Best Practices for Procurement of Construction and Rehabilitation

Sponsored by the Florida Housing Finance Corporation’s Catalyst Program

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SHIP Advocacy

- Use SHIP logo
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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!