**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/forms.htm](http://bfa.sdsu.edu/prosrvcs/forms.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

### 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

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**Start:** Go to [http://projmngr.sdsu.edu](http://projmngr.sdsu.edu) submit Work Request for Permit

**Close Out Retention**