JOB ORDER CONTRACT HIGH LEVEL JOB RELEASE PROCESS

CUSTOMER / F& S

JOC PROJECT COORDINATOR

CONTRACTOR

CONTRACTS SPECIALIST

Submit Work Request

Develop Scope & RFP

Review Estimate

Reject Estimate

Stop

Accept Estimate

Review

Assign Contractor Create JOC Entry

Review Proposal Package

Submit Estimate to customer

Finalize Proposal Package

Issue Job Order Release

- Reviews
- Inspections
- Walkthroughs
- Meetings
- Field Directives
- Monthly MBE/ FBE/DBE Utilization report

Prepare Final Project Change Order

Prepare Project Closeout

Finalize and Signoff

Stop Project Complete

Finalize Detailed Scope of Work

Scope Change

Receive Notice of Project Assignement

Submit Proposal Package (includes estimate and schedule)

Revise Proposal Package

Submit Pre-construction Documentation Package

Revise Pre-construction Documention

Work Begins

Submit MBE/FBE/ DBE Good Faith Effort Documentation

Work Complete

Review Pre-construction Documentation Package

Accept

Reject

Stop Re-assign Project

Accept

Reject

Review MBE/FBE/ DBE Utilization Report

Good Faith Effort Review and Determination

Stop