

## JOB ORDER CONTRACTING BEST PRACTICES MANUAL OUTLINE

- I. Executive Summary
  - a. Explanation of document and the intent of use.
- II. Introduction
  - a. High level overview:
  - b. Types of work:
  - c. Limitations
  - d. Benefits of JOC
- III. JOC as a Public Agency
  - a. Understanding the RCW
  - b. What is a Coefficient?
  - c. Owner responsibilities
  - d. Expectations
  - e. How to guide: building a solicitation
- IV. JOC as a Contractor
  - a. Typical RFP structure:
  - b. Phase 1: Technical Proposal
  - c. Phase 2: Interview w/ public entity
  - d. Phase 3: Pricing (coefficient):
  - e. Contract operations
  - f. Limitations
- V. Best Practices
  - a. Procuring a work order
  - b. Safety
  - c. Progress Meetings
  - d. OMWBE Outreach
- VI. Bibliography