determined to be responsive and responsible with respect to BCHA's needs. A responsible bidder/offeror must:

- A. Have adequate financial resources to perform the contract, or the ability to obtain them;
- B. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the bidder's/offeror's existing commercial and governmental business commitments;
- C. Have a satisfactory performance record;
- D. Have a satisfactory record of integrity and business ethics;
- E. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- F. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,
- G. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed LDP.

If a prospective contractor is found to be non-responsive, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

Suspension and Debarment

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (**24 CFR Part 24**) or by other Federal agencies, e.g., Department of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings.

Vendor Lists

All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

IX. CONTRACT PRICING ARRANGEMENTS

Contract Types

Any type of contract which is appropriate to the procurement and which will promote the best interests of the BCHA may be used, **provided the cost-plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used.** All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and BCHA. For all cost reimbursement contracts, BCHA must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

Options

Options for additional quantities or performance periods may be included in contracts, provided that:

- A. The option is contained in the solicitation;
- B. The option is the unilateral right of the Authority;
- C. The contract states a limit on the additional quantities and the overall term of the contract;
- D. The options are evaluated as part of the initial competition;
- E. The contract states the period within which the options may be exercised;
- F. The options may be exercised only at the price specified in or reasonably determinable from the contract; and
- G. The options may be exercised only if determined to be more advantageous to BCHA than conducting a new procurement.

CONTRACT CLAUSES

All contracts should identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by BCHA. Additionally, the forms HUD-5369, 5369-A, 5369-B, 5370, 5370-C, and 51915-A, which contain all HUD-required clauses and certifications for contracts of more the \$100,000, as well as any forms/clauses as required by HUD for small purchases, shall be used in all corresponding solicitations and contracts issued by this Authority.

CONTRACT ADMINISTRATION

BCHA shall maintain a system of contract administration designed to ensure that contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

X. SPECIFICATIONS

General

All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying BCHA needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

Limitation

The following specification limitations shall be avoided: geographic restrictions not mandated or encouraged by applicable Federal law (except for architect-engineer contracts which may include geographic location as a selection factor if adequate competition is available); unnecessary bonding or experience requirements; brand name specifications (unless a written determination is made that only the identified item will satisfy BCHA's needs); brand name or equal specifications (unless they list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use). Nothing in this procurement policy shall preempt any state licensing laws. Specifications shall be scrutinized to ensure that organizational conflicts of interest do not occur (for example, having a consultant perform a study of computer needs and then allowing that consultant to compete for the subsequent contract for the computers).

XI. APPEALS AND REMEDIES

A. General

It is BCHA's policy to resolve all contractual issues informally without litigation. Disputes shall not be referred to HUD until all administrative remedies have been exhausted. When appropriate, BCHA may consider the use of informal discussions between the parties by individuals who did not participate substantially in the matter in dispute to help resolve the differences. HUD will only review protests in cases of violations of Federal law or regulations.

B. Bid Protest

Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this policy. Any protest against a solicitation must be received at least seventy-two hours before the due date for receipt of bids or proposals. Any protest against the award of a contract must be received within five (5) calendar days after notice of award (i.e. when notifications are sent or results are posted to BCHA's webpage), or the protest will not be considered. All bid protests shall be in writing submitted to the Purchasing Director or designee who shall issue a written decision on the matter. The Purchasing Director may, at his or her discretion, suspend the procurement pending resolution of the protest if warranted by the facts presented.

1. Requirements for written protests:

Protests shall include, as a minimum, the following information:

- a. Names, addresses and telephone numbers of the protestors;
- b. The solicitation number and project title;
- c. A detailed statement of the basis for the protest;
- d. Supporting evidence or documents to substantiate any arguments; and
- e. The form of relief requested (e.g. reconsideration of their offer).

2. Appeals

If a protestor is not satisfied with the decision of the Purchasing Director, he or she may appeal to the CEO. Such appeals shall be in writing (see above) and must be submitted within five business days after the Purchasing Director's written decision is released. The written documentation is to include language that details how the written decision of the Purchasing Director is in error.

The decision of BCHA's CEO shall be final, and no further appeal shall be authorized within Broward County Housing Authority.

C. Contractor Claims

All claims by a contractor relating to performance of a contract entered into between the BCHA and the contractor shall be governed by the provisions contained in the applicable contract entered into between the BCHA and the contractor. BCHA shall include in its contracts a reference to the Changes clause in the form HUD-5370, as may be applicable to the relevant contract.

XII. ASSISTANCE TO SMALL AND OTHER BUSINESSES

Required Efforts

Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure the small and minority-owned businesses, women's business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the BCHA project are used when possible. Such efforts shall include, but shall not be limited to:

- A. Including such firms, when qualified, on solicitation mailing lists;
- B. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- E. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- F. Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in **24 CFR Part 135**; and
- G. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

Definitions

1. A **small business** is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in **13 CFR Part 121** should be used to determine business size.
2. A **minority-owned business** is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
3. A **women's business enterprise** is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.
4. A "**Section 3 business concern**" is as defined under **24 CFR Part 135**.
5. A **labor surplus area business** is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the

contract in an area of concentrated unemployment or underemployment, as defined by the DOL in **20 CFR Part 654**, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

XIII. BOARD APPROVAL OF PROCUREMENT ACTIONS

All contracts where the base contract amount or any option exceeds One Hundred Thousand Dollars (\$100,000) are required to be approved by the Board of Commissioners. In addition, all contract modifications in excess of 10 % of the original contract amount or One Hundred Thousand Dollars (\$100,000), whichever is less, are required to be approved by the Board of Commissioners.

XIV. DELEGATION OF CONTRACTING AUTHORITY

For the purposes of this Policy, the Chief Executive Officer (CEO) shall be the "Contracting Officer". While the CEO is responsible for ensuring that BCHA's procurements comply with this Policy, the CEO may delegate all procurement authority as is necessary and appropriate to conduct the business of the BCHA.

Further, and in accordance with this delegation of authority, the CEO shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy. The CEO shall also establish a system of sanctions for violations of the ethical standards consistent with Federal, State, or local law.

XV. DOCUMENTATION

BCHA shall maintain records sufficient to detail the significant history of each procurement action in accordance with applicable federal and state laws and regulations. These records **shall** include, but **shall not** necessarily be limited to, the following:

- A. Rationale for the method of procurement (if not self-evident);
- B. Rationale of contract pricing arrangement (also if not self-evident);
- C. Reason for accepting or rejecting the bid offers;
- D. Basis for the contract price;
- E. A copy of the contract documents awarded or issued and signed by the Contracting Officer;
- F. Basis for contract modifications, and;
- G. Related contract administration actions.

The level of documentation should be commensurate with the value of the procurement. Records are to be retained for a period of three years after final payment and all matters pertaining to the contract are closed.

XVI. DISPOSITION OF SURPLUS PROPERTY

Property no longer necessary for BCHA's purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state, and local laws and regulations.

XVII. FUNDING AVAILABILITY

Before initiating any contract, BCHA shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

XVIII. SELF-CERTIFICATION

BCHA self-certifies that this Procurement Policy, and BCHA's procurement system, complies with all applicable Federal requirements and, as such, BCHA is exempt from prior HUD review and approval of individual procurement action.

XIX. PROCUREMENT PAYMENT METHOD

BCHA reserves the right to offer a Procurement Card (P-Card) payment to its vendors for the purpose of reducing transaction costs and increasing revenue opportunities. The P-Card is designed to improve efficiency in processing payment for purchases—regardless of the approved procurement method used for the purchase. The use of the P-Card for payments must be in compliance with all BCHA policies, procedures, regulations and rules involving, but not limited to, purchasing, contracting, ethics, accounting and accounts payable. Employees using the BCHA P-Card are required to insure that sales tax is not charged on the P-Card.

This policy may be amended as HUD and/or Federal regulation permits.

APPENDIX 1

**RESOLUTIONS AFFECTING THE PROCUREMENT POLICY
APPROVED BY THE BCHA BOARD OF COMMISSIONERS**

BOARD OF COMMISSIONERS ACTIONS

The BCHA Board of Commissioners must approve all changes to the Procurement Policy. Administration prepares documents required by the Board to support recommended changes to the Policy.

CONTENTS OF APPENDIX 1

This appendix contains any resolutions approved by the BCHA Board of Commissioners which may modify the Procurement Policy subsequent to Board approval of this version of the Policy. It also contains any pertinent informational memoranda to the Board.