

JOC Process Definitions

Agency Owner	The Agency Owner is the agency's single point of contact relative to the scope of the project
JOC Administrator	Representative of The Gordian Group, LLC, the Commonwealth's JOC Administrator
JOC Contractor	The awarded JOC contractor(s), by trade and region, who will complete construction of the JOC Project
Construction Manager	The Agency Owner or Owner's designee, who will administer on-site work during the duration of the JOC project. In the event the Agency Owner does not have the ability to perform these services, they may be contracted from the JOC Administrator for a fee. In the event they are procured from the JOC Administrator, that resource becomes the Construction Manager
Agency Purchasing Staff	The Agency staff assigned responsibilities to create and administer the purchasing documents associated with the JOC Project
Agency Fixed Asset Coordinator	The Agency staff assigned by Comptroller Operations as the Agency Fixed Asset Coordinator
Comptroller Operations	Staff at Comptroller Operations responsible for the review and approval of Purchase Order.

JOC Project Initiation and Purchase Order Creation/Processing Steps - NOT using WBS Elements

1. Agency Owner enters a JOC Project Request in the JOC Consultant (Gordian Group) web-based system via online form.
2. JOC Consultant accepts JOC Project Request and notifies Agency of acceptance.
3. Agency Purchasing Staff creates SRM PO to JOC Consultant in accordance with the JOC Consultant Contract, leveraging appropriate line items and basing the values of each line item on the estimated total project cost. Once confirmation of receipt of the PO is received from the JOC Consultant, project scoping can commence. This PO should be created based upon the Agency Owner's estimated project costs. It will be adjusted to reflect actual construction costs during the course of the processes outlined below.
4. JOC Consultant, JOC Contractor (as established by Trade(s) and geographical region), and Agency Owner meet for the Joint Scope Meeting to scope project and establish JOC Project Package
5. JOC Consultant and JOC Contractor scope the project and create the Job Order Package in the JOC Consultant's web-based solution. Package will provide material and quantity detail from the Task Order Catalogue and will also contain information as to the number of payments required for project delivery. The JOC Consultant in coordination with Comptroller Operations will also provide guidance on whether or not the project requires the creation of fixed assets.
6. Job Order Package is transmitted to Agency Owner for review. If the JOC Project Package is NOT accepted to proceed to construction, the process ends here, and the PO created to the JOC Consultant is liquidated and deleted. If Package is accepted, process continues, following one of the paths below. To the extent the project will leverage MULTIPLE JOC Contractors, the processes should be duplicated for EACH JOC Contractor. All purchase order numbers for each JOC project shall be cross-referenced in the Internal Notes field of each purchase order (JOC Contractor(s) and JOC Consultant) for the project.

If single payment and no asset required...	If single payment and asset required...	If multiple payment and asset required...	If portion is asset and single payment...	If portion is asset and multiple payment...
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<p>7. Agency Purchasing Staff creates SRM PO for the JOC Contractor as a single line item, using a quantity of 1 and a value of the total project cost. No fixed asset designation is required. JOC Contractor must confirm receipt of PO.</p>	<p>7. Agency Purchasing Staff requests fixed asset number from the Agency Fixed Assets Coordinator.</p>	<p>7. Agency Purchasing Staff requests fixed asset number from the Agency Fixed Assets Coordinator.</p>	<p>7. Agency Purchasing Staff requests fixed asset number from the Agency Fixed Assets Coordinator.</p>	<p>7. Agency Purchasing Staff requests fixed asset number from the Agency Fixed Assets Coordinator.</p>
<p>8. JOC Consultant PO is revised to reflect actual project cost, correct fees, and to cross reference project PO(s).</p>	<p>8. Fixed Asset Coordinator creates asset identifying the asset by the Project Number and Description.</p>	<p>8. Fixed Asset Coordinator creates asset identifying the asset by the Project Number and Description.</p>	<p>8. Fixed Asset Coordinator creates asset identifying the asset by the Project Number and Description.</p>	<p>8. Fixed Asset Coordinator creates asset identifying the asset by the Project Number and Description.</p>
<p>9. JOC Contractor commences work and the Construction Manager administers the JOC Project in accordance with the Contract Documents.</p>	<p>9. Agency Purchasing Staff creates SRM PO for the JOC Contractor as a single line item, using a quantity of 1 and a value of the total project cost and enters the fixed asset number provided from the Agency Fixed Assets Coordinator in the "Account Assignment" tab of the PO. JOC Contractor must confirm receipt of PO.</p>	<p>9. Agency Purchasing Staff creates SRM PO for the JOC Contractor by creating a line item for each anticipated payment, using a quantity of 1 and a value of the individual payments as outlined in the Job Order Package. The fixed asset number as provided from the Agency Fixed Assets Coordinator must be indicated in the "Internal Note" section of the PO. The JOC Contractor confirms receipt of the PO.</p>	<p>9. Agency Purchasing Staff creates SRM PO for the JOC Contractor by creating a line item for the portion of the project that is to be capitalized and a line item for the portion of the project that is not to be capitalized. Each line item should be a quantity of 1 and the value of the portions that are to be capitalized and not capitalized. The fixed asset number as provided from the Agency Fixed Asset Coordinator should be included in the "Internal Note" section of the Purchase Order. JOC Contractor confirms receipt of the PO. If there is only one line item that is a fixed asset, then you could enter the fixed asset number in the Account Assignment tab of the PO.</p>	<p>9. Agency Purchasing Staff creates SRM PO for the JOC Contractor by creating a line item for each anticipated payment using a quantity of 1 and a value of the individual payment. To the extent a portion of the project will be recorded as a fixed asset and a portion not recorded as an asset, the Agency fiscal must split each payment proportionately based on upon the portion to be capitalized and the portion not to be capitalized. The fixed asset number as provided from the Agency Fixed Assets Coordinator should be included in the "Internal Note" section of the Purchase Order. JOC Contractor confirms receipt of the PO.</p>
<p>10. JOC Contractor completes work.</p>	<p>10. JOC Consultant PO is revised to reflect actual project cost, correct fees, and to cross-reference project PO(s). If Construction Management services are used, asset number shall be included in the account assignment tab of the PO.</p>	<p>10. JOC Consultant PO is revised to reflect actual project cost, correct fees, and to cross-reference project PO(s). If Construction Management services are used, asset number shall be included in the account assignment tab of the PO.</p>	<p>10. JOC Consultant PO is revised to reflect actual project cost, correct fees, and to cross-reference project PO(s). If Construction Management services are used, a line item shall be created for the proportional management cost of the capitalized portion and an additional line item shall be created for the proportional management cost of the project not capitalized. The asset number shall be included in the account assignment tab of the PO.</p>	<p>10. JOC Consultant PO is revised to reflect actual project cost, correct fees, and to cross-reference project PO(s). If Construction Management services are used, a line item shall be created for the proportional management cost of the capitalized portion and an additional line item shall be created for the proportional management cost of the project not capitalized. The asset number shall be included in the account assignment tab of the PO.</p>
<p>11. JOC Contractor provides invoice to Construction Manager for final approval.</p>	<p>11. JOC Contractor commences work and the Construction Manager administers the JOC Project in accordance with the Contract Documents.</p>	<p>11. JOC Contractor commences work and the Construction Manager administers the JOC Project in accordance with the Contract Documents.</p>	<p>11. JOC Contractor commences work and the Construction Manager administers the JOC Project in accordance with the Contract Documents.</p>	<p>11. JOC Contractor commences work and the Construction Manager administers the JOC Project in accordance with the Contract Documents.</p>
<p>12. Upon Construction Manager final approval, JOC Contractor emails invoice to Comptroller Operations at 69180@pa.gov for processing.</p>	<p>12. JOC Contractor completes work.</p>	<p>12. JOC Contractor completes first line item of work and provides invoice to Construction Manager for approval.</p>	<p>12. JOC Contractor completes work.</p>	<p>12. JOC Contractor completes first milestone of work and provides invoice to Construction Manager for approval, ensuring the line items are presented on the invoice as they were presented on the PO.</p>
<p>13. Upon receipt of JOC Contractor invoice for processing, Agency Purchasing Staff adjusts the line items on the JOC Consultant PO in accordance with actual construction costs. Agency Purchasing Staff receives confirmation of adjusted PO from JOC Consultant.</p>	<p>13. JOC Contractor provides invoice to Construction Manager for final approval.</p>	<p>13. Upon Construction Manager approval, JOC Contractor emails invoice to Comptroller Operations at 69180@pa.gov for processing, indicating the line item completed and to be paid.</p>	<p>13. JOC Contractor provides invoice to the Construction Manager for approval, ensuring the line items are presented on the invoice as they were presented on the PO.</p>	<p>13. Upon Construction Manager approval, JOC Contractor emails invoice to Comptroller Operations at 69180@pa.gov for processing.</p>

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14. JOC Consultant emails invoice to Comptroller Operations at 69180@pa.gov for processing.	14. Upon Construction Manager final approval, JOC Contractor emails invoice to Comptroller Operations at 69180@pa.gov for processing.	14. Upon receipt of the JOC Contractor invoice, agency purchasing staff confirms invoice matches first line item and processes the GR.	14. Upon Construction Manager approval, JOC Contractor emails invoice to Comptroller Operations at 69180@pa.gov for processing.	14. Upon receipt of the JOC Contractor invoice, Agency purchasing staff confirms invoice line items match and processes the GRs.
15. Agency fiscal receives and reviews the JOC Contractor invoice and the JOC Consultant invoice and completes the GRs.	15. Upon receipt of the JOC Contractor invoice for processing, Agency Purchasing Staff adjusts the JOC Consultant's fee on the PO to reflect actual total construction costs. To the extent Construction Management Services were procured from the JOC Consultant, the Agency Purchasing Staff should add the fixed asset number provided from the Agency Fixed Assets Coordinator to the "Account Assignment" tab of the PO. If no Construction Management services were provided by the JOC Consultant, no fixed asset number should be included on this PO. Agency Purchasing Staff receives confirmation of adjusted PO from JOC Consultant.	15. Comptroller Operations reviews the JOC Contractor invoice and completes the IR.	15. Upon receipt of the JOC Contractor invoice for processing, Agency Purchasing Staff adjusts the JOC Consultant's fee on the PO to reflect the actual construction costs. To extent Construction Management Services were procured from the JOC Consultant <u>and</u> those services were associated with the portion of the project to be capitalized, the Agency Purchasing Staff should include the fixed asset number on the "Internal Note" section of the PO. If only one line item is capitalized then the fixed asset number could go in the Account Assignment Tab. If no Construction Management services were provided by the JOC Consultant, no fixed asset number should be included on this PO. Agency fiscal receives confirmation of the adjusted PO from the JOC Consultant.	15. Comptroller Operations reviews the JOC Contractor invoice and completes the IR.
16. Comptroller Operations reviews the Contractor and the JOC Consultant invoices and GRs and completes the IR.	16. JOC Consultant emails invoice to Comptroller Operations at 69180@pa.gov for processing.	16. JOC Contractor continues work, submitting invoices for each subsequent line item. Agency purchasing staff and Comptroller Operations complete their review for each subsequent invoice and continue to enter GR and IR for subsequent payment, including final payment.	16. JOC Consultant emails invoice to Comptroller Operations at 69180@pa.gov for processing.	16. JOC Contractor continues work, submitting invoices for each subsequent line item. Agency purchasing staff and Comptroller Operations complete their review for each subsequent invoice and continue to enter GR and IR for subsequent payment, including final payment.
17. Project Complete.	17. Agency Purchasing Staff receives and reviews the JOC Contractor invoice and the JOC Consultant invoice and completes the GRs. It is important that the Agency Purchasing Staff complete the GR on the JOC Contractor PO prior to the GR for the JOC Consultant PO to ensure proper capitalization of the fixed asset.	17. Upon receipt of the final JOC Contractor invoice for processing, Agency purchasing staff adjusts the JOC Consultant's fee on the PO to reflect actual total construction costs. To the extent Construction Management Services were procured from the JOC Consultant, the Agency Purchasing Staff should add the fixed asset number provided from the Agency Fixed Assets Coordinator to the "Internal Note" section of the PO. If no Construction Management services were provided by the JOC Consultant, no fixed asset number should be included on this PO. Agency purchasing staff receives confirmation of adjusted PO from JOC Consultant.	17. Agency purchasing staff receives and reviews the JOC Contractor invoice and the JOC Consultant invoice and completes the GRs. It is important that the Agency Purchasing Staff complete the GR on the JOC Contractor PO <u>prior to</u> the GR for the JOC Consultant PO to ensure proper capitalization of the fixed asset.	17. Upon receipt of the final JOC Contractor invoice for processing, Agency purchasing staff adjusts the JOC Contractor's fee on the PO to reflect actual total construction costs. To the extent Construction Management Services were procured from the JOC Consultant, the Agency Purchasing Staff should add the fixed asset number provided from the Agency Fixed Assets Coordinator to the "Internal Note" section of the PO. If no Construction Management services were provided by the JOC Consultant, no fixed asset number should be included on this PO. Agency fiscal receives confirmation of adjusted PO from JOC Consultant.
	18. Comptroller Operations reviews the Contractor and the JOC Consultant invoices and GRs and completes the IR.	18. JOC Consultant emails invoice to Comptroller Operations at 69180@pa.gov for processing.	18. Comptroller Operations reviews the JOC Contractor and the JOC Consultant invoices and GRs and completes the IR.	18. JOC Consultant emails invoice to Comptroller Operations at 69180@pa.gov for processing.
		19. Agency purchasing staff receives and reviews the JOC Consultant invoice and completes the GR. 20. Comptroller Operations reviews the JOC Consultant invoice and completes the IR. 21. Agency Purchasing Staff notifies Agency Fixed Asset Coordinator of the completion of the JOC Project and provides the Fixed Asset Coordinator with the total value to be associated with the asset, including the JOC Consultant Construction Management costs, if applicable.		19. Agency Purchasing Staff reviews JOC Consultant invoice and completes the GR. 20. Comptroller Operations reviews the JOC Consultant invoice and completes the IR. 21. Agency Purchasing Staff notifies Agency Fixed Asset Coordinator of the completion of the JOC Project and provides the Fixed Asset Coordinator with the total value to be associated with the asset, including the JOC Consultant Construction Management costs, if applicable.

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22. Agency Fixed Assets Coordinator completes the ABZE transaction by entering the total dollar value as provided by the Agency Purchasing Staff. In addition, it is recommended that the Agency Fixed Assets Coordinator **at minimum** note the PO numbers for both the JOC Contractor(s) and JOC Consultant within the notes section of the fixed asset record and upload copies of the POs.

22. Agency Fixed Assets Coordinator completes the ABZE transaction by entering the total dollar value as provided by the Agency Purchasing Staff. In addition, it is recommended that the Agency Fixed Assets Coordinator at minimum note the PO numbers for both the JOC Contractor(s) and JOC Consultant within the notes section of the fixed asset record and upload copies of the POs.