

Job Order Contracting (JOC) Policy & Procedures Manual Louisiana Board of Regents

Introduction

The Louisiana Board of Regents has established this Job Order Contracting (JOC) Policy Manual to guide the implementation and administration of JOC as an alternative project delivery method for deferred maintenance and minor construction at public postsecondary education facilities. Enabled by Act 88 of the 2025 Louisiana Regular Legislative Session, JOC is designed to streamline the delivery of small to mid-sized renovation and repair projects that are recurring in nature but variable in scope, timing, and location. This program also supports the implementation of Act 751 of the 2024 Louisiana Regular Session, which established the College and University Deferred Maintenance and Capital Improvement Program, administered by the Office of Facility Planning and Control within the Division of Administration, to finance critical infrastructure needs across Louisiana's public postsecondary institutions.

Job Order Contracting offers a flexible and efficient framework by using competitively awarded, indefinite delivery/indefinite quantity (IDIQ) contracts with pre-priced construction tasks. This approach allows institutions within a higher education system to respond rapidly to facility needs, reduce procurement lead times, and ensure cost transparency while maintaining compliance with public contracting standards.

This manual establishes the policies, roles, and procedures necessary to ensure consistency, accountability, and best-value outcomes across all JOC projects administered within Louisiana's public higher education systems.

Purpose

This policy establishes the Job Order Contracting (JOC) Program as an alternative project delivery method for the deferred maintenance of facilities throughout Louisiana's public postsecondary education institutions. The objective is to expedite small to medium-scale repairs and renovations while ensuring transparency, cost control, and efficiency. By working with on-call contractors, institutions can build long-term relationships that encourage accountability, faster response times, and higher-quality outcomes.

1.0 Definitions

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.

Designer: A licensed architectural or engineering firm retained by the Owner to provide design, review, or scope definition services in support of specific Task Orders, where required.

Evaluation committee: A group formed to assess the qualifications of potential contractors or professionals who may be hired for construction work on campus projects. The role of the committee is to evaluate and select the most qualified candidates based on specific criteria.

Indefinite Delivery/ Indefinite Quantity (IDIQ): A type of contract used in public and government procurement that allows for an unspecified number of services or amount of work to be performed over a fixed period. Instead of setting a fixed scope and volume up front, an IDIQ contract provides a flexible framework where task or delivery orders are issued as needs arise.

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.

JOC Contractor: A contractor selected through a Request for Qualifications Process to enter into a master JOC agreement and perform work under individual Task Orders issued by Owner.

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.

Public facility/facilities: Buildings, equipment, utilities, site components, roads and streets, and other permanent property or immovable property under the supervision and control of the board overseeing the postsecondary education institution.

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.

Project Team: The collaborative group responsible for successful Task Order execution, which may include the Owner, JOC contractor, Designer (if applicable), and any support consultants or stakeholders designated by Owner.

Unit Price Book (UPB): A comprehensive catalog of standardized construction tasks with corresponding unit prices that serve as the basis for pricing work under a Job Order Contract (JOC) or other Indefinite Delivery/ Indefinite Quantity (IDIQ) contract.

System: The Louisiana State University System (LSU), the University of Louisiana System (ULS), the Southern University System (SUS), or the Louisiana Community and Technical College System (LCTCS).

Task Order: Synonymous with Job Order. See definition under “Job Order.”

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

2.0 Governance & Authority

2.1 Legislative Authority

This policy is enacted pursuant to R.S. 38:2225.6 and R.S. 17:3369.3(A)(8), as established under Act 88 of the 2025 Louisiana Regular Legislative Session (RLS) which authorizes public postsecondary institutions to use job order contracting for deferred maintenance of public postsecondary education facilities.

2.2 Louisiana Board of Regents (BOR) Oversight

The Louisiana Board of Regents (BOR) serves as the responsible authority for establishing standard procedures and templates, certifying institutional readiness to implement the JOC program, approving procurement frameworks, and monitoring JOC program compliance and outcomes.

2.3 Establishment of Standard Procedures and Templates

The BOR JOC Policy Manual contained herein creates the standard procedures to be used by each system and respective institutions when implementing a JOC program. The appendices to this manual contain the minimum information required in the issuance of a Request For Qualifications (RFQ) and a sample template for evaluation of RFQ responses.

If an institution hires a third-party firm to administer a JOC program, the forms and templates contained within the Appendices may be substituted with templates of a similar nature, provided all applicable Louisiana laws are met.

2.4 Institutional Readiness Certification

The BOR shall certify each institution's readiness to implement a JOC program. Each system shall submit to the BOR in writing the qualifications of institutional

staff responsible for campus level administration of the JOC program, including JOC training received prior to the issuance of a Request for Qualifications (RFQ) for a JOC master agreement.

If an institution hires a third-party firm to administer the JOC program, the system shall submit to the BOR in writing the qualifications of the firm prior to entering into an agreement for the administration of the program.

2.5 Procurement Framework

Sections 4 and 5 of this manual provide the procurement framework to be followed by all systems and institutions for the implementation of a JOC program. The appendices included with the manual contain the minimum information to be included within a RFQ related to contractor solicitation and a sample template for evaluation of RFQ responses.

2.6 JOC Program Compliance and Outcomes

The BOR shall monitor JOC program compliance and outcomes pursuant to Section 7.3 of this manual. Six months after implementation of a JOC program, the system shall submit an update on the status of all projects completed and underway, which BOR staff will compile into a comprehensive report for presentation to the Division of Administration (DOA) and the Joint Legislative Committee on Capital Outlay (JLCCO).

2.7 System Role and Responsibilities

Each system shall provide direct oversight to all member institutions implementing a JOC program, to include at a minimum, issuance of the RFQ, evaluation of RFQ responses, contractor selection, and reporting. Job order issuance, scope/cost agreement, and performance evaluation may be delegated to the institution.

Systems shall ensure that institutions hiring a third-party firm to administer the program have a point of contact assigned by the institution for matters related to JOC program administration between the institution and firm.

Each system shall ensure all requirements of this manual (and Act 751 of 2024 RLS where applicable) are met prior to the issuance of a master JOC agreement and individual task orders. Each system may impose additional requirements upon member institutions as long as any additional requirements do not contradict the policies and procedures contained herein.

2.8 Institutional Role and Responsibilities

Each institution shall follow the policies and procedures provided for in this manual relative to the issuance of a JOC program unless otherwise excepted herein. Failure to follow established policies and protocols may result in the rejection of future JOC agreement requests submitted to the BOR.

3.0 Scope of Work

3.1 Eligible Projects

Eligible projects under the Job Order Contracting (JOC) Program must directly address deferred maintenance needs of public higher education facilities. These include improvements to buildings, utility infrastructure, and campus site systems where repair or replacement is necessary to restore functionality, comply with regulations, or ensure safety and access.

Specifically, eligible projects may include:

- Complete renovation of buildings with significant deferred maintenance
- Repairs or upgrades to utility systems, including electrical, plumbing, HVAC, and other infrastructure
- Improvements to site infrastructure, such as drainage systems, sidewalks, roads, and street lighting
- Demolition of deteriorated or unsafe facilities no longer viable for use
- Minor building additions required solely for code compliance or improved accessibility under ADA or life safety standards

3.2 Exclusions

JOC cannot be used for new construction or major building additions, except for minor improvements necessary for code compliance or accessibility.

4.0 Job Order Contract Program Structure

4.1 Contract Structure

Job Order Contracting (JOC) is an Indefinite Delivery/ Indefinite Quantity (IDIQ) contract model that allows public higher education institutions to complete a wide range of small- to medium-scale construction projects under a single, competitively awarded master contract. Work is initiated through individual Job Orders, eliminating the need for repetitive procurement processes.

4.2 Pricing Methodology

Pricing for each Job Order is derived from a Unit Price Book (UPB), such as Gordian's Construction Task Catalog®, which contains detailed line-item costs

for labor, materials, and equipment based on localized pricing. To this catalog, contractors apply a competitively bid Adjustment Factor—also known as a coefficient—which reflects their overhead, profit, and other indirect costs. Institutions may pursue JOC contracts through one of two options: (1) utilization of a third-party firm that would be responsible for administration of the entire JOC program for the institution, including the UPB; or (2) the institution may access a UPB from a third-party firm via a licensure or subscription agreement and manage the JOC program at the institution level.

4.3 Contract Award

JOC contracts are awarded through a public, qualifications-based selection process. Contractors must meet specific criteria related to experience, capacity, and past performance. Once selected, the contractor is eligible to receive Job Orders under the contract as the institution's on-call provider.

4.4 Contract Term

Initial term: Up to 2 years

Renewable: Up to 3 additional years, annually

There is no guarantee of work volume.

4.5 Contract Maximum Compensation

Each individual JOC contract shall not exceed \$5M per year (\$25M over the five-year maximum timeframe). The contract maximum will be reevaluated by the BOR on an annual basis should funding for the College and University Deferred Maintenance and Capital Improvement Program increase in the upcoming fiscal years.

Unused capacity may carry over to the following year.

5.0 Procurement & Contractor Selection

5.1 Request for Qualifications (RFQ)

See Appendix A for minimum RFQ content.

Each institution must:

- a. Publicly issue an RFQ describing the type of services anticipated
- b. Establish a maximum aggregate contract value
- c. Require submission of qualifications, licenses, and relevant project experience
- d. Language contained within the RFQ shall explicitly state if an institution intends to use a JOC contract across multiple sister institutions.

5.2 Use Within Higher Education Systems

JOC contracts shall be used exclusively within an individual higher education system. Campuses within the same system may use all JOC contractors across their system. However, one university system cannot use another university system's JOC contracts.

5.3 Evaluation Committee

Each institution must convene an Evaluation Committee to score proposals based on:

- a. Contractor and key personnel's experience
- b. Qualifications and Staffing
- c. Capacity to perform the work
- d. Past performance on public-sector projects
- e. Approach and Methodology to complete the work
- f. Any special considerations provided by the institution

5.4 Evaluation Committee Composition

The Evaluation Committee convened to score proposals shall include at a minimum: two system level representatives, a campus level representative, a representative from the Board of Regents, and a representative from the Office of Facility Planning and Control.

5.5 Evaluation Committee Scoring

Each committee member shall independently score proposals based on the established criteria (see 5.3). A consensus shall be reached before selection of the contractor. All scoring sheets shall be retained for audit and dispute purposes.

5.6 Conflict of Interest

Committee members must disclose any potential conflicts of interest and recuse themselves from the evaluation process if necessary.

5.7 Licensing Requirements

Selected contractors must be licensed by the Louisiana State Licensing Board for Contractors. All designers must be licensed in the State of Louisiana in accordance with applicable laws.

6.0 Job or Task Order Issuance

Each Task Order must be formally executed by the institution and the selected contractor. The Task Order outlines the agreed-upon compensation based on unit pricing and must clearly define the scope of work, a detailed schedule for completion, and any applicable liquidated damages. To ensure pricing transparency and consistency, each Task Order must refer to the applicable UPB, the predetermined coefficient, and any relevant city cost index adjustments.

6.1 Facility Planning and Control Concurrence

For projects funded through Act 751 of 2024 RLS, the system must submit the relevant delegated project concurrence form to the Office of Facility Planning and Control prior to the commencement of work on any Job Order.

7.0 Program Requirements

7.1 Performance & Payment Bonds

Required per state law, based on the value of individual task orders

7.2 Reporting & Transparency

Each institution must:

- a. Track Orders issued, completed, and under warranty
- b. Report every six months to the Board of Regents on usage, spending, and contractor performance
- c. Maintain public access to UPB-based pricing and coefficient rates

8.0 Contractor Management & Oversight

8.1 Performance Monitoring

Contractors are subject to continuous evaluation based on quality, schedule, and collaboration with consultants, the institution(s), and system. Future work will be determined based on satisfactory performance as determined by an evaluation matrix.

8.2 Dispute Resolution

Disputes shall be resolved per institutional procedures and terms of the master agreement.

9.0 Compliance

Institutions must comply with all provisions of Act 88 of the 2025 Regular Session (Louisiana R.S. 38:2225.6), follow state procurement rules unless explicitly superseded by Act 88, and ensure that all stakeholders are trained in JOC processes and standards.

10.0 Training

Any institution pursuing a JOC agreement shall designate a staff person responsible for ensuring policy and contractor compliance. Prior to issuance of a JOC RFQ, the designated staff person shall receive training from a third-party JOC facilitator or state-provided training program.

Exceptions to this requirement may be given to institutional personnel who have significant prior experience in administering a JOC program. Such exceptions must be requested in writing by a system on behalf of the individual(s) with proof of demonstrated prior experience. BOR staff will review and approve exceptions to this requirement in consultation with system staff.

11.0 Policy Review

This policy shall be reviewed by the Board of Regents during years one and two of the program and updated as needed in the subsequent years to ensure alignment with state law, industry standards, and institutional needs. Thereafter, policy review shall occur in three-year intervals.

12.0 Appendices

Appendix A: Minimum RFQ Contents

Appendix B: Sample Evaluation Matrix