

APPENDIX A: MINIMUM CONTENT FOR REQUEST FOR QUALIFICATIONS (RFQ)

REQUEST FOR QUALIFICATIONS

JOB ORDER CONTRACT

CONSTRUCTION SERVICES

[INSERT UNIVERSITY NAME]

[Insert University System]

[City, Louisiana]

[Insert Project/RFQ Number If Applicable]

[Date]

**REQUEST FOR QUALIFICATIONS
JOB ORDER CONTRACT**

ISSUE DATE: (insert date)

Insert University Name

City, Louisiana

[Insert Relevant RFQ Number If Applicable]

ISSUED BY: University Name

University System

University Department

Building Name

Address

City, State, Zip Code

The electronic submission of "PROPOSALS" (Statements of Qualifications) will be received for the [Insert Institution/System Name] until [insert time] local time, [insert day], [insert date], for furnishing the work described herein. The "PROPOSAL" must be titled "CONSTRUCTION SERVICES Job Order Contract, [insert University name], [insert city], Louisiana, [insert relevant university project/contract/RFQ], and title indicated in the subject line of the email.

In compliance with this Request for Qualifications and with all Conditions imposed herein, the undersigned offers and agrees to furnish services in accordance with the attached signed Proposal.

I certify that I have read and understand this Request for Qualifications and am duly authorized to sign this proposal for the Proposer. I certify that the language in this document has not been altered in any way and appears as originally transmitted by the issuing authority.

NAME AND ADDRESS OF FIRM (PROPOSER):

DATE:

BY:

NAME:

_____ TITLE:

PHONE:

EMAIL:

PROPOSAL (including all attachments) shall be submitted in electronic format only and emailed to: (insert e-mail address) prior to the stipulated deadline for receipt of Proposals (Statements of Qualifications).

**REQUEST FOR QUALIFICATIONS
JOB ORDER CONTRACT
CONSTRUCTION SERVICES**

[INSERT UNIVERSITY NAME]

[Insert University System]

City, Louisiana

[insert relevant number if applicable]

[insert date]

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1.0 GENERAL INFORMATION

1.1 INTRODUCTION AND PURPOSE

The purpose of this Request for Qualifications (RFQ) is to solicit Proposals (Statements of Qualifications) from qualified applicants to award Job Order Contracts for Construction Services for the [insert institution/system] (“Owner”). Owner intends to contract with a qualified contractor to provide Construction Services. Selection of the Job Order contractor will be a selection method based on the criteria evaluation and scoring addressed in Section 5 of this RFQ. The Owner seeks qualified contractors to coordinate the day-to-day facilitation, communication and management of construction of multiple capital renewal and/or deferred maintenance projects for the various project types described in this RFQ. It is anticipated that the successful contractors will be responsible and accountable for managing several subcontractors.

1.2 GENERAL DESCRIPTION AND BACKGROUND

This RFQ is issued by [Insert Institution Name], a public postsecondary institution in the State of Louisiana. The institution seeks to select one or more qualified contractors to provide Job Order Contracting (JOC) services for facilities-related projects that address deferred maintenance. This RFQ is issued pursuant to the authority granted in Act 88 of the 2025 Louisiana Regular Legislative Session (RLS), codified in R.S. 17:3369.3(A)(8) and R.S. 38:2225.6. Work performed under the contract may also support the capital improvement initiatives outlined in Act 751 of 2024 RLS, codified in R.S. 17:3369.1 through 3369.4.

1.3 STATEMENT OF INTENT

The Owner intends to use the JOC delivery method to expedite the execution of multiple, recurring deferred maintenance and minor renovation projects on higher education facilities. This approach is authorized by Act 88 of the 2025 RLS and offers distinct advantages in responsiveness, cost control, transparency, and procurement efficiency.

JOC allows the Owner to engage prequalified contractors for small-to-medium scale construction projects that are routine in nature but variable in timing, scope, and location. Job Orders issued under this contract will be based on a competitively selected Unit Price Book (UPB) and an agreed-upon coefficient, streamlining cost determination and execution. This delivery method enables the Owner to address facility needs across

its campuses in a timely and coordinated manner without the delays inherent in traditional design-bid-build processes.

1.3.1 JOC DELIVERY TEAM

1.3.1.1 Owner's Role

The Owner will assign a project manager who will serve as the central point of contact and provide oversight for each Task Order. This individual will coordinate with contractors, internal stakeholders, and any third-party consultants to ensure alignment with institutional goals and compliance with JOC standards.

1.3.1.2 Professional Services Support

The Owner may, at its discretion, engage architectural, engineering, or program management consultants to support specific Job Orders. Such consultants may assist in the development of scopes of work, performance criteria, cost evaluations, and quality assurance oversight. All such professionals will be appropriately licensed as required by R.S. 38:2225.6(F).

1.3.1.3 Contractor Role

The selected JOC contractor(s) will execute projects as directed through individual Task Orders. Contractors are expected to collaborate closely with Owner and consultants to finalize scopes and schedules, utilize the UPB and coefficient pricing model with transparency, ensure subcontractor selection follows any project-specific participation goals or objectives, and maintain appropriate staffing, supervision, and documentation for each Task Order.

1.3.1.4 Subcontractor Engagement

For each Job Order, contractors may be required to submit proposed subcontractor rosters for review and approval. Selection of subcontractors must follow applicable institutional procedures and aim to promote inclusivity, capability, and compliance with state and institutional goals.

1.3.1.5 Use of JOC as a Strategic Tool

JOC contractors will be viewed as strategic partners in the ongoing stewardship of campus assets. As such, they are expected to participate in periodic program reviews and contribute to process improvements, scope clarifications, and lessons learned documentation.

2.0 ADMINISTRATIVE INFORMATION

2.1 DEFINITIONS

For purposes of this Request for Qualifications, the following words and terms shall have the meaning specified below:

1. **Amendment:** A written modification to an executed Job Order, signed by the Owner and the JOC contractor, that authorizes a change in the scope of Work, the Contract Sum, and/or the time for completion.
2. **Agreement:** The contract between the Owner and the selected JOC contractor, establishing the terms and conditions under which work will be performed. This includes the Owner–Contractor Master Agreement, General Conditions, and other contract exhibits.
3. **Available Funds for Construction (AFC):** The total amount of funds allocated for the execution of Job Orders under this JOC contract, exclusive of contingency allowances, soft costs, or other non-construction expenses.
4. **Designer:** A licensed architectural or engineering firm retained by the Owner to provide design, review, or scope definition services in support of specific Job Orders, where required. Designers must be licensed in the State of Louisiana in accordance with applicable laws.
5. **General Conditions:** The terms and conditions that govern the administration, performance, and responsibilities of parties to the Agreement. These may include scheduling, site access, safety requirements, payment procedures, and other relevant provisions.
6. **Job Order:** A written document signed by the Owner and the JOC contractor under the master JOC agreement that details the specific scope of work, duration, and price for a defined construction or renovation project. Synonymous with Task Order.
7. **JOC Contractor:** A contractor selected through this RFQ process to enter into a master Job Order Contract and perform work under individual Job Orders issued by the Owner.
8. **Job Order Contract (JOC) Program:** Enables a public higher education institution to efficiently order construction or maintenance work without rebidding each project. Work is authorized through individual Job Orders, each priced based on a predefined Unit Price Book (UPB) and a contractor's agreed-upon coefficient.

9. **Key Subcontractor:** A subcontractor retained by the JOC contractor who will perform a significant portion of the work under a given Job Order or who is identified by name in the RFQ response due to their qualifications or role.
10. **Local Firm:** A firm that maintains an established, staffed office within the State of Louisiana and is authorized to conduct business in the state.
11. **Owner:** The public postsecondary education institution or higher education system issuing this RFQ, or its governing board or designated representative(s), as authorized under Louisiana law.
12. **Project:** Improvements addressing deferred maintenance of public facilities, including the complete renovation of buildings with significant deferred maintenance needs; utility infrastructure; drainage, street, sidewalk, and site infrastructure; the demolition of public facilities; and any other improvements to address deferred maintenance needs. The term does not include new buildings or building additions, other than minor additions required for code compliance or improved access to a public facility.
13. **Project Team:** The collaborative group responsible for successful Job Order execution, which may include the Owner, JOC contractor, Designer (if applicable), and any support consultants or stakeholders designated by the Owner.
14. **Proposal (or Statement of Qualifications):** A written submission provided by a Proposer in response to this RFQ detailing the firm's qualifications, project experience, personnel, and other relevant criteria for consideration in the selection process.
15. **Proposal Due Date:** The date and time by which all Statements of Qualifications must be submitted to be considered for evaluation under this RFQ.
16. **Proposer:** Any individual, partnership, firm, corporation, or other legal entity submitting a Statement of Qualifications in response to this RFQ.
17. **RFQ:** This Request for Qualifications, including all exhibits, attachments, and addenda issued before the Proposal Due Date.
18. **Selection Review Committee:** A panel appointed by the Owner to review, score, and rank Proposals in accordance with La. R.S. 38:2225.6 and other applicable procurement rules, and to recommend award of the JOC contract to the most qualified firm(s).
19. **Task Order:** Synonymous with Job Order. See definition under "Job Order."

20. **Third-Party Firm:** Entity hired by an institution to perform services related to the development, implementation, and support of a Job Order Contract program.

2.2 EXPECTED TIME PERIOD FOR CONTRACT

Each JOC contract awarded is expected to have an initial term of two years, with an option to extend annually for up to three additional years at the sole discretion of the Owner, subject to funding availability and performance.

2.3 RFQ COORDINATOR

Request for copies of the RFQ and written questions must be directed to the RFQ Coordinator below.

Name: [Insert Name]

Title: [Insert Title]

Email: [Insert Email]

Phone: [Insert Phone Number]

The RFQ is posted in electronic format at (insert locations of posting and link to website)

2.4 ISSUING OFFICE

The RFQ is being issued by [insert office, division, university, and system information]

2.5 SCOPE

Selected contractors will furnish all supervision, labor, tools, equipment, and materials necessary to complete task orders under JOC contracts. Projects typically include maintenance, repair, demolition, and minor construction for academic, administrative, and auxiliary buildings across [System/Campus Name] facilities.

2.6 INQUIRIES

The [System/Campus Name] will consider written Proposer inquiries regarding RFQ requirements or Scope of Services up until the deadline stipulated in the Schedule of Activities. The [System/Campus Name] reserves the right to modify this RFQ should modification be in the best interest of the [System/Campus Name].

2.7 COMMUNICATIONS

From the issuance of this RFQ until the execution of the Job Order Contract, all communications regarding this solicitation, including the evaluation process and any resulting award, shall be considered formal. All correspondence must be submitted in writing and directed exclusively to the RFQ Coordinator identified in **Section 2.3**.

Proposers shall not initiate contact with, nor seek information from, any personnel affiliated with the Owner, affiliated higher education institutions, consultants, or any other representatives involved in this process, except through the designated RFQ Coordinator. This includes inquiries related to the content of other proposals, contractor qualifications, subcontractor arrangements, or specifics regarding the scope of work outside the formal question-and-answer process.

Should a Proposer be approached by any representative of the Owner, a campus institution, or external consultants outside the authorized communication channel, the Proposer must immediately notify the RFQ Coordinator and seek clarification and guidance.

Failure to comply with this communication protocol may result in disqualification from consideration under this RFQ.

2.8 ADDENDA TO RFQ

Addenda to this RFQ may be issued in response to formal questions or to clarify requirements prior to the closing date stipulated in the Schedule of Activities and will be posted on [insert RFQ posting site] and made available to Proposers. The [System/Campus Name] reserves the right to revise the Schedule of Activities or revise any part of the RFQ by issuing Addenda to the RFQ up to 72 hours prior to the deadline for receipt of Proposals. If an addendum is issued within 72 hours of the proposal deadline, an appropriate time extension for submission of Proposals will be granted. The Acknowledgement of Addenda Form shall be submitted with the Proposal.

2.9 SCHEDULE OF ACTIVITIES

Insert Schedule of Activities Including:

- RFQ Issue Date
- Deadline for Questions
- Proposal Due Date (Date/Time)
- Evaluation Period
- Shortlist/Interviews (If applicable)
- Negotiation and Contract Execution

3.0 PROPOSAL INFORMATION

3.1 MINIMUM QUALIFICATIONS OF PROPOSER

Proposers must hold a valid Louisiana contractor's license appropriate for building construction and demonstrate at least five years of experience performing construction work on projects involving deferred maintenance or recurring improvements to public facilities. Experience working in higher education or campus environments is preferred. While prior experience with Job Order Contracting (JOC) is not required, it will be

considered as an advantage. Contractors without direct JOC experience should highlight comparable experience with task order or indefinite delivery-type contracts.

3.2 GENERAL REQUIREMENTS

Firms interested in providing construction services under this RFQ for Job Order Contracting must submit a complete Proposal as specified in Section 4.0. The Proposal must be received by the RFQ Coordinator at the email address listed below by the deadline set forth in the Schedule of Activities. Faxed submissions will not be accepted. Proposals may be submitted electronically to: [insert email address]

All requested information must be provided; incomplete submissions may be subject to lower evaluation scores or disqualification. All documents should be submitted as a single PDF file. Extraneous materials or elaborate presentations beyond those necessary to clearly and effectively present the firm's qualifications are discouraged.

3.3 STANDARDS OF RESPONSIBILITY

Proposers must ensure their Proposal includes sufficient detail to allow the Selection Review Committee to evaluate the firm's ability to fulfill all responsibilities under a Job Order Contract. Demonstrated experience with task order, indefinite delivery, or job order-type contracting is advantageous. Experience in campus or higher education environments is preferred.

3.4 ADDENDA TO RFQ

Failure to acknowledge receipt of issued Addenda using the Acknowledgement of Addenda Form provided in this RFQ may result in the Proposal being considered non-responsive.

3.5 WAIVER OF ADMINISTRATIVE INFORMALITIES

The Institution and System reserves the right to waive minor administrative informalities in any Proposal, at its sole discretion.

3.6 PROPOSAL REJECTION

Issuance of this RFQ does not obligate the Institution to award a contract. The Institution reserves the right to accept or reject any or all Proposals in whole or in part, or to cancel this RFQ if doing so is determined to be in the University's best interest.

3.7 WITHDRAWAL AND RESUBMISSION OF PROPOSALS

A Proposal may be withdrawn prior to the deadline by submitting a signed written request from the firm's authorized representative to the RFQ Coordinator. Resubmissions must comply with all original submission requirements and deadlines.

3.8 SUBCONTRACTING INFORMATION

Multiple contractors may be selected to perform services under multiple JOCs. All contractors awarded a JOC will be responsible for all deliverables and performance associated with the Job Orders assigned under the JOC. Subcontracting is permitted, and firms may propose teaming arrangements, but the lead contractor must accept full responsibility for all work performed under the JOC.

3.9 OWNERSHIP OF PROPOSAL

All materials submitted in response to this RFQ become the property of the System. Selection or rejection of a Proposal does not affect this right.

3.10 PROPRIETARY INFORMATION

Only legitimate trade secrets or non-published financial data may be designated as proprietary. Such information must be clearly marked, and a redacted version of the Proposal (with proprietary content removed) must be submitted. The redacted version may be shared in response to public records requests. The System shall not be liable for the release of proprietary information included in the redacted version. Submission of a Proposal signifies agreement to indemnify the System for any claims or legal actions stemming from the release of proprietary information. Entire Proposals marked “confidential” may be rejected.

3.11 COST OF PREPARING PROPOSALS

All costs associated with the development and submission of the Proposal, as well as participation in interviews or other evaluation activities, are the sole responsibility of the Proposer. The Institution/System assumes no liability for any such costs.

3.12 ERRORS AND OMISSIONS IN PROPOSALS

The Institution/System is not responsible for any errors or omissions in Proposals. The System may, at its discretion, request clarification or additional information and reserves the right to make necessary corrections or amendments.

3.13 CODE OF ETHICS

Proposers must ensure their Proposal complies with Louisiana’s Code of Governmental Ethics (La. R.S. 42:1101, et seq.). Any actual or potential conflicts of interest must be disclosed. Questions about ethics compliance should be directed to the Louisiana Board of Ethics.

4.0 RESPONSE INSTRUCTIONS

4.1 PROPOSAL SUBMISSION

Proposals must be received on or before the date and time specified in the Schedule of Activities, unless said date is modified by the Owner through Addendum. The Proposal must be electronically delivered to the RFQ Coordinator listed above. It is solely the responsibility of the Proposer to assure that his/her/its Proposal is received prior to the deadline for submission. Proposals that, for any reason other than the fault of the Owner, are not received in a timely manner may be deemed non-responsive and may not be considered.

4.2 PROPOSAL FORMAT

The System requires that the Proposal (including attachments) be submitted in PDF format and delivered electronically to the RFQ Coordinator at [insert email address].

Proposals must be signed by persons(s) or agent(s) duly authorized to sign proposals or contracts on behalf of the Proposer.

Proposals should not be more than fifty (50) pages in length and be no smaller than 11-point type. The page limit excludes the information requested in the INTRODUCTORY SECTION – GENERAL INFORMATION portion of the RFQ, listed below. The page limit also excludes covers, tabs and dividers. A page is defined as one 8 ½" x 11" page with normal 1" equal prescribed margins. All pages must be numbered.

4.3 SPECIFIC REQUIREMENTS OF THE PROPOSAL

The following components are required for a complete submittal. Owner intends to evaluate and compare only Proposals that substantially conform to the terms and conditions of this RFQ. Owner reserves the right to reject any and all Proposals and to waive any informality. The Proposal response should be presented and submitted with the Introductory Section and under tabs as set forth below.

4.3.1 Required Content

- Cover Letter and Acknowledgment of Addenda
- Executive Summary
- Firm History and Structure
- Financial Stability and Bonding Capacity
- Project Team Qualifications and Staffing Plan
- Understanding and Approach to Job Order Contracting
- Past Project Experience (within higher education preferred)
- Safety Program and OSHA Record

5.0 EVALUATION AND SELECTION

5.1 EVALUATION TEAM

Proposals will be evaluated by a selection review committee designated by R.S. 38:2225.6 for the purpose of determining Proposers qualified to deliver the Project, taking into consideration evaluation factors set forth in this section of the RFQ.

5.2 CLARIFICATION OF PROPOSAL

The System reserves the right to seek clarification of any Proposal for the purpose of identifying and eliminating minor irregularities or informalities.

5.3 ADMINISTRATIVE AND MANDATORY SCREENING

All Proposals will be reviewed to determine compliance with requirements as specified in the RFQ. Proposals found to be in non-compliance will be rejected from further consideration.

5.4 EVALUATION AND SELECTION PROCESS

5.4.1 Proposal Scoring Methodology

Each proposal submitted in response to this RFQ will be evaluated by the Evaluation Committee based on the following weighted criteria. The maximum possible score is 100 points. The criteria reflect the State's priorities for selecting a qualified Job Order Contract (JOC) contractor with the capacity, experience, and understanding necessary for the successful execution of deferred maintenance and campus-based construction projects.

Evaluation Criteria and Weights:

- **Firm History and Financials (15%)**
Evaluators will assess the firm's organizational history, stability, and financial capacity to manage JOC contracts. Strong, verifiable financials and a stable operating history will score more favorably.
- **Qualifications and Staffing (25%)**
This includes the qualifications, roles, and relevant experience of proposed personnel, especially those who will manage and execute JOC work. Teams with proven experience on similar projects and dedicated staff will receive higher scores.
- **Understanding of JOC (20%)**
Proposals will be evaluated on the firm's demonstrated understanding of the Job

Order Contracting model, including its purpose, structure, and unique challenges. Firms showing familiarity with JOC processes and terminology will score higher.

- **JOC Execution Approach (20%)**

The proposed method for executing JOC projects, including how the firm will manage task orders, pricing, scheduling, subcontractor engagement, and quality control, will be evaluated. Well-articulated and efficient execution strategies will be scored more favorably.

- **Past Performance and References (20%)**

Evaluators will consider the firm's past performance on similar contracts and the feedback from references. Successful delivery of comparable projects, especially in higher education or public sector settings, will be viewed positively.

Each criterion will be scored individually, and the weighted scores will be combined to determine the total score for each proposal. The highest-scoring proposer(s) may be invited to participate in interviews or further clarification discussions at the System's discretion.

5.4.2 Selection Process

5.4.2.1 Evaluation and Scoring of Proposals

Proposals will be evaluated by the Evaluation Committee based on the weighted criteria outlined in Section 5.4.1. Each criterion is assigned a percentage weight, and scores will reflect how well the proposal meets expectations in each area.

- Each proposal can receive a maximum of 100 points.
- Scores from all committee members will be averaged to produce a final composite score for each proposer.
- Proposals will be ranked in descending order according to final composite scores.
- Score sheets will be maintained for public view in the event of a dispute.
- Each evaluator will be assigned a unique, anonymous evaluator identification number for scoring purposes.

5.4.2.2 Selection of Contractors

Multiple proposers with the highest composite scores may be selected for award. The number of contractors selected will be based on the anticipated volume of work and the System determination of how many qualified firms are needed to adequately support the Job Order Contracting program.

Selection will be based solely on proposal evaluations unless the Committee determines that interviews are necessary to finalize the list of awardees.

5.4.2.3 Optional Interviews or Presentations

The Evaluation Committee reserves the right to invite top-ranked Proposers to participate in interviews or presentations. These sessions may be used to:

- Clarify proposal content;
- Evaluate team experience with JOC;
- Confirm the proposed execution approach.

If interviews are conducted:

- Only Proposers who meet the minimum qualifications and score competitively will be invited.
- Interview performance may be factored into the final evaluation.

5.4.2.4 Final Recommendation

Upon completion of all evaluations and any interviews, the Evaluation Committee will finalize its list of recommended contractors. These firms will be presented to the Owner for approval and contract award. Final selection is subject to verification of licensing, financial standing, and any other required documentation.

6.0 VENDOR REGISTRATION

To contract with the Institution/System, the Contractor must be registered with the State of Louisiana, as a vendor with the system per their criteria and must have an active vendor number. Registration in the LaGOV system is available through the System Office of Procurement at [insert web link]. Questions about this process should be directed to the System Procurement office at [insert email address].

7.0 SCOPE OF WORK

The selected contractors will be awarded Job Order Contracts (JOCs) to perform a variety of construction, repair, and renovation projects for deferred maintenance and improvements to public facilities within a postsecondary education setting. Work will primarily involve projects of a recurring nature with indefinite quantities, types, and delivery schedules.

7.1 Work under this contract may include:

- Renovation of educational, administrative, or auxiliary facilities;
- Repair and replacement of mechanical, electrical, and plumbing (MEP) systems;
- Site infrastructure improvements (e.g., sidewalks, roads, utilities, drainage);
- Demolition of obsolete structures;
- Roofing repairs and replacements;
- ADA/accessibility upgrades;
- Life safety improvements (e.g., fire alarms, suppression systems);
- Interior and exterior finishes (e.g., painting, flooring, windows);
- Other minor construction related to deferred maintenance and code compliance.

7.2 Key characteristics of the Job Order Contracting program:

- **Indefinite Delivery/Indefinite Quantity (IDIQ):** Work is performed under task orders issued over the term of the contract.
- **Unit Price Basis:** Projects will be priced using a pre-established Unit Price Book (UPB), with proposer-submitted coefficient(s) applied.
- **Multiple Contractors:** More than one contractor may be selected to allow for flexible project delivery based on capacity, specialty, or scheduling.
- **No Guaranteed Work Volume:** There is no minimum guarantee of work. Task orders will be issued at the discretion of the Institution/System based on need and contractor availability.

7.3 Construction Services Scope of Work – Job Order Contract

The selected Job Order Contractors will provide general construction services on an as-needed basis under task orders issued pursuant to a Job Order Contract (JOC). Responsibilities will generally include minor construction, renovations, repairs, and maintenance to existing System facilities and infrastructure.

Key responsibilities of selected JOC contractors include:

1. Collaboration with Institution/System and Design Teams:

The contractor shall collaborate with the Institution/System and design professionals to coordinate project execution, including understanding project requirements, reviewing design documents, and ensuring construction feasibility. Where applicable, Contractors may be required to participate in infrastructure coordination.

2. Procurement and Management of Subcontractors:

The Contractor shall be responsible for soliciting and managing qualified trade contractors and suppliers in accordance with the requirements of the task order. All subcontractor work must align with approved unit pricing and multiplier rates established in the contract.

3. Coordination with Institution/System Hired Vendors:

Contractors must coordinate their work with other vendors or contractors engaged separately by the Institution/System for furnishings, equipment, or other services necessary to complete the scope of work under each task order.

4. Efficient and Safe Project Delivery:

Contractors must execute all assigned work efficiently, safely, and in strict compliance with the project-specific task order and applicable regulations. Timely delivery and adherence to quality standards are essential.

5. Change Management and Contingency Use:

Contractors must follow the established JOC procedures for requesting authorization of changes, amendments, or contingency fund usage. All such requests must be documented and approved in writing by the Institution/System prior to execution.

6. Acceptance of System-Hired Specialty Vendors:

Contractors may be required to accept assignment of certain specialty vendors pre-selected by the Institution/System for specific work scopes. Such assignments shall not be unreasonably refused.

7. Continuous Improvement and Value Optimization:

Contractors are expected to provide ongoing recommendations to improve cost-efficiency, quality, and project delivery timelines. This includes identifying opportunities to streamline scheduling, enhance durability, or reduce life-cycle costs.

8. Leadership in Safety:

Contractors shall take primary responsibility for enforcing jobsite safety protocols and ensuring that all personnel and subcontractors comply with Occupational Safety and Health Administration (OSHA) and System safety requirements. A strong culture of safety is required.

9. **Financial Transparency:**

Contractors shall provide open-book documentation of all costs, including subcontractor quotes, invoices, and material costs, as requested by the Institution/System.

10. **Self-Performance:**

Contractors may self-perform portions of the work, subject to approval by the Institution/System. Self-performance must demonstrate clear value in terms of cost, schedule, or quality. All self-performed work will be monitored for fairness and compliance with JOC terms.

8.0 PROJECT SCHEDULE

The Job Order Contract (JOC) will be awarded for an initial term of **two (2) years**, with the option to renew annually for up to **three (3) additional years** at the System's discretion, based on contractor performance and funding availability.

Because JOC is an Indefinite Delivery/Indefinite Quantity (IDIQ) contract, there is no predefined project start or completion date for individual jobs at the time of contract award. Instead:

- **Task Orders** will be issued throughout the contract term on an as-needed basis.
- Each task order will include its own **scope of work, schedule requirements, and completion deadline**, based on the nature and urgency of the work.
- Contractors are expected to respond promptly to task order requests, provide timely estimates, and complete the work within the timelines established for each task.
- Typical task order durations may range from **a few days to several months**, depending on project complexity and site conditions.

Contractors must demonstrate the ability to manage multiple concurrent projects, respond quickly to short-notice needs, and mobilize labor and materials efficiently.

If the Owner and the Contractor are not able to agree upon the cost for an individual task or job order, or the maximum number of contract days to complete the task or job order, then the task or job order may be re-assigned to another Contractor that holds a Job Order Contract with the Institution/System.