

# JOC Training Program: Module Descriptions

*The Job Order Contracting Training Program is the national training course for JOC and a prerequisite for the Certified Job Order Contracting Professional (CJP) credentialing program. A certificate of completion and CEUs are issued from UT & CJE.*

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## **MODULE 1: INTRODUCTION TO JOB ORDER CONTRACTING**

This Module provides an overview of different IDIQ project delivery methods and their applications, with an emphasis on Job Order Contracting (JOC). It describes the history and basic elements of JOC, including the benefits and challenges, the need, qualifications, and common terms. An overview of the requirements for a successful JOC Program, including the amount of work, cost data, the roles of each participant, and the importance of acting collaboratively in order to obtain optimum benefits is provided.

Also included is an overview of the marketplace, discussion of the variety of entities leveraging JOC, technology, and other market trends and variables. This module includes presenters from the owner's perspective and presenters from the contractor's perspective to enhance the 360 degree understanding.

### **Learning Objectives:**

- Understand the history and an overview of Job Order Contracting including research studies
- Understand how a Job Order Contracting Program can be tailored to fit specific needs
- Develop an understanding that Job Order Contracting is not for everyone
- Learn the importance of front-end planning and the approach
- Understand the importance of collaboration in a JOC program, including basic relationship, communication and team building concepts
- Know how to determine if Job Order Contracting is the right delivery method for your application

## **MODULE 2: LEGAL CONSIDERATIONS AND CONTRACT OVERVIEW**

This Module reviews the legal considerations of Job Order Contracting, including examination of how legal requirements and limitations may affect a JOC Program, reviewing JOC contract documents and how to create them. The purpose of a JOC contract is to produce success for the JOC Program participants. Understanding what to look for in a contract is important.

### **Learning Objectives:**

- Understand legal and contractual considerations related to JOC programs
- Understand legal and contractual implications on risk management for JOC programs
- Understand contracts and other legal documents required for JOC programs
- Learn the Owner's perspective and the Contractor's perspective regarding contracts

## **MODULE 3: PROCUREMENT/SELECTION PROCESSES**

This module reviews commonly used Job Order Contracting selection processes, including qualifications based selection, best value, 8A set-asides, and procurement differences for federal, state, municipal, and cooperative contracts. Learn from expert presenters addressing the pros and cons of each process. Topics include the elements of the process and the contents of solicitation documents, examining selection criteria, relative weighting, how to pick the appropriate selection committee members, interviews and cost proposals. This session also explains the importance of record keeping and transparency in the selection process.

### **Learning Objectives:**

- Know the methods for procuring JOC contracts & Understand the differences in the procurement processes
- Become familiar with Best Management Practices (BMPs) for the selection process and contract negotiations
- Learn the differences between Federal, State & Municipal, and Cooperative Purchasing processes
- Develop an understanding that JOC is a collaborative construction project delivery method and qualifications are the most important component



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## **MODULE 4: JOB ORDER PRICING AND COST ESTIMATING**

This Module reviews Job Order pricing and cost estimating, including the role of the Job Order document, the Owner's fiduciary duty to obtain a fair and reasonable price, the scope of work, methods of pricing, the estimate and cost data, and components of pricing including unit price books, coefficients, contractor overhead and fee, and price escalation and de-escalation. Explore the criteria for usable yet valid cost data and reviewing alternatives such as commercial databases, unit price lists, and customized or privately developed databases.

### **Learning Objectives:**

- Understand the pricing method for JOC
- Know the sources of job costing information
- Understand the components of a job's cost
- Understand the general concept of pricing via unit prices

## **MODULE 5: OPERATIONS, MANAGEMENT, AND THE JOC OPERATIONS MANUAL**

This module reviews the nature of Job Order Contracting operations, including how to set up and manage a JOC Program to ensure predictable results. Topics covered include the individual Job Order, preconstruction activities, the Job Order document, documentation and record keeping, and progress and performance management, with particular focus on start-up and initial activities. Additionally, the importance and content of the JOC Operations Manual is reviewed, including the establishment of a mutual understanding of expectations, guidelines for developing the JOC Program processes, training, and compliance documentation for all organizations involved with the JOC program.

### **Learning Objectives:**

- Know the roles and responsibilities of the different parties in a JOC program
- Understand how to set up a successful JOC program
- Understand techniques and BMPs for managing and controlling a JOC program
- Understand the purpose and contents of the JOC Operations Manual

## **MODULE 6: CASE STUDIES**

Case studies provide real-life experiences with actual JOC Programs that strengthen your understanding of program materials, allowing participants to benefit from the experiences of Owners and Contractors, including lessons learned, common pitfalls, successes and opportunities for improvement. Case studies include varying programs representing markets and project types such as State and Local programs, Civil Infrastructure, Federal Programs, Educational Facilities, etc.

### **Learning Objectives:**

- Develop an understanding that all JOC programs are not the same
- Understand that some governmental entities still do not perform the JOC Process as per Best Practices
- Understand that collaborative programs yield the highest success rate
- Learn that JOC Programs differ due to compliance with relevant local laws