



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Chief Procurement Officer

Special Attention of:

Transmittal for Handbook No: 2210.3 REV 9

Issued: April 2009

1. This Transmits: Handbook 2210.3 Procurement Policies and Procedures, Revision 9, Change 4
2. Summary: This handbook sets forth policies and procedures governing all HUD procurement.
3. Filing Instructions:

Remove:

Chapter 1
Chapter 5
Exhibit 5-7
Chapter 11

Insert:

Chapter 1
Chapter 5
none
Chapter 11

See attached page for listing of significant changes.

Distribution: W-3-1

SUMMARY OF SIGNIFICANT CHANGES – HANDBOOK 2210.3, REV 9, Change 4

Chapter 1 GENERAL

- Removed various obsolete acronyms from section 1-3.
- Revised the requirement for posting notices of contracting opportunities and solicitations to HUD's Internet site to clarify that this only applies to proposed contracts of \$25,000 up to \$100,000 (1-4.A.2.a).
- Revised the policy on approval of non-IT contracts proposed to exceed five years to clarify that the CPO's approval must be obtained prior to the contract award and that this authority may not be used to extend existing contracts (1-4.A.3)
- Revised the definition of Head of Contracting Activity to reflect current policy (1-4.B.2)
- Corrected and updated guidance on debarment and suspension authorities and referenced HUD's rules for debarment and suspension, which are contained in 2 CFR Part 2424 (1-4.D).
- Removed Field Contracting Office (FCO) Directors' authority to impose limited denials of participation in accordance with the Department's current published delegations of contracting authority (1-4.D.3) (NOTE: Removed various other references to FCO practices and responsibilities that reflected the now outdated organizational and reporting structures for the FCOs. FCOs are now part of OCPO.)
- Revised the requirements for internal OCPO higher level reviews of contract actions and included requirements for review of contract data reported to the Federal Procurement Data System (1-4.E).
- Removed or corrected obsolete internet/intranet addresses (URLs).
- Revised guidance on reporting data to the Federal Procurement Data System 1-4.F.
- Revised and updated guidance on Paperwork Reduction Act in 1-4.H.
- Added coverage of ratification processes in 1-4.J, which had previously been issued in OCPO Acquisition Instruction 08-3, to consolidate this guidance in the handbook.

Chapter 5 CONTRACTING BY NEGOTIATION

- Corrected the reference to the Excluded Parties List System (EPLS) and removed obsolete URL (5-8.B.1).
- Revised the guidance on the use of price negotiation memoranda (PNM) to clarify which actions require a PNM (5-8.C). Added a requirement that the Contracting Officer's responsibility determination be included in the PNM. (NOTE: The PNM template on the OCPO intranet site includes the responsibility determination.)
- Removed the requirement for the use of the model PNM previously contained in the handbook and removed Exhibit 5-7. The use of the standard PNM template posted on the OCPO intranet site is now required (5-8.C).
- Corrected/updated all URLs in the chapter.

Chapter 11 GOVERNMENT TECHNICAL REPRESENTATIVES AND MONITORS

- Revised 11-4.H.1, H.3 & H.4 to: reference the Government-wide Federal Acquisition Certification-Contracting Officer's Technical Representative (FAC-COTR) requirements that are now applicable to HUD's GTRs and GTMs; add the requirement that nominated GTRs/GTMs provide the CO with a copy of their FAC-COTR certificates; add the requirement that the Contracting Officer place a copy of the certificate in the contract file; and provide the authority to approve exemptions to FAC-COTR requirements and requests for credit for fulfillment of FAC-COTR requirements via alternative equivalent means to the Acquisition Career Manager within OCPO.
- Added new paragraph 11-4.J, Oversight of GTR/GTM Performance to clarify that contracting officers are responsible for ensuring that the GTR/GTM functions are properly carried out and that OCPO is authorized to establish and maintain oversight procedures for ensuring GTR/GTM compliance with mandatory training requirements and GTR/GTM performance with regard to their contract oversight related duties.