

# How to Do Business with Boulder Housing Partners

Thank you for your interest in Boulder Housing Partners (BHP). If you are a supplier of products and services you've reached the right page. Boulder Housing Partners issues supply, A/E, construction, professional services and other service contracts.

BHP is committed to the purchase of all commodities at the best value within an environment of fair and open competition. The purchases of all products and services are handled with the best interest of BHP in mind, and appropriate documentation and records are maintained for all purchases. BHP procurement protocol is governed by Federal and State standards and regulations as well as the HUD Handbook and the BHP Procurement Policy and Procedures.

All items procured fall under three different general procurement thresholds.

1. \$0.00 - \$5,000.00 (Small Purchase/Sole Sourced procedure)
2. \$5,000.01 - \$30,000.00 (Three Quotes procedure)
3. \$30,000.01 and above (Formal – RFP Purchase procedure)

Below is a brief outline of the BHP procurement process.

## **Small/Sole Sourced Purchases**

1. Only a quotation needs to be solicited if the price received is considered reasonable. Such purchases must be distributed equitably among qualified sources.

## **Three Quotes Procedure**

2. No less than three vendors shall be solicited to submit price quotations. Award shall be made to the vendor providing the lowest acceptable quotation unless justified in writing based on price and other specified factors. Quotes may be electronic or in writing and must be submitted to the Procurement Department for approval prior to purchase.

## **Formal – RFP Purchase Procedure**

3. Formal purchasing procedures are conducted for purchases exceeding \$30,000.00 by either sealed bids or competitive proposals.
  - Sealed Bids / Invitation to BID (IFB) or Competitive Proposal / Request for Proposal (RFP) or Request for Qualifications (RFQ)
  - IFB – Awarded based on the most responsive, responsible and reasonably priced lowest bid received.
  - RFP – Contract awarded to the responsible firm whose qualifications, price and other factors are the most advantageous to BHP.
  - RFQ – Request or Qualifications is based on qualifications only. Price is part of contract negotiations and not included as part of the RFQ.

### **MBE / WBE / SBE Goals**

BHP actively seeks to utilize Minority Business Enterprises (MBE's), Women Owned Business Enterprises (WBE's) and Small Business Enterprises (SBE's) whenever possible.

### **Notice of Section 3 Numeric Goals and Preferences**

Section 3 of the Housing and Urban Development Act of 1968, (12 U.S.C. 1701u), requires that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, be directed to: (1) low and very low-income persons, particularly those who are recipients of government assistance for housing; and (2) businesses which provide economic opportunities to low and very low-income persons. Therefore, BHP provides a preference to those companies that can demonstrate that they have in place, a policy to recruit and hire recipients of housing assistance.

### **BHP Payment Terms**

Net 30 days

### **Complexity of Solicitation**

If you have difficulty with a solicitation, please contact the Procurement Department contact listed in the solicitation for clarification.