



ADMINISTRATIVE PROCEDURE

ROTATION OF PRE-APPROVED VENDORS

7211.3

Procedure No.

September 30, 2019

Date

- I. **PURPOSE:** To provide specific information to PGCPS staff and service vendors regarding the distribution of contracts to pre-approved vendors on the Board of Education's On-Call or Job Order Contracting (JOC) services contracts.

- II. **POLICY:** According to Board of Education Policy No. 3000, the Board of Education recognizes that resources and resource management comprise the foundational support of the whole school program. To make the support as effective as possible, the Board of Education intends:
 1. To encourage advance planning through the best possible budget procedures.
 2. To explore all practical and legal sources of income.
 3. To guide the expenditure of funds to achieve the greatest educational returns.
 4. To require maximum efficiency through effective resource allocation utilization and accountability.
 5. To seek the resources required to provide high-quality education.

The Board of Education will expect the operation and maintenance of school plant and equipment to set high standards of safety; to promote the health of students and staff; to reflect moral and cultural aspirations of the community, at its best; and to support environmentally the efforts of the staff to provide a quality education.

- III. **PROCEDURES:** The following procedures apply to on-call rotation of pre-approved vendors on the Board of Education's On-Call or Job Order Contracting (JOC) services contracts.
 - A. **Responsibilities:**
 1. Department of Capital Programs: The Director of Capital Programs, or designee, shall develop a Tracking Document to manage Job Order Contracting (JOC) Services rotation schedules. The awards shall be posted on the DCP website.
 2. The Director of Capital Programs, or designee, shall develop a Tracking Document to manage an annual On-Call rotation schedule. When appropriate the Director of Capital Programs will send request for proposals to all prequalified On-Call vendors. The awards shall be posted on the DCP website.



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3. Simultaneously, the managing PGCPS Construction Procurement Office will provide an email to the on-call lists regarding upcoming assignments. This will assist in the coordination of the work. Thus, the firms will be able to manage the work force requirements accordingly.

B. On-Call Rotation Process:

1. The firms shall be separated into categories related to project cost and project types. DCP shall define the basic scope of services required for each project type. Unless otherwise appropriate, whenever a service arises, it shall be routed to the next on-call vendor in rotation that is associated with that project type or service category. After the basic scope of service is defined, PGCPS will contact the firm in the rotation and discuss the basic scope, firm's availability and if the project aligns with the firm's capabilities.
2. The DCP representative shall notify the apparent next On-Call firm in the rotation through email. This firm will reply or respond via email to the DCP contact and inform them of their availability. The next firm in the rotation will be selected if a response is not received within 5 working days. At the end of the rotation, DCP will start at the top of the list and continue accordingly.
3. If the scope and firm's availability does not line up, the next firm in the rotation will be contacted.
4. The accepting firm will be given time to review the project requirements, visit the site, develop a team and provide a project cost. The firm will submit a formal project acceptance proposal. After receipt, DCP will review and may negotiate the cost of services for this project. After the scope and price are agreed upon, PGCPS will issue a Notice of Award and an American Institute of America ("AIA") adapted form contract or other appropriate contract (Collectively the "Agreement"). The Agreement will clearly define the scope, schedule and contract cost associated with this individual project.
5. Project Types and Service Categories will be defined by the associated On-Call Contract.



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- V. **MONITORING AND COMPLIANCE:**
The Department of Capital Programs will be responsible for and monitoring compliance with this procedure. The goal of this procedure is for On-Call and JOC vendors to receive an equal number of projects within their service category. If we see a concentration of contracts with three or fewer vendors then, we will reevaluate the rotation process.
- VI. **RELATED POLICIES AND PRODEDURES:** Administrative Procedure 7211.1, Selection of Architects; Administrative Procedure 7111.2 Contractor Prequalification Procedures for School Construction Projects.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Office of the Chief of Supporting Services and updating will be accomplished as may be necessary.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new Administrative Procedure.
- IX. **EFFECTIVE DATE:** September 30, 2019.