

MICHIGAN NSP2 CONSORTIUM

POLICY AND PROCEDURES MANUAL

CULTIVATION & PROCUREMENT OF DEVELOPERS AND PROGRAM PARTNERS MODULE

TABLE OF CONTENTS – NOVEMBER 22, 2010

❶ PROCUREMENT POLICY AND PROCEDURES

1. Informal Quote Template
2. Formal Quote Template
3. Contractor Eligibility Process
4. Federal Contract Provisions

❷ SECTION 3 POLICY AND PROCEDURES

1. Section 3 Clause for Contracts
2. Sample Certification Form for Residents
3. Sample Certification Form for Businesses
4. Section 3 Summary Report

★ PROCUREMENT CHECKLIST

- ☰ SAMPLE REQUEST FOR PROPOSAL – APPRAISAL SERVICES
- ☰ SAMPLE REQUEST FOR PROPOSAL – TITLE SERVICES
- ☰ SAMPLE REQUEST FOR PROPOSAL – HOUSING & LEAD-BASED PAINT INSPECTION AND SPECIFICATION WRITING SERVICES
- ☰ SAMPLE REQUEST FOR PROPOSAL – REAL ESTATE SALES AGENT PROFESSIONAL
- ☰ SAMPLE REQUEST FOR PROPOSAL – DEMOLITION FACILITATORS
- ☰ SAMPLE REQUEST FOR QUALIFICATIONS – DEMOLITION CONTRACTORS