JOC/Construction Service Contract Workflow

What is the amount of the JOC/Construction Service Contract?

Contract $1 to $24,999

Cooperative/Interlocal vendor for JOC/Construction Services

Branch A
- Send BISD Small Contract to vendor for signature & obtain insurance document
- If vendor makes changes to BISD Small Contract, submit contract for review
- Director signature on BISD Small Contract
- **Attach executed BISD Small Contract and insurance to Requisition**

Branch B
- Vendor submits contract and will not utilize BISD Small Contract
- Obtain insurance documents
- Go to Service Catalog on Technology Help Desk; Select New Contract Approval; Complete form and attach Contract and Insurance for Purchasing Review
- Contract sent to Finance Office for secondary approval
  - Contract sent to attorney; Contract & Amendments returned to Director for signature
  - Contract approved by Finance; Contract & Amendments returned to Director for signature
- Contract with approved changes resent to vendor for execution
- **Attach executed Contract and insurance to Requisition**

Contract $25 to $49,999

Cooperative/Interlocal vendor for JOC/Construction Services

Branch A
- Send BISD Small Contract to vendor for signature & obtain insurance document
- If vendor makes changes to BISD Small Contract, submit contract for review
- Associate Superintendent signature on BISD Small Contract
- **Attach executed BISD Small Contract and insurance to Requisition**

Branch B
- Vendor submits contract and will not utilize BISD Small Contract
- Obtain insurance document and payment bond
- Go to Service Catalog on Technology Help Desk; Select New Contract Approval; Complete form and attach Contract and Insurance for Purchasing Review
- Contract sent to Finance Office for secondary approval
  - Contract sent to attorney; Contract & Amendments returned to Associate Superintendent for signature
  - Contract approved by Finance; Contract & Amendments returned to Associate Superintendent for signature
- Contract with approved changes resent to vendor for execution
- **Attach executed Contract, insurance and payment bond to Requisition**

Contract $50K-$1M

Branch A
- New RFCSP for Construction Project
- Purchasing to submit RFCSP Tab and Rating Schedule for Board Approval in conjunction with Facilities
- Purchasing to obtain Form 1295, Insurance and payment and performance bonds as required after Board approval
- **Enter Requisition and attach Consent Agenda and any other documentation**

Branch B
- Cooperative/Interlocal vendor for JOC/Construction Services
- Send BISD Small Contract to vendor for signature & obtain insurance document
- Obtain payment and performance bonds as required by BISD Small Contract
- Go to Service Catalog on Technology Help Desk; Select New Contract Approval; Complete form and attach Contract and Insurance for Purchasing Review
- Contract sent to Finance Office for secondary approval

Contract $50K to $200K
- Contract sent to attorney; Contract & Amendments returned to Associate Superintendent for signature
- Purchase will be added to CH Local Exception Board Report
- **Attach BISD Small Contract, insurance and bonds to Requisition**

Contract $201K to $1M
- Contract sent to attorney; Contract & Amendments returned to Purchasing to obtain Board Approval
- Purchasing to obtain Fully Board Approved executed contract, Form 1295, Insurance and payment and performance bonds as required
- **Attach BISD Small Contract, insurance and bonds to Requisition**

Contract $1M+

Branch A
- New RFCSP for Construction project
- Purchasing to submit RFCSP Tab and Rating Schedule for Board Approval in conjunction with Facilities
- Purchasing to obtain Form 1295, Insurance and payment and performance bonds as required after Board approval
- **Enter Requisition and attach Consent Agenda and any other documentation**

Branch B
- Cooperative/Interlocal vendor for JOC/Construction Services
- Send AIA A101 and A201 to vendor for signature & obtain insurance document
- Obtain payment and performance bonds as required by BISD Small Contract
- Go to Service Catalog on Technology Help Desk; Select New Contract Approval; Complete form and attach Contract and Insurance for Purchasing Review
- Contract sent to Finance Office for secondary approval
- Contract sent to attorney; Contract & Amendments returned to Purchasing to obtain Board Approval
- Purchasing to obtain Fully Board Approved executed contract, Form 1295, Insurance and payment and performance bonds as required
- **Attach executed contract with insurance and bonds to Requisition**