

Best Practices for Procurement of Construction and Rehabilitation

Sponsored by the Florida Housing
Finance Corporation's Catalyst Program

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Procurement Rules under SHIP

- 1. There are no specific procurement rules under SHIP**
- 2. You need to follow your local procurement procedures**
- 3. You should establish policies and procedures for contractor selection**
- 4. Rely on best practices**

Adequate Contractor Pool

Procurement/
Purchasing Dept
Referrals from good
subcontractors
Other rehabilitation
programs
Building inspectors
Home Improvement
stores
Trade Publications
Minority builders Org

Local magazines
Flyers in
building/license
department
Post on City/County
Website/Facebook
Occupational license
department
Chamber of Commerce

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The Procurement Process

- **What are the rehabilitation strategies that you have and what are the amount of the maximum award you provide?**
- **How many contractors currently work under your rehabilitation and emergency repair programs?**
- **What is the process that you currently use to solicit contractors?**
- **How do you encourage qualified small and minority businesses and women-owned businesses to participate in the procurement process?**
- **How often do you solicit contractors, or open up the list?**

The Program Details

- Do you limit the number of jobs a contractor can get?
- Describe your bidding process for construction work. Do you hold pre-bid meetings? Are they mandatory?
- Do you require that contractors bid within a certain percentage of the in-house estimate?
- How many draws can the contractor receive? Does it depend on the amount of the contract?
- How long does it take you to issue payment to the contractor from the time the request is submitted?

Program Challenges

- How do you monitor contractor performance for both quality of work and timeliness?
- How do you remove poor performing contractors?
- What have been the challenges to keep good contractors?
- What are the lessons learned when it comes to procurement of contractors?

QUESTIONS

Please Complete the Survey

Thank you for joining us

- Please e-mail your questions or ideas for future webinars, clinics and workshops to Andujar@flhousing.org or Spence@flhousing.org
- Please complete the online survey!