



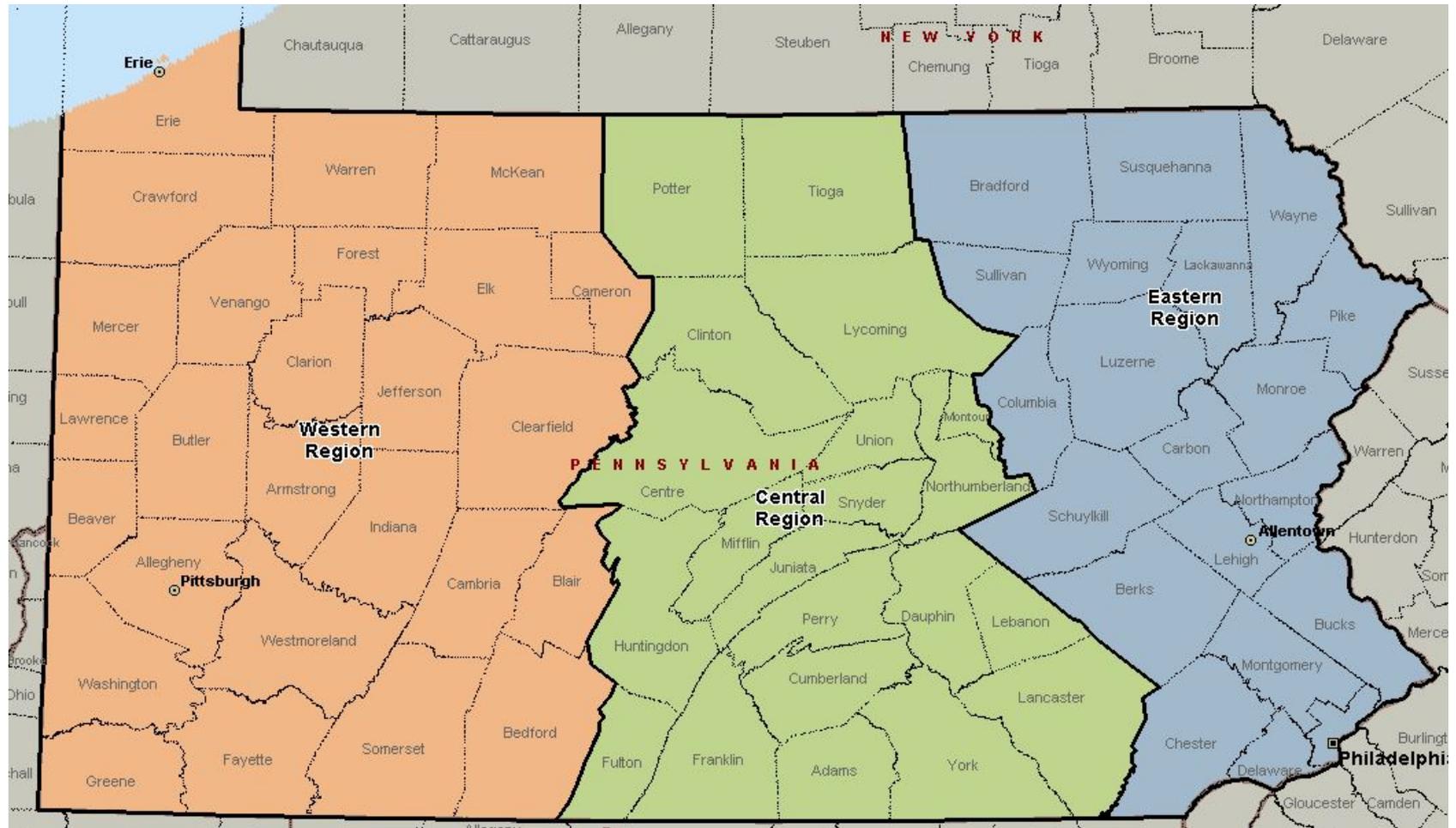
# Job Order Contracting

## RFP Process Summary

April 2016

This presentation is provided for general guidance only.  
Proposers must review and follow RFP and  
Bulletin requirements in preparing their Proposals.

# JOC Regions



# Prime JOC Contractors / Region

- General Construction
  - HVAC
  - Plumbing
  - Electrical
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- Two year term with 3 one year options

# Proposal Generally

- RFP consists of 3 distinct parts:
  1. **Technical Submission (30%)**
  2. **Cost Submission (50%)**
  3. **Small Business/Small Diverse Business (20%)**
- Must be separately sealed with the Project Name, Region, Number, Contractor Contact Info on each sealed part.
- See RFP Parts 1 and 2 for specific requirements of each part.
- Technical Submission has a 70% threshold for qualification
- Cost and SB/SDB Score are combined with Technical Score for an overall Total Proposal Score (see formula in Part 3)

# Labels and Tabs

- No requirement on Proposal appearance
- However, differing sections of proposal may be labeled with corresponding RFP Sections for ease of reference.
- Delivery method
  - Hand delivery
  - Mail Service (FedEx, UPS, etc.)
  - Other

# Tech' Submission – Responsiveness Review

- Responsiveness Checklist
  - Appendix BB is the checklist used by DGS for responsiveness review
  - Pay attention to the Mandatory items (i.e., what will disqualify a proposer versus what will be scored)
    - Attendance at a Pre-Proposal
    - Signed Proposal Signature Page
    - Signed and Notarized Non-Collusion Affidavit

# Technical Submittal

- The Technical Submittal package/envelope
  - Submit 1 original / 6 copies, labeled “Technical Submittal”
  - Cover Letter
- 5 Sections
  - Company Profile (Section 2-3.1)
  - Comparable Construction Experience (Section 2-3.2)
  - Key Personnel (Section 2-3.3)
  - General Understanding of JOC Procurement System (Section 2-3.4)
  - Mandatory Forms (Section 2-3.5)
- See RFP Part 2, Section 2.3

# Section 2-3.1: Company Profile

- **Complete Appendix D – Company Profile**
  - Company information
  - Experience and services you provide
- **Insurance company letter with your Experience Modification Rate (EMR)**

# Section 2-3.2: Comparable Construction Experience

- **Detailed experience on projects:**
  - Less than \$50,000 (Appendix E)
  - Between \$50,000 and \$150,000 (Appendix F)
  - Between \$150,000 and \$300,000 (Appendix G)
- **Maximum of 4 projects for each dollar value range**
  - Submit a separate Appendix E, F, and G for each project

# Section 2-3.3: Key Personnel

- **Proposer's Personnel assigned to the Contract**
  - Project Managers – Max 2 (App H)
  - General Field Superintendents – Max 3 (App I)
- **Staffing Plan**
  - Describe staffing plan for administering the projects

# Section 2-3.4: Understanding JOC Procurement System

- **Proposer's Narrative of:**
  - Overview of JOC System
  - JOC procedures used by Agencies
  - Process for preparing designs and Job Orders
  - Process for selecting and awarding subcontracts
  - Plan for meet/exceeding SB/SDB participation
  - Keys to success
  - Any other important information

## Section 2-3.5: Mandatory Forms

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- **Signed Proposal Signature Page (App A)**
- **Non-Collusion Affidavit (App B)**
  
- **Attendance at a Pre-Proposal**

# Tech' Submission – Scorers

- **Scoring Committee Members**
  - 7 persons with construction experience
  - Sign Confidentiality and No Conflict Statements
  - Individually/Independently score each responsive proposal
- **Each Scorer uses Same Scoring Matrix**
  - Matrix is identical to the one published in the RFP (App CC)
  - Make sure to address each item in the scoring matrix. Refer to Part 2-3 of the RFP and Appendix CC for the items that will be scored by the Committee.
  - Committee member scores will be averaged
- **70% Threshold**
  - Only Proposers receiving at least 70% of the total available points for the Technical Submission will be deemed qualified.
- **Technical Submission is 30% of Proposal Score**

# Cost Submission

- One original Submission in separately sealed envelope
- Use Cost Submission Form (Appendix J )
  - Proposer is to provide Adjustment Factors
    - Normal Working Hours
    - Other than Normal Working Hours
    - Non Pre-priced Tasks
    - Design Work
- **Cost Submission is worth 50% of total proposal points.**

# Cost Form

	Adjustment Factor Name	Adjustment Factor Bid	X Multiplier	= Total
1.	Adjustment Factor for Normal Working Hours	— . — —	X 0.50	= — . — —
2.	Adjustment Factor for Other Than Normal Working Hours	— . — —	X 0.20	= — . — —
3.	Adjustment Factor for Non Pre-priced Tasks	— . — —	X 0.10	= — . — —
4.	Adjustment Factor for Design Work	— . — —	X 0.20	= — . — —
5.	<p>Add all the Total amounts in the right column.</p> <p>The Sum of these Total amounts on line 5 is the Final Proposed Price for Cost Submittal scoring purposes only.</p>			= — . — —

# Small Business and Small Diverse Business Submission

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## Bureau of Diversity, Inclusion and Small Business Opportunities

- Refer to the RFP for requirements
- Appendix C
- SB/SDB Submission is 20% of the Proposal Score

# Summary

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- Review Responsive Checklist before submitting Proposal (Appendix BB)
- Include the Mandatory items with Proposal
- Use forms provided by DGS in the RFP Appendices
  - Tech Forms, Cost Form, SBSDB Form, etc.

# Request for Proposals

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- Questions??

