

## Standard Operating Procedure

- I. **Title: Job Order Contract Approval Authority Levels**
- II. **Purpose:** Document PMCS guidelines for implementation of Education Code, Chapter 51, Section 51.784 regarding the use of Job Order contracts.
- III. **Actions:** All Job Order Proposals exceeding \$100,000 require an in-house cost estimate review to verify their accuracy and the proper use of Means line items. The cost estimate review will be completed concurrently with the normal review of the proposal.
- IV. **Actions:** To provide sufficient management controls which ensure PMCS meets the intent of the statute that Job Order Contracts are to be used for small, repetitive types of projects, the approval authorities for Job Order Contracts administered through Project Management and Construction Services are:

|                             |   |
|-----------------------------|---|
| Up to & including \$500,000 | Director, Project Management and<br>Construction Services           |
| \$500,001 and over          | Associate Vice President, Campus<br>Planning and Project Management |

JOC Contracts for \$250,000 and above must be accompanied by a suitable justification, signed by the PMCS Associate Director, Project Management, and the PMCS Director, explaining why a Job Order Contract is the most appropriate execution method prior to additional approval according to above limits. The justification should be submitted for approval when the construction cost limit is identified as exceeding \$250,000 and the project delivery proposed is job order contracting.