



Charlotte Housing Authority

Senior Vice President of
Procurement



Gans, Gans & Associates

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Overview:

The Charlotte Housing Authority (CHA) is a non-profit real estate holding company with a public purpose to provide decent, safe and affordable housing to low and moderate-income families while supporting their efforts to achieve self-sufficiency. CHA focuses on its core mission of housing, while partnering with quality external vendors and agencies to provide supportive services for its residents, and serving as a collaborative leader helping to frame solutions to affordable housing issues.

CHA is one of only 30 housing authorities across the country participating in the United States Department of Housing and Urban Development (HUD) "Moving to Work" (MTW) demonstration program, which allows CHA to test innovative methods to improve housing services in order to better meet local needs. CHA has the flexibility to propose and implement housing and self-sufficiency strategies that may be exempted from existing public housing and tenant-based Section 8 regulations. CHA has branded the local effort as Moving Forward, which reflects a combination of shared intent, forward movement, and the image of affordable housing as a safety net and platform for rebuilding lives.

CHA owns, manages or provides rental subsidies to a diverse portfolio of 57 properties. In total, CHA provides subsidies for 9,774 units:

- **RAD/Public Housing Units** – 3,382
Including 929 RAD units at privately managed apartment communities
- **Other HUD-Assisted Units** - 290
- **Housing Choice Vouchers Authorized** – 5,206
Includes 425 project-based vouchers where subsidy is attached to a unit rather than a person/family and 483 special-use (restricted) vouchers and 51 units where the voucher holder has moved out of Mecklenburg County.
- **Portable Vouchers** – 896

In addition, CHA leverage helps make other rental housing affordable:

- **Affordable Housing Units** Includes 1,034 tax credit units – 1,545
- **Market Rate Units** – 814

CHA's goal is to be a financially viable real estate company offering affordable housing that is competitive with or exceeds housing offered by other affordable housing providers. The organization is best described as a developer partner, asset manager, contract negotiator and contract monitor with a social purpose.

Position Summary

Provides management and control over the Authority's procurement process by executing effective, efficient, and uniform methodologies that ensure compliance with all federal and state regulatory requirements.

Essential Duties and Responsibilities

The duties listed below are illustrations of the various types of work that may be performed. Responsibilities include, but are not limited to, the following:

- Appointed as Contracting Officer to Sign and Execute Contracts, Memorandum of Understanding (MOU), Memorandum of Agreement (MOA) and all other Procurement Related documents for the Charlotte Housing Authority, CHA and its subsidiaries.
- As the appointed Contracting Officer, dollar limit is unlimited. Coordinates with the appropriate offices to ensure that proper legal, risk management and operational reviews and final approval by the Board are conducted prior to final contract approval.
- Responsible for ensuring performance of all necessary actions for effective contract management, ensuring compliance with the terms of the contract and safeguarding the interests of the United States in its contractual relationships.
- Facilitates inter-agency collaboration and coordination of procurement activities for all major capital improvement projects, and directs the preparation and development of complex bid specifications and contract negotiations, ensuring compliance with federal, state and local Procurement Regulations while minimizing risk.
- Responsible for making determination of all bid protests filed against CHA. Evaluates the submissions by the protesting party(s) including: (i) the Notice of Protest; (ii) any documentation obtained from any other interested party; and (iii) documentation provided by any consultants or sub-consultants that contributed to the solicitation and evaluation of the Bid. Reviews all legal regulations, processes and procedures and issues a written decision to uphold or reject the protest. The basis of the decision shall be provided to the protesting party within fifteen (15) calendar days, plus any recognized Commission holidays, of the receipt of the Notice of Protest.
- Negotiates and develops complex agreements such as hardware agreements, software licenses, software development agreements, statements of work, application service provider agreements, and leasing agreements; manages the change process for all such agreements and oversees the continual monitoring of vendor performance.
- Reviews and approves Purchase Requisitions and the applicable policy, regulation, code, or law, and chooses the Method of Procurement (Small Purchase, Competitive Solicitation, Invitation for Bid (IFB), Request for Quotation (RFQ), Request for Proposal (RFP), Qualifications-Based Selection (QBS), and Sole Source).

- Supervises, plans, and coordinates all purchasing functions to ensure acquisitions of proper equipment, materials, supplies, and services to meet project and Authority needs.
- Supervises the creation of procurement activities for outside contract work, ensuring competitive bids are received and reviewed for adherence to budget, procedural, and technical requirements. Responsible for evaluating contract files for compliance with HUD regulations and preparing appropriate forms, letters, and documents accordingly.
- Determines competence of vendors and ensures contractual delivery and financial compliance.
- Interacts with contractors and develops, plans, implements procedures, and prepares scope of work for the contracts of professional services to ensure conformity to Authority criteria and HUD requirements as appropriate.
- Coordinates fact-finding sessions, evaluations, conferences, pre-award conferences, post-award conferences, and negotiation sessions.
- Requests approval for bid and/or contract award and negotiates, develops, administers, and reviews contractual agreements to meet Authority needs.
- Represents the agency in meetings with contractors to ensure a clear understanding of what is required for performance.
- Maintains contract milestone dates and contract costs to ensure compliance with budgets.
- Recommends or issues changes to the contract, highlighting conditions that could jeopardize contract performance. Makes recommendations on problems of production, delivery, Authority-furnished property, quality assurance acceptance, or other areas affecting the contract.
- Monitors work performed and notifies contractors in writing of contract deficiencies identified; advises contractors of consequences of not complying with contract terms and general condition items.
- Performs work related to the management, review, analysis, and/or interpretation of procurement statutes, regulations, policy, concepts, guidance, or procedures for use in the solution of problems or the accomplishment of projects or programs. Develops and issues Agency-wide contracting policies and procedures in accordance with Federal, State, and HUD Rules and Regulations. Monitors all current and proposed procurement legislation and provide recommendations on associated impact or changes.
- Serves as advisor to program officials in procurement planning, policies, problems, or issues. Provides procurement advice and assistance to program managers, technical and financial specialists, and/or others on contracting issues or procurement. Identifies and resolves, as applicable, unique issues where no policy exists by taking actions to address new needs and/or issues. Provides legal interpretation and guidance to include Agency-wide training.
- Directs and reviews all of the Authority's purchasing and pre-bid processes, including vendor bid listing, advertisements and solicitations, website posting, and Finance and Budgeting authorizations. Manages and guides the bid process to include: the pre-award procurement process, development of bids for the proposal solicitation process, negotiations, oral interviews and proposal modifications.
- Performs market research, pre-award surveys, and past performance reference checks and oversees the evaluation and selection of approved contractors. Monitors all of the Authority's proposals, plans for future procurements, and manages oversight and reporting. Gathers and organizes proposal information (i.e. documentation required to respond to protests, claims, inquiries, freedom of information act requests, etc.). Evaluates and responds to all contractor protests to include review of solicitation process and procedures, selection of contractor for contract award, or any other valid procurement challenges.
- Manages and facilitates all facets of procurement management activities between division business units and their suppliers. Develops and recommends sourcing strategies that support mission requirements while optimizing total cost of ownership.
- Evaluates acquisition-related processes and policies and initiates improvements to drive cost avoidance, improve compliance, standardize requirements, reduce demand, and/or increase operational efficiency. Develops relationships with Agency departmental staff engaged in the acquisition process to enhance their understanding of procurement requirements, drives major sourcing efforts, and provides education on procurement processes and the value proposition that strategic sourcing delivers.
- Identifies and resolves unique issues where no policy exists, taking innovative actions to address new needs and/or issues.
- Performs on-going analysis of agency spending to proactively identify new strategic sourcing opportunities. Identifies and mitigates/manages key areas of program risk, including management of vendor relationships.
- Assures implementation by subordinates of the goals and objectives of the office-wide procurement program. Determines goals and objectives that need additional emphasis; develops measures that evaluate performance; makes recommendations for program improvement; and manages all resources.
- Works with the Contracting Officer's Technical Representative (COTR) to complete a variety of procurement tasks. Implements sourcing strategies to support corporate and divisional objectives, providing the company competitive advantage in the areas of materials, supplies, and services.
- Locates, analyzes, and develops a consolidated supplier base to meet current and future commodity needs. Creates and maintains mutually beneficial long-term partnerships with internal customers and suppliers to foster feedback and continuous improvement. Negotiates and manages all contracts and agreements for assigned commodities. Manages suppliers, cost, quality, and delivery performance. Understands, tracks, and forecasts the key cost drivers and market factors for assigned commodities. Implements appropriate sourcing strategies to control the company's purchased material costs and to assure an adequate source of supply.

- Manages and optimizes supplier performance, including continuous improvement, innovations, obsolescence and reduction in total cost of ownership and inventory. Maintains and promotes sound relationships with suppliers and the business community.
- Responsible for ensuring that assigned programs and processes are covered by internal controls and that appropriate precautions are taken to prevent fraud, waste, and misuse of resources in accordance with federal, state and Agency procurement policy guidelines.
- Develops and takes primary lead for complex contracts to include contracts for major equipment, professional services, consultants, independent contractors, software licenses, research and development, and any other area where the terms and conditions of an agreement are other than standard commercial terms and conditions. Applies government regulations and flow down of government clauses to specific contracts funded by government sources.
- Develops and maintains procurement files related to complex contracts (i.e. large purchase for specialized supplies or large purchases for services and construction).
- Responsible for establishing, coordinating or directing performance for a variety of diverse programs for Minority, Woman, Business, Enterprise Program (MWBE), CHA's Economic Development Plan, and U.S. Labor Wage rate requirements and verification. Plans, organizes and coordinates with Contractors, Consultants and Suppliers to assure verification of goals and objectives as stated in the Agency's Procurement Program. Determines goals and objectives that need additional emphasis; develops measures; makes recommendations for program improvement to enhance achievements of the goals and objectives. Coordinates and ensures appropriate program or programs are applied when appropriate.
- Serves as the P-Card Administrator and is responsible for establishing policies and procedures for the program, as well as total management and control for the annual \$2 million-dollar program. Ensures that (1) supporting documentation is maintained either by the cardholder or the approver, (2) ensures that the monthly reconciliation is completed on time and the proper cost allocations are recorded, (3) ensures that Agency procurement card policies and procedures are followed, (4) Verifies the legitimacy of transactions and provides continuous training for all cardholders to uphold Agency policies and procedures. (5) Assists cardholder with the dispute of any unauthorized charges, (6) Documents violations.
- Serves as the Agency-wide manager of Energy Conservation Program Contract. Energy Conservation activities to include annual surveys.
- Responsible for the Fixed Assets Program and annual inventories to account for Fixed Assets.
- Responsible for establishing, coordinating and/or directing performance of the Fleet Management Program.
- Performs other duties as assigned.

Education and Experience

- Bachelor's degree from an accredited college or university with a concentration in accounting, business administration, or closely related field and five (5) years of increasingly responsible purchasing experience with a hardware supplier or other large scale residential maintenance operation, or an equivalent combination of education and experience.

Knowledge and Skills

- Must be thoroughly knowledgeable in all areas of federal, state and local procurement rules and regulations; North Carolina Public Bidding Statutes as applicable, Agency's Annual Contributions Contract (ACC), must possess familiarity with HUD and HUD Handbook No. 7460.8 REV-2 or revisions, along with Procurement Handbook for Public Housing Agencies and Indian Housing Authorities.
- Knowledge of the principles of fiscal and budget management as applied to the procurement process and site budgets.
- Knowledge of program requirements or technical needs sufficient to aid in procurement planning and in describing technical requirements which include complex and diversified services and supplies, such as procurement transactions to meet the requirements for facilities, equipment or technical services.
- Ability to research and apply laws, regulations, and policies.
- Knowledge of Architect and Engineering Services and contracts.
- Knowledge of lease and sale of real property and historic property.
- Knowledge of Federal appropriations laws.
- Knowledge of market trends.
- Ability to provide advisory services to management to include creative solutions.
- High level of communication, leadership and supervisory skills.
- Computer skills (Excel, Word, PowerPoint), office machines, including calculator.
- Advanced ability to understand and apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables.
- Ability to establish and maintain effective, professional and tactful working relationships with co-workers and persons outside the Agency.

Supervision Controls

- The Senior Vice President of Procurement reports to the Executive Vice President of Finance.
- The Senior Vice President of Procurement has supervisory responsibility over the Procurement Division of the Finance Department which includes the Contract Administrator and Economic Development Coordinator.

Apply

If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

Kimberly Sallie

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Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.



The Charlotte region is composed of 16 counties, including four counties in South Carolina, with the city of Charlotte serving as the hub. Located in the heart of the Southeast, Charlotte lies within the southern Piedmont of North Carolina along the state's border with South Carolina. Charlotte is the largest and most accessible city between Washington, D.C. and Dallas, TX. Owing to its mid-Atlantic location, getting to Charlotte is easy from anywhere in the country or world, garnering its nickname the "International Gateway to the South."

Voted as one of the "[10 Best Places to Live](#)" by Money Magazine, Charlotte is an affordable location with the features of exciting city life and quiet, country living. Charlotte residents enjoy an array of professional sports, perhaps most famously NASCAR and the Carolina Panthers. The city also has high quality arts and cultural institutions. With the Appalachian Mountains to the west and beaches to the east, Charlotte is a short drive from thrilling outdoor adventures. Most importantly, residents of Charlotte are welcoming and helpful – southern charm at its best!

School system

The city's public school system, Charlotte-Mecklenburg Schools, is the second largest in North Carolina and 20th largest in the nation. In 2009 it won the NAEP Awards, the Nation's Report Card for urban school systems with top honors among 18 city systems for 4th grade math, 2nd place among 8th graders. About 132,000 students are taught in 161 separate elementary, middle and high schools.

Colleges and universities

Charlotte is home to many notable universities and colleges such as Central Piedmont Community College, Charlotte School of Law, Johnson C. Smith University, Johnson & Wales University, Queens University of Charlotte, and the University of North Carolina at Charlotte.

UNC Charlotte is the city's largest university. Located in University City, the northeastern portion of Charlotte, which is also home to University Research Park, a 3,200 acres research and corporate park. With over 25,000 students, UNC Charlotte is the fastest-growing university in the state system and the fourth largest.

Central Piedmont Community College is the largest community college in the Carolinas, with over 70,000 students each year and 6 campuses throughout the Charlotte-Mecklenburg region. CPCC is part of the statewide North Carolina Community College System.

Arts

Helping to promote arts, the Arts and Science Council of Charlotte-Mecklenburg supports 27 cultural organizations, neighborhood festivals, arts education programs and much more that result in over 65,000 performances and events annually.

Charlotte is home to some of the nation's foremost museums and galleries. The Mint Museums and Bechtler Museum of Modern Art guide visitors through ever-changing exhibits featuring some of the world's finest collections. The Levine Museum of the New South exhibits some of the most fascinating collections of post-Civil War Southern history including its award-winning centerpiece exhibit, Cotton Fields to Skyscrapers. And Discovery Place, the South's premiere hands-on science and technology center located in Center City, features more than 300 exhibits including a live rain forest.

Charlotte theatre offers award-winning Broadway shows and productions making their way into the spotlight. Enjoy an opera or ballet at NC Blumenthal Performing Arts Center's Belk Theatre or Knight Theater.

Sports

Charlotte is currently home to two major professional sports franchises: the Carolina Panthers of the National Football league, and the Charlotte Bobcats of the National Basketball Association. The Panthers have been in Charlotte since their creation in 1995, and the Bobcats have been in Charlotte since their creation in 2004. The Panthers play their home games in Bank of America Stadium, while the Bobcats play in the Time Warner Cable Arena; both venues are in Uptown Charlotte.