

## PROPOSED TABLE OF CONTENTS

- I. Executive Summary
- II. Introduction
- III. Summary of the Job Order Contract (JOC) Process
  
- IV. Job Order Contractor Selection Process and Contract Award
  - A. Request for Proposal
    - 1. Contracting Process
    - 2. Scope of Job Order Contract Services
    - 3. Limitation
  - B. Advertisement for Job Order Contracting Firm
    - 1. Proposal Requirements
    - 2. Selection Scoring Process
    - 3. Composite Coefficient Weighting Formula
    - 4. Example of Scoring Calculation
  - C. Job Order Contractor Bid Proposal
    - 1. Description
    - 2. Unit Price Book
    - 3. Schedule
    - 4. Bid Proposal
    - 5. JOC Coefficients, Standard and Non-Standard Hours
    - 6. Voluntary Minority and Women's Business Enterprise (MWBE) Utilization -Diverse Business Inclusion Plan
    - 4-Payment and Performance Bonds
    - 7. Prevailing Wages
    - 8. Definition of the JOC Fee
    - 9.
  - D. Process for Evaluating JOC Phase I Proposals and Selecting Firms for Phase II
  - E. Procedure for Publicly Announcing Interview Scores and Open Bids
  - F. Selection Process Forms
    - 1. Letter of Invitation to Submit Bid and Interview-Phase II
    - 2. Phase I Proposal Score Sheet
    - 3. Interview Score Sheet
    - 4. Selection Analysis and Ranking
    - 5. Sample Scorecard Inclusion Plan
  - G. Contract Award
    - 1. Bid Results
    - 2.1. Contract Award
    - 3.2. Partnering
  
- V. Contract Execution/Administration
  - A. Work Order Request
  - B. Work Order Proposal

- ~~—Work Order~~
- ~~C. Work Order Checklist~~
- ~~D. Use of Unit Price Book~~
- ~~E. Coefficient~~

## VI. Sample Documents ~~Contract~~

### ~~—Instructions to Bidders~~

- ~~0. Explanation to Prospective Bidders~~
- ~~0. Preparation of Bids~~
- ~~0. Bid Guarantee~~
- ~~0. Acknowledgement of Addenda to Invitations to Bids~~
- ~~0. JOC Coefficients, Standard and Non-Standard Hours~~
- ~~0. Site Investigation and Conditions Affecting the Work~~
- ~~0. Taxes~~
- ~~0. Voluntary Minority and Women's Business Enterprise (MWBE) Utilization~~
- ~~0. Submission of Bids~~

### ~~B.A. Job Order Contractor Bid Proposal~~

- ~~0.1. Description~~
- ~~0.1. Unit Price Book~~
- ~~0.1. Schedule~~
- ~~0.1. Bid Proposal~~
- ~~2.04 Payment and Performance Bonds~~
- ~~2.06 Builders Risk~~
- ~~3.02 Construction Schedule~~
- ~~3.03 Owners Right to Suspend Work~~
- ~~3.07 Damages for Failure to Achieve Timely Completion~~
- ~~4.00 Specifications Drawings and Other Documents~~
- ~~**4.005 NEW SECTION** Design Requirements and Design Documentation~~
- ~~3.00 Discrepancies and Contract Document Review~~
- ~~3.00 Project Record~~
- ~~3.00 Shop Drawings~~
- ~~3.00 Organization of Specifications~~
- ~~3.00 Ownership and Use of Drawings, Specifications and Other Documents~~
- ~~5.04 Prevailing Wages~~
- ~~5.01 Schedule of Values~~
- ~~5.01 Application for Payment~~
- ~~6. Changes~~
- ~~6. Changes in the Job Order Contract Work or Time~~
- ~~6. Equitable Adjustment Due to Fault or Negligence of Owner~~
- ~~6. Changes in the Contract Time~~
- ~~9.10.00 New Section Preparation and Authorization of a Work Order~~
- ~~9.10.0010.11.01 Work Order Request~~
- ~~9.10.0010.11.01 Work Order Proposal~~
- ~~9.10.0010.11.01 Work Order~~
- ~~9.10.0010.11.01 Work Order Checklist~~

~~18.0.0010.11.01 Use of Unit Price Book~~

~~19.0.0010.11.01 Coefficient~~

~~-. Special Conditions~~

~~0. Definition of the Work Order Project Costs~~

~~0. Definition of the JOC Fee~~

~~0. Contractor Staffing~~

~~0. JOC Quality Control~~

~~0. Washington State Sales Tax (WSST)~~

~~0. Submittal of Requested Information~~

~~-. Basic Contract (Sample)~~

~~XXVIII. \_\_\_\_\_ Dive~~

~~rse Business Inclusion Plan \_\_\_\_\_ 16~~

~~XXIX. \_\_\_\_\_ Sam~~

~~ple Forms \_\_\_\_\_ 31~~

~~XXXIII. \_\_\_\_\_ State~~

~~wide Map~~