Property Disposition Program
Field Office Procurement Obligations

HI-00568R

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

03616

Field Office	Fiscal Year Covered :

Mark One :

☐ First Quarter Report ☐ Second Quarter Report ☐ Third Quarter Report ☐ Fourth Quarter Report

		Actions	Dollars
Part I - Total Procurements	**1.** Total Procurements		
	2. Total Procurements to Small Business		
	3. Total Section 8(a) Set-Asides		
	4. Procurements to Minority Business (Small Disadvantaged Business; Exclude 8(a) set-asides)		
	5. Total Procurements to Women-Owned Small Business		
	6. Total Labor Surplus Area Set-Asides		
Part II - Small Business and Small Disadvantaged Business Subcontracting Plans (Prime Contracts Over $500,000, $1,000,000 for Construction)	**1.** Total Subcontracts Awarded by Prime Contractors		
	2. Subcontracts to Small Business		
	3. Subcontracts to Small Disadvantaged Business		
	4. Subcontracts to Women-Owned Small Business Concerns		
	5. Subcontracts to Labor Surplus Area Concerns		
Part III - Competition Contracts in Excess of $25,000	**1.** Contracts Other than Small Purchases, Entered into Pursuant to		
	a. FAR Subpart 6 1 Full & Open Competition		
	b. FAR Subpart 6 2 Full & Open Competition After Exclusions of Sources (Set Asides for Small Business & Labor Surplus Area Concerns)		
	c. FAR Subpart 6.3 Other than Full & Open Competition		
	d. Total Contracts (sum of a, b, & c)		
	2. For Procurements identified in 1c above, identify the authority permitting other than full and open competition		
	a. FAR Subpart 6 302-1 Only One Responsible Source		
	b. FAR Subpart 6 302-2 Unusual & Compelling Urgency.		
	(1) Limited Competition		
	(2) Sole Source		
	c. FAR Subpart 6.302-5 Authorized or Required by Statute (SBA 8(a) Only)		
	d. Total of a, b, & c (Must Equal 1c Above)		

Completed by :	Phone	Date

Previous editions are obsolete

form **HUD-9737** (11/90)
ref Handbook 4320 1

Instructions

Submit a quarterly report of all contract actions, including purchase orders, contracts and modifications, entered into during the calender quarter, to Headquarters Office of Multifamily Housing Management, Attention: Management Branch.

In each quarter, as contracts are executed the report must be based on the contract action; do not include option periods. In a quarter where an option is exercised and/or modification(s) made, report the number and value of the option/modification.

Due Date	Content
Jan. 15	Report all actions and obligations executed from Oct. 1 - Dec. 31.
April 15	Report all actions and obligations executed from Jan. 1 - March 31.
July 15	Report all actions and obligations executed from April 1 - June 30.
Oct. 15	Report all actions and obligations executed from July 1 - Sept. 30.

Suggestion for Data Collection

Procurement data should be collected from contract and purchase order logs and/or local computer databases. The term "Contract Action" includes contracts, delivery orders, purchase orders and modifications. Reports must also include actions awarded by AMB's and PM's. Estimated amounts are appropriate for indefinite delivery/quantity contracts such as those for Area Management Brokers (AMB), Project Managers (PM), Lawn Maintenance (LM) and Advertising. Estimates may be computed as follows:

Definite Delivery Contract: When an AMB/PM (single Project) contract is awarded during the reporting quarter, report the obligated amount as follows:

Example:

• Bid factor *$10.00 per unit (property)	$ 10.
• Est. no. of units (properties) managed each mo.	x 100 *
• Monthly management fee	$ 1,000.
	x 12
• Annual Management fee	$ 12,000.
• Term of Contract **2 years (initial contract period)	x 2
• Total Contract obligation to report	$ 24,000.

Indefinite Delivery Order Contract: Report the estimated total value of each delivery order awarded.

Examples:

• Vacant Units	$10. x 20 =	$ 200.
Occupied Units	$20. x 100 =	$ 2,000.
Total per month		$ 2,200.
Total per year (**x12)		$ 26,400.
• Monthly management fee		$ 2,000.
Total per year (**x12)		$ 24,000.

Lawn Maintenance Contracts: Multiply the estimated number of properties to be maintained per month, times the contract fee per property, times the contract period.

Advertising (Purchase Orders and Contracts): Report the total estimated price of ads to be placed under the purchase order or contract during the contract period.

Part I: Total Procurements

1. Report the total number of procurement actions and dollars regardless of size and procurement method used.
2. Report all actions and dollars awarded to small businesses regardless of dollar amount obligated. (Includes but not limited to small business set-asides)
3. Report all actions awarded through the Small Business Administration's 8(a) Program (See FAR Subpart 19.8).
4. Report all actions awarded to minority-owned businesses directly (not using 8(a) program procedures) regardless of dollar amount obligated.
5. Report all actions awarded to small businesses owned by women.
6. Report all labor surplus area set-aside actions (See FAR Subpart 20.2).

Part II: Small Business and Small Disadvantaged Business Subcontracting Plans (Prime Contracts over $500,000, $1,000,000 for Construction - see FAR Subpart 19 7)

1. Report the total number of subcontracts and subcontract dollars as reported by covered prime contractors on SF-294 or SF-295.
2. Report that portion of line 1. which was subcontracted to small businesses, small disadvantaged businesses, women-owned small businesses and labor surplus area concerns.

Part III: Competition - Contract Actions over $25,000

This data is used to prepare the Department's annual "Report to Congress on Competition" required by the Competition in Contracting Act of 1984. Most lines are self-explanatory and provide the applicable FAR reference; however, please note that:

- exceptions to competition under FAR 6.302-2, Unusual and Compelling Urgency, may include situations where competition was achieved in some limited form or where only one source was solicited. Separate lines are provided to report both cases.
- FAR 6.302-5 is only justification for awards made under the SBA 8(a) program. The Property Disposition Program has no other exception to competition authorized by statute.

* Will vary contract by contract

** Should reflect estimated number of years (or months) contractor will perform under delivery order.