

JOC Contracting Process



CPM / PMD

Start: Go to
<http://projmngt.sdsu.edu>
submit Work
Request for Permit

Phase 1 – Permit & CPP

- **Scenario 1:** PMD reviews request, determines permit requirements. If permitting necessitates PMD manage the work scope, do not proceed with JOC; PMD will issue WO and implement as a Project.
- **Scenario 2:** If work scope does not require PMD management, PMD issues a project permit.
 - PM creates Job Order
 - Contractor creates CPP
 - PM & Contractor sign CPP

Phase 2 – Requisitioning

- PM completes the Request to Issue NTP.
- PM submits requisition in Oracle and attaches signed CPP, PMD Project Permit and Request to Issue NTP.
<http://bfa.sdsu.edu/prosrvcs/fo rms.htm>

Phase 3 – NTP/Gordian Fee

- CPM issues NTP and cc: Gordian.
- Invoices for Gordian fees are sent to the PM.
- PM submits requisition and attaches invoices.

Phase 4 – Implement

- Contractor completes job.
- Submit CoC to CPM for NOC

Close Out
Retention

Glossary of Acronyms:



- CPM - Contract & Procurement Management
- CPP - Contractor Price Proposal
- CoC - Certification of Completion
- Gordian - JOC "Software" Company
- JOC - Job Order Contract
- NOC - Notice of Completion
- NTP - Notice to Proceed
- PM - Project Manager
- PMD - Project Management Department
- WO - Work Order