



**Philadelphia Housing Authority**  
**Building Beyond Expectations**



**BOARD PRESENTATION**  
**CHANGES TO CPP#10**  
**PROCUREMENT AND CONTRACT ADMINISTRATION POLICY**  
**APRIL 11, 2012**

# What CPP#10 Is

- CPP#10 is a controlled policy governing the procurement of all purchases of products and services made by PHA
- The policy covers the full procurement cycle from planning to contract closeout
- The policy includes the ethics provisions of the PHA ethics policy

# What are the Applicable Statutes and Regulations?

- Commonwealth of Pennsylvania Title 62- the statute governing purchases by State agencies
- The HUD Procurement Handbook – latest version published in 2007 governing purchases made by all Public Housing Authorities in the United States
- The Federal Acquisition Regulation (FAR)- the regulation that covers what supplier costs are allowable and provides definition of terms
- HUD Notice PIH 2003-24 (HA) governing the procurement of legal services

# What is the Purpose of this Update?

- Revises the version of CPP#10 dated April, 2002.
- Brings the PHA into compliance with HUD Procurement Handbook released in 2007
- Brings the PHA into compliance with the requirements of the Title 62 statute
- Provides guidance to staff on what is expected from the procurement process at PHA

# Examples of Changes Made

- Revises the Micro-Purchase threshold from \$4,000 to \$2,000 to meet Title 62 requirements
- Revises the Small Purchase Threshold to \$10,000 to meet Title 62 requirements
- Requires an independent cost estimate for all procurements over \$2,000 and for all task orders and modifications to meet HUD Handbook requirements
- Requires some form of price analysis for procurements over \$2,000

# Examples of Changes to Approval Levels

- Requires Board approval of contract modifications over \$100,000 or 20% of the contract value, whichever is greater, and in cases where the modification will cause the contract to exceed \$100,000
- Requires Board approval of all construction task orders over \$250,000

Both of these changes adds further transparency to the procurement process