



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

OFFICE OF THE CHIEF PROCUREMENT OFFICER

Special Attention of:

Transmittal for Handbook No: 2210.3 REV 9 CHG 1

Issued: 11/21/05

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

Remove:

Chapter 11, pages 11-1 through 11-8
Exhibits 11-1 through 11-4

Insert:

Chapter 11, pages 11-1 through 11-8
Exhibits 11-1 through 11-4

SUMMARY OF SIGNIFICANT CHANGES – HANDBOOK 2210.3, REV-9, CHG-1

Chapter 11 GOVERNMENT TECHNICAL REPRESENTATIVES AND MONITORS

Chapter 11 is changed to:

- Transfer authority to appoint GTRs and GTMs from the program office head to the Contracting Officer. The program office will nominate prospective GTRs/GTMs. The Contracting Officer will be authorized to appoint GTR/GTM nominees who meet Departmental training and experience requirements (see Section 11-3);
- Clarify the restriction on GTM authority with regard to recommending acceptance of contract completion (see paragraph 11-3 E.2.b);
- Provide revised checklists of steps involved in the contract award process for negotiation and sealed bidding awards (see Exhibits 11-1 and 11-2; and
- Provide revised standard appointment memoranda that reflect the new appointment process (see Exhibits 11-3 and 11-4).

Distribution: W-3-1

Foreword

This Change 1 implements a shift in Departmental policy regarding the appointment of Government Technical Representatives and Government Technical Monitors. Effective the date of this Change, program office heads or their designees will nominate GTRs and GTMs. Subject to their meeting Departmental qualifications for their functions, the Contracting Officer will appoint the GTRs and GTMs in writing. Program offices retain the right to nominate whomever they believe appropriate to serve. The Contracting Officer will ensure that the right person for the job is appointed.

This change also includes revised standard appointment memoranda to be used by Contracting Officers when making GTR/GTM appointments. These memoranda will be available online at the OCPO hud@work site.

I believe this new process will provide a valuable check and balance that will better ensure that highly qualified HUD employees perform this vital function. In addition, this change brings HUD policy on GTR/GTM appointment in line with the majority of the Federal contracting community. In most agencies, the Contracting Officer appoints the technical representatives involved in contract oversight.

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