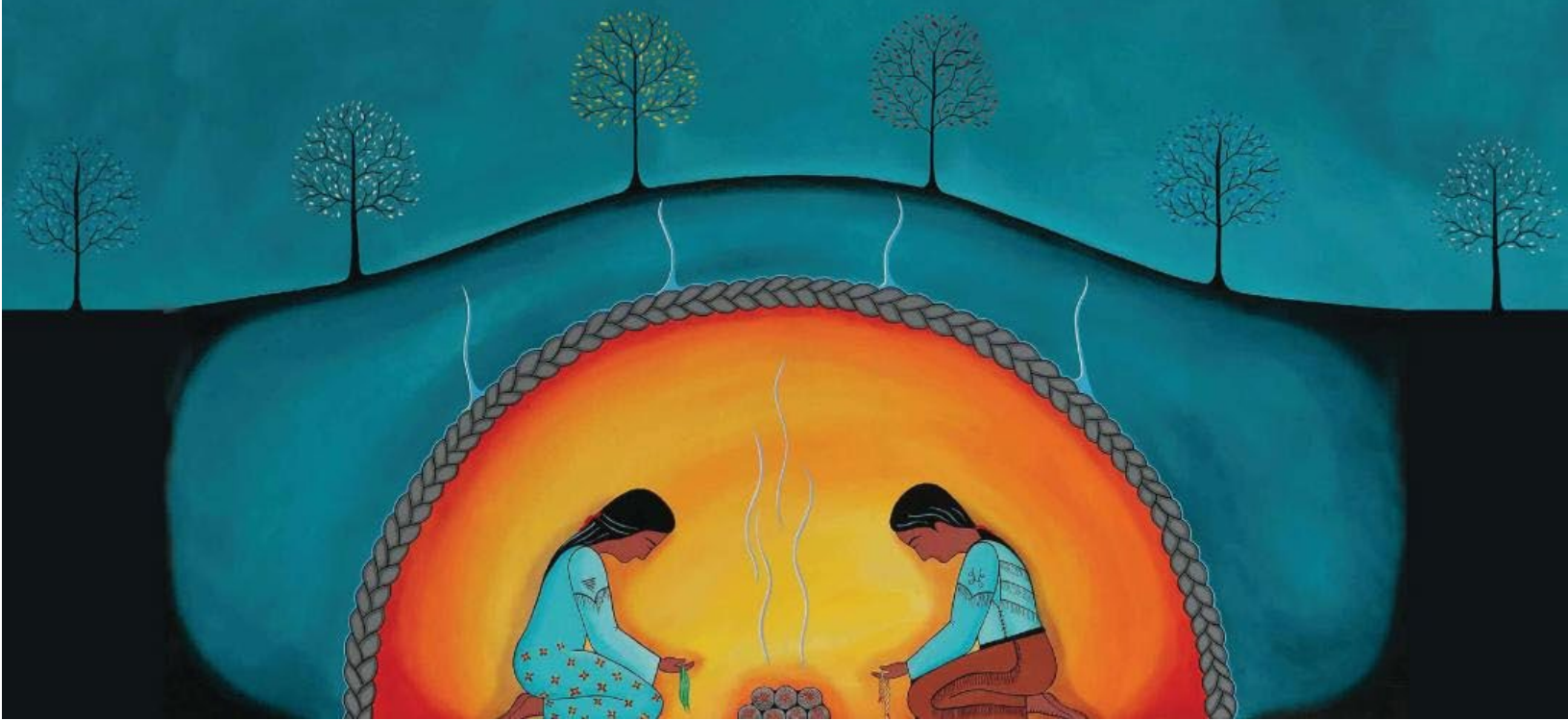




## **First Nations Housing Professionals Association**

L'Association des professionnels de  
l'habitation des Premières Nations

**FIRST NATIONS HOUSING PROCUREMENT PRACTICES**





This three part webinar was delivered by John Kiedrowski, FNHP. A summary of the webinar follows:

Procurement for a First Nation housing professional is considerably different than the procurement we undertake as individuals. As individuals we regularly enter into agreements for things like mobile phone or home internet service, for example, without actually reading the contract the vendor places in front of us before we sign it. Obviously, with significantly more funds on the line, approaching procurement that casually in a First Nation would be unthinkable.

The manner in which contractors and other suppliers are acquired in your community is critical. Your procurement process and practices not only need to be transparent, fair, and competitive but they need to be consistently applied. Strong Council procurement policies are critical and serve to protect Council from unnecessary risk.

Contracts, of course, guide the relationship with your contractor – utilizing the right contract, and seeking legal or other professional advice when you have questions or concerns about contract provisions makes good business sense.

Your ultimate goal is the selection of the best possible provider of the product or service you are looking for. To achieve that goal, housing professionals need sound knowledge of the procurement process from start to finish and highly developed competencies in the area of contract management. The First Nations Housing Professionals Association (FNHPA) developed this webinar with these objectives in mind.

This 3-part webinar reviews the important elements of the procurement process, from process management through contract conclusion. It includes case studies and sample documents to help improve the procurement process in your First Nation. Topics addressed in the webinar include:

#### PART 1 – THE IMPORTANCE OF PROCUREMENT

- Procurement: what it is, how it functions, and the stages of procurement
- Why procurement policies are required
- Common procurement mistakes
- Legal issues (contract law, administrative law and procurement law)
- Role of the housing professional in procurement
- Managing political influence in procurement
- Managing the vendor relationship
- Managing interaction between Council and the Contractor
- Avoiding unethical behaviours, conflicts of interest and ensuring integrity in the procurement process
- The hazards of mixing politics and procurement





## PART 2 – SELECTING A CONTRACTOR

- Preparing for bidding
- Seeking bidders
- Prequalifying contractors
- Tender evaluation

## PART 3 – CONTRACT MANAGEMENT

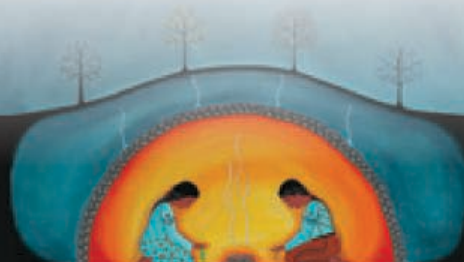
- Types of construction contracts
- Change orders
- Project management
- Payments
- Dealing with deficiencies
- Contract disputes
- Terminating contracts
- Contract conclusion

## WHO SHOULD WATCH?

- Housing managers, housing professionals, band administrators and other First Nation staff (i.e., all staff who are involved in the procurement or contracting process)
- Housing leadership (i.e., governing authority and/or Council members) responsible for housing policy may benefit from viewing parts of this webinar to reinforce their responsibilities for strong and effective procurement policy that is constantly monitored, adhered to and revised as circumstances dictate

## HOW TO ACCESS THIS WEBINAR

If you are a member of FNHPA you will be able to gain complimentary access to this webinar by going to [www.fnhpa.ca](http://www.fnhpa.ca). Select the Members Home section in the upper right corner and use the search function and enter “First Nations Housing Procurement Practices Webinar” and it will take you to the webinar in the Knowledge Centre area. Or go to [www.fnhpa.ca](http://www.fnhpa.ca). Click on News and Events and select this webinar in the Workshops and Webinars area.





Members also have access to other webinars in the members area. Some of the others are:

- First Nations Housing and Community Engagement
- Introduction to Matrimonial Real Property for Housing Managers
- Supporting Successful Tenancy
- Risk Management

If you are not a member you can email [sarah@fnhpa.ca](mailto:sarah@fnhpa.ca) and arrange to pay \$150 for this webinar and you will be given access for this webinar or take out an annual membership for \$150 and your member number will give you access.

Note: There are a number of documents cited as handouts in this webinar. They will be dispersed following registration.

