



**The Right
Resources.
Right Now.**



MEET THE CP STAFF





VENDOR ORIENTATION AGENDA

PART 1 (10 a.m. to 11:15 a.m.)

10 to 10:15 a.m.

Welcome and Introduction

10:15 to 10:40 a.m.

Choice Partners Cooperative

*(WIN-WIN-WIN, Legal Requirements,
Check List, Supply Catalog)*

Food Contracts

10:40 to 11:15 a.m.

Growing Your Business

PART 2 (11:15 a.m. to 12:30 p.m.)

11:15 a.m. to 12:15 p.m.

Job Order Contracting

12:15 -12:30 p.m.

Closing



WELCOME

Jeff Drury

Director of Choice Partners

Contract is broader than HCDE

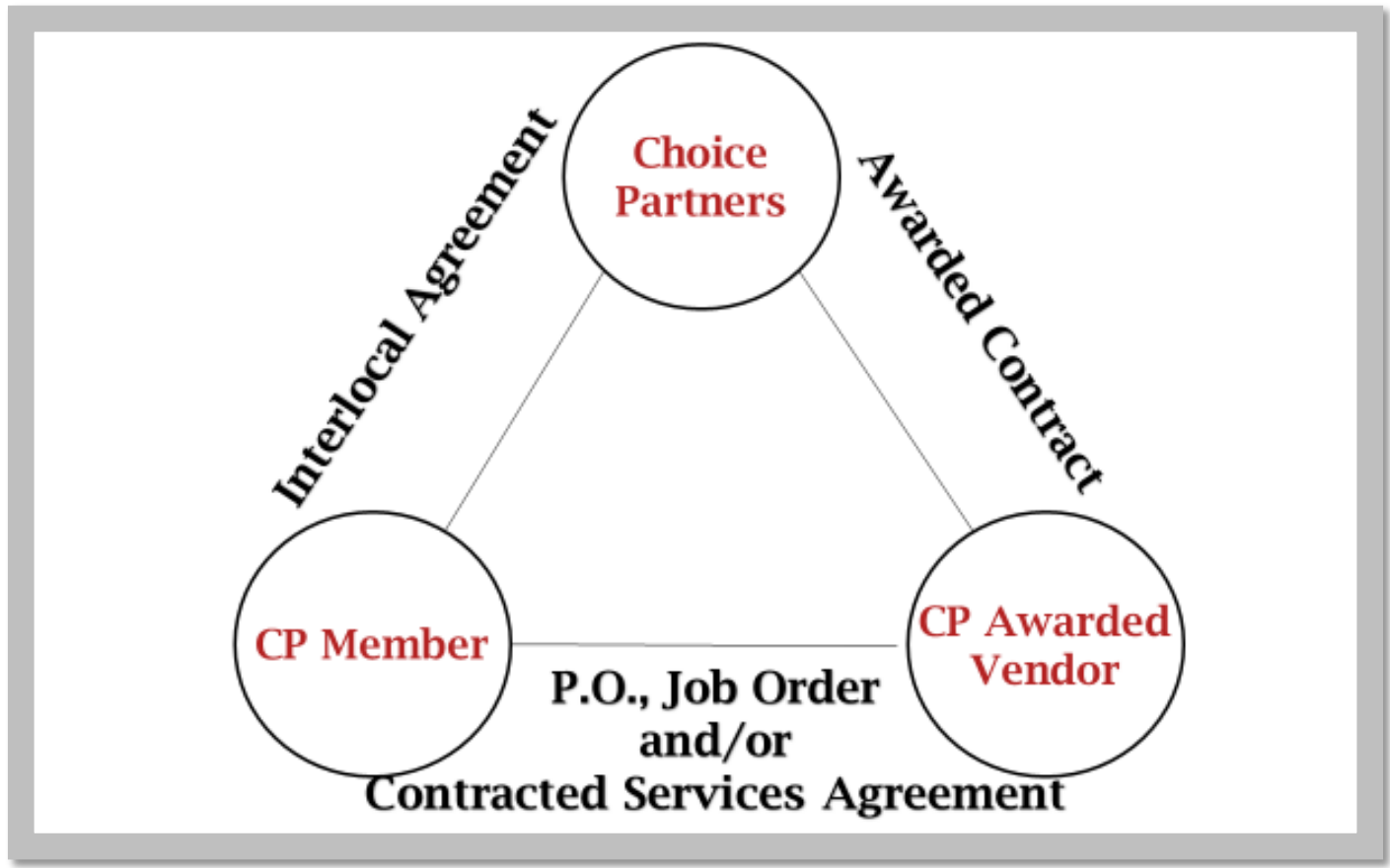
*School districts, charter schools, counties,
municipalities, colleges, universities*

WIN – WIN – WIN

How can we help you?



WIN, WIN, WIN





HCDE, A GOVERNMENTAL ENTITY

Harris County Department of Education

HCDE is located in Harris County, Texas; it is not a County agency.

HCDE is a governmental agency serving Harris County schools since 1889.

Taxing Authority



THE 5 PILLARS WE SUPPORT

STUDENTS AND EDUCATORS SERVED

GRADUATE
DEDICATED
PURPOSEFUL
CATALYST
PERSISTENT

ADULT EDUCATION
9,121

IMPACT
ENGAGE
DISCOVER
ACHIEVE

CASE FOR KIDS
17,411

SUCCESS
EDUCATION
PREPARE
NUTRITION
HEALTH

HEAD START
3,409

STUDENT
ACADEMIC
ACHIEVER
SCHOLAR
OPPORTUNIST
LEARNER

SPECIAL SCHOOLS
729

TREATMENT
HELPFUL
BENEFIT
UNDERSTANDING
PATIENCE
INSPIRE
ANALYSIS

THERAPY SERVICES
13,898



 CENTER FOR SAFE AND SECURE SCHOOLS
51,655 Students and Educators

 CHOICE PARTNERS
\$28 Million in Support for Districts

 EDUCATOR CERTIFICATION
1,489 Educators Served

 RECORDS MANAGEMENT
42 Government Agencies

 TEACHING AND LEARNING CENTER
9,200 Educators Served



LEGAL REQUIREMENTS





LEGAL REQUIREMENTS - TEXAS

Choice Partners provides legally-procured contracts

Local Government Code 271 - Purchasing & Contracting Authority of Municipalities, Counties, other Government

Education Code Ch. 44 -Procurement (All construction, with the exception of Performance Contracts, is in Code 2269)

Government Code 791 – Interlocal Cooperative Contracts

Government Code 2269
Construction Procurement
for all government
(except Higher Ed.)

Local Gov't Code 252/262
Purchasing & Contracting
Authority of Municipalities,
Counties, other Government

24 CFR 85.36
Housing and Urban
Development



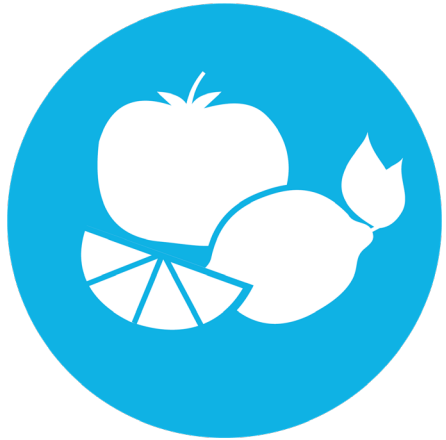
EDGAR/Uniform
Guidance (2 CFR 200)

HB 1295

TEC 51.9335
Higher Education



CONTRACTS



FOOD/CAFETERIA

TECHNOLOGY

COMMODITIES

SERVICES

FACILITIES



FOOD / CAFETERIA CONTRACTS

- Bottled Drinking Water, and Coolers
- Chemical Products and Services
- Commercial Food Distributor
- Commodity Processing of USDA Foods
- Dairy Products
- Food Equipment, Parts, Repair, Installation, Maintenance, Small Wares, and Related Items
- Fresh Bread Products
- Fresh Produce
- Frozen and Chilled Beverages
- Ice Cream
- Pizza Delivery
- Snacks and Beverages
- Technical Services & Products for Food Service





SUPPLY CATALOG ORDERING

- More than 1,100 line items competitively bid
- Single awards
- Catalog Discount Percentage also provided
- eCatalog system allows members to create quotes & place orders





CHECK LIST

A hand in a dark suit sleeve with a white shirt cuff is pointing its index finger to the first item on a checklist. The checklist is written in white on a dark blue chalkboard background. Each item is followed by a white square box containing a red checkmark.

- AWARDED**
- PROCUREMENT**
- ADMIN FEE**
- REPORTING**
- INVOICING**



Reporting Template - Commodities

Choice Partners Monthly Reporting Form					
When complete email to supplyreporting@choicepartners.org					
Vendor Name:					
Month Ending:					
Year:					
Name of Person Submitting:					
Email Address:					
Date:					
Please list the correct contract number for each entity's sale					
	Dollar Amount	Member Name	Date	PO Number	Contract Number
1					
2					
3					
4					
5					
6					
7					
8					
9					
T	\$0.00	TOTAL			



Reporting Template – J.O.C

Submit to: facilityreporting@choicepartners.org Contract Number: _____ Month: _____

HCDE Completed Projects									
Entity/District	Vendor Job Number	Customer Name	Purchase Order Number	Work Description	Projected Comp. Date	Current Billing Amount	PO Amount	Bond/ Permit Cost	Comments

HCDE Active Projects									
Entity/District	Vendor Job Number	Customer Name	Purchase Order Number	Work Description	Physical % Complete	Current Billing Amount	PO Amount	Bond/ Permit Cost	Comments



GROWING YOUR BUSINESS



- Where do you begin?
What is your target?
- Members vs.
nonmembers?
- Get referrals from existing
members including within
the same organization.
- Can you collaborate with
a Choice Partners
contract holder?



VENDOR LOGIN

Vendor Login

If you have a contract awarded by Choice Partners, you may log-in below to view partner resources and current RFPs.

If you do not have a contract awarded by Choice Partners and want to view current RFPs or respond to an RFP, log-in below with your username and password. If you do not yet have a log-in, click on **Set Up New Account** Below.

USERNAME

PASSWORD

LOGIN

Helpful Links

[Set Up a New Account](#)

[Forgot your password? Click here to reset password](#), then close the popup window to login on this page again.



VENDOR DASHBOARD

Vendor Dashboard

Welcome Admin Admin

As a Choice Partners vendor with a legal, competitively bid contract awarded by the HCDE governing board, you will have access to information just for awarded contract partners.

You may:

- **View your contract information page as members see it**
- **Access the list of members**
- **Login to eBid system**

Please contact your contract manager or call **877-696-2122** for help and information you need.

View Vendors

Search vendors by name, contract title, or contract number

View Members

Search members by name, type, state and region

Marketing Resources

Find marketing tips, conference/membership lists, reporting files and more

Partners Messages

Get latest vendor news and view new members

eBid

Go to ebid and view/respond to current bids

RECENT ACTIVITY

[2020 April Press Release](#)

April 20, 2020

[February 2020 Press Release](#)

March 5, 2020

EVENTS

[TASBO Annual Conference](#)

March 2, 2020

[Texas Library Association](#)

March 24, 2020

[CMAT](#)

March 31, 2020



RESOURCES

Marketing Resources

Your Marketing Resource Center

Choice Partners wants to work with all contract holders to help expand and grow your business, using your Choice Partners awarded contract. Please let your contract manager or the HCDE Client Engagement ([713-696-1379](tel:713-696-1379)) know how we can help.

Contract holders may use their contract for the region ([ESC region map](#)) or state it was proposed and awarded. While contract use is NOT limited to Texas, good resources for Texas government may be found in the [tips to market to government entities document](#) and a quick reference [list of member entities is here](#). Quick List of current vendor contracts list [here](#).

Become a Featured Vendor

After you have used your Choice Partners contract and have several satisfied customers, you may request to be a featured vendor. Client Engagement will

[Dashboard](#)

[View Vendors](#)

[View Members](#)

[Marketing Resources](#)

[Partners Messages](#)

[Reporting Sales](#)

[Bond Elections](#)

[Graphics](#)

[eBid](#)

[Logout](#)



MARKETING REQUIRED

- Seal displayed on website home page ***(or landing page)***
- Conference participation ***(display seal)*** – up to 5 events
- Development of strategic marketing plan – provide contract manager or Client Engagement

OPTIONAL: (coordinate with us)

- Ads in statewide publications
- Targeted emails



MARKETING RESOURCES - CP SEAL

Marketing Resources

Marketing Resources

Your Marketing Resource Center

Choice Partners wants to work with all contract holders to help expand and grow your business, using your Choice Partners awarded contract. Please let your contract manager or the HCDE Client Engagement ([713-696-1379](tel:713-696-1379)) know how we can help.

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Download Choice Partner Seal

Contract holders are requested to use the Choice Partners seal to indicate that they have competitively bid and been awarded a government contract.

[Here are the guidelines for use of the seal.](#)



FEATURED VENDOR

Become a Featured Vendor

- Have 3+ members (not from same entity) that have used your contract and are satisfied. They must be willing to be interviewed and quoted.
- Complete request form found on Marketing Resources page and return to contract manager.
- Be interviewed by Client Engagement and your contract manager. CE will interview contacts.
- Vendor to review article before release.

The article will be published in the Leader's Choice newsletter sent electronically to members and vendors on a monthly basis. The publication is posted on the CP website with a web banner plus a link to the story and distributed by field reps and conference exhibit booth staff.



MEMBER CONTACT LIST

Vendor must:

- display Choice seal on your website home page (or landing page);
- link CP seal on vendor website to vendors page within Choice website; and
- provide proposed marketing material to be used with the list for review.

Client Engagement will:

- review the language of your marketing email to reflect vendor status; and
- provide a contact list of members.

Ask your **contract manager** to provide you the **contact request form** after



MEMBER LOGIN

Member Login

If you are already a member, select "**Set Up a New Account**" below and get your login so you have access to all the details of our contracts.

USERNAME

PASSWORD

LOGIN TO FOOD AREA ONLY

LOGIN

Helpful Links

[Set Up a New Account](#)

[Available Contracts](#)

[Forgot your password?](#)



MEMBER DASHBOARD

Members Dashboard

Welcome

As a Choice Partners member, you can access information that saves you valuable time and money. Click on the areas to the right to make your selection.

You can:

- **Get quick pricing quotes for your projects**
- **View available Contracts and Vendors**
- **Access our Supply Catalog and other pricing catalogs**
- **Download nutrition labels/commodity processing info.**

For more information, contact our Assistant Director, Joann Nichols, or call 877-696-2122 for immediate assistance. Our goal is to support you in finding the right resources, right now!

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March 31, 2020

Get A Quote

Quickly select a category, vendors, and submit for quotes

Current Vendors

Search vendors by name, category, contract number or state

Contract List

Download pdf of current contracts

Food

Supply Catalog

View our online supply catalog for cooperative contracts by Category and for Vendor



DUE DILIGENCE / PARTNERSHIP

Facilities Sources

[Print Info.](#)

Contract Category: Construction-JOC (JOC-IDIQ)

Contract Number: 16/054JN-04

Contract Terms:

Initial Award Date: August 16, 2016

1st Renewal Start Date: August 16, 2018

2nd Renewal Start Date: August 16, 2019

Current Expiration Date: August 15, 2020

Renewal Options Remaining: 1

CP Contract Manager:

Joann Nichols

joann@choicepartners.org

713-696-2122

Contract Partner: Facilities Sources



Contract Partner Web Site:

<http://www.facilitiesources.com>

Approved Market Area: TX

APPROVED PRODUCT OR SERVICE: Maintenance, repair, alteration, renovation, remediation, or minor construction of a facility when the work is of a recurring nature but the delivery times, type and quantities of work are indefinite.

TO PLACE AN ORDER: Contact the vendor for all your pricing needs, stating you are using CP contract and send us the confirmation only Purchase Order copy

PRICING: Coefficient on file. Email confirmation copies of all PO's to ecatalog@choicepartners.org

Freight Terms: N/A

HUB Status: Yes

MWBE Status: No

SBE Status: Yes

DUE DILIGENCE: [Download](#)

ABOUT THIS PARTNER:

With specialty licenses for electrical, mechanical and plumbing services, DPFS, Ltd. is able to efficiently coordinate all phases of construction, providing maximum productivity, quality and safety to its customers. This unique combination of services under one roof means one team is efficiently completing the job, ensuring maximum productivity and quality, at the least possible price, adding to customer satisfaction. Dura Pier Facilities Services foundation for success is the ability to plan and manage projects within budgets and within demanding schedules.



GET A QUOTE

- Members select a category of contract.
- Then select desired vendor(s).
- Member describes product/service to be quoted.
- Member enters date product/service is needed.
- Options available to upload photos/specifications.
- NOTE: Vendors must respond to quote request within 48 hours.

Search :

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

*Select Contract Category :

<input type="checkbox"/> Data Network Cabling	<input type="checkbox"/> Debris Removal Service	<input type="checkbox"/> Digital Signage For Food Service
<input type="checkbox"/> Direct Delivery Of Snacks And Beverages	<input checked="" type="checkbox"/> Disaster Mitigation With Restoration (JOC-IDIQ)	<input type="checkbox"/> Disaster Recovery Consultants
<input type="checkbox"/> Document Management	<input type="checkbox"/> Doors, Windows, And Hardware (JOC-IDIQ)	<input type="checkbox"/> Drug Testing Services

*SELECT VENDOR(S) : (VENDORS ARE REQUESTED TO RESPOND WITHIN 48 HOURS)

[Select All](#) | [Unselect All](#)

<input checked="" type="checkbox"/> Blackmon Mooring/BMS CAT	<input checked="" type="checkbox"/> ERC Environmental & Construction Services	<input checked="" type="checkbox"/> Enterprise Builders LLC
<input checked="" type="checkbox"/> Gerloff Company, Inc	<input checked="" type="checkbox"/> Horizon International Group LLC	<input checked="" type="checkbox"/> Texas General Contractors, Inc. LLC

PRODUCT SERVICE INFORMATION

*NAME *EMAIL

*ORGANIZATION NAME *ORGANIZATION TYPE

*PHONE EXT#

*PRODUCT/SERVICE NEED BY DATE

ATTACH FILE (MAX FILE SIZE 10 MB) No file chosen



EVENTS

- About Choice Partners
- All-in-One Cooperative
- Procurement Process
- Member Reviews
- FAQs
- Current News
- COVID-19
- Vendor Spotlight
- Events
- Presentations
- Contact Us

Events

SELECT AN EVENT

TML 2020 Annual Conference (Virtual) (October 14, 2020)

TML 2020 Annual Conference (Virtual) (October 14 - 16, 2020)

Texas Municipal League 2020 Annual Conference
October 14-16, 2020
The 2020 TML Annual Conference and Exhibition will be held as a virtual event, offering the same great content and opportunities to connect with other city officials, speakers, exhibitors, and sponsors.



FAQ's

About Choice Partners

All-in-One Cooperative

Procurement Process

Member Reviews

FAQs

Current News

COVID-19

Vendor Spotlight

Events

Presentations

Contact Us

Frequently Asked Questions

Q : 0. What is Harris County Department of Education?

A : Harris County Department of Education is a governmental entity. Created in 1889, HCDE provides educational services for school districts and learners of all ages. It is located in Harris County but is not part of the governmental entity of Harris County, Texas. See attorney letter [here](#). [See the benefits for membership to learn more.](#)

Q : 1. What is Choice Partners?

A : Choice Partners was created by the merger of three Harris County Department of Education procurement cooperatives, Choice Facility Partners, Gulf Coast Food Co-op and HCDE Purchasing Cooperative. Choice Partners is a national cooperative purchasing service with legally procured contracts. Using these contracts streamlines purchasing, saving time and money for governmental organizations and nonprofits. A division of [Harris County Department of Education](#), organizations in Texas that want to use these competitively bid and legally awarded contracts, sign an interlocal, government-to-government contract. Organizations outside Texas may just sign up and follow their state procurement laws.

Q : 2. Who is eligible to use Choice Partners?

A : Schools, colleges, universities, municipalities, counties, state agencies and other governmental entities, and nonprofits may join and use Choice Partners contracts. Private schools and higher education organizations that operate as nonprofit organizations may also become members.



VENDOR CONTACT INFORMATION

Balfour Company

[Print Info.](#)

Contract Category: Graduation Items, Yearbooks & Commemorative Items

Contract Number: 19/012KC-01

Contract Terms:

Initial Award Date: February 27, 2019

1st Renewal Start Date: February 27, 2020

Current Expiration Date: February 26, 2021

Renewal Options Remaining: 2

CP Contract Manager:

Steve Gibson

steve@choicepartners.org

713-681-6052

Contract Partner: Balfour Company



Contract Partner Web Site:

<http://www.aaljackets.com>

Approved Market Area: National

CONTACT INFO

For SALES

Butch Milks

8525 Westland West Blvd
Houston, Texas 77041

Phone : 832-912-8000

Cell Phone : 713-882-3222

Fax : 832-912-8005

butchm@balfourhouston.com

For SALES

Matt Milks

8525 Westland West Blvd.
Houston, Texas 77041

Phone : 832-912-8000

Fax : 832-912-8005

mattm@balfourhouston.com

For SALES

Butch Milks

8525 Westland West Blvd.
Houston, Texas 77041

Phone : 832-912-8000

Fax : 832-912-8005

butchm@balfourhouston.com



STAFF CONTACT INFORMATION

- [About Choice Partners](#)
- [All-in-One Cooperative](#)
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- [COVID-19](#)
- [Vendor Spotlight](#)
- [Events](#)
- [Presentations](#)
- [Contact Us](#)

Joann Nichols, RTSBA	Assistant Director/Construction & Commodities	877-696-2122
Trisha Prestigiacombo, RTSBA	Assistant Director/Food	713-696-0742
Stephen Kendrick, RTSBA	Sr. Mgr. Facility Planning	713-696-8252
Kristi Nichols, RTSBA	Contract Manager	713-696-1337
Michael Robles, RTSBA	Contract Manager	713-316-4254
Monique Joseph	Contract Manager	713-316-4259
Steve Gibson	Contract Manager	713-681-6052
Laura Sprehe	Contract Manager/Food	713-696-8213
Janet Wachs	CE Asst. Director	832-808-0055
Jan Arnold, CPA	Client Services Manager	713-696-0746
Mary Causey, MS, RTSBA	Contract Compliance Specialist	713-696-8270
Cora Day	Contract Coordinator	713-696-8208
Arlita Kyles, CTSBO	Contract Specialist	713-696-8241
Yvonne Johnson	General Office Clerk II	713-696-1886
Kay Vorish, CTSBO	Contract Assistant	713-696-0743
Shandra Powell	Clerk - General Office	713-696-1389
Fred Calhoun	Field Representative	713-203-5365
Ann Marie Harbour	Field Representative	817-703-7901
Jeff Drury	Director	713-696-0786



ACTION ITEMS AND TAKEAWAYS

- Review Vendor Dashboard
- Review Market Resources Page
- Share how member can get login ID with your sales staff
- Contract managers have request forms for member contact lists
- If not a construction vendor, take following survey



Survey

Non-JOC Vendors ONLY:
Complete your survey at this time.
(YOUR FEEDBACK MATTERS!)

SURVEY





**Job Order
Contracting
(JOC)**



Objectives

Why JOC?

Maintenance vs. Construction

Concepts including Trade JOC & Quoting vs. Bidding

How to Legally Use Your New CP Contract



Why Does Legal Compliance Matter?

- Different procurement rules apply
 - Contracts not properly procured can be voided or unenforceable
 - Officials and officers who violate procurement statutes can be subject to criminal penalties
- Public works contracts may trigger bonding and prevailing wage requirements
- Legal mistakes can:
 - DELAY projects
 - Jeopardize budgets and result in cost-overruns
 - Subject gov't entity to financial liability to vendors & subcontractors

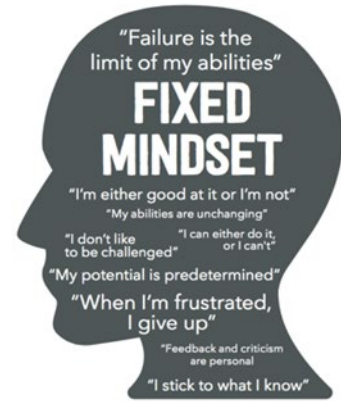


JOC/IDIQ – Why Job Order Contracting (JOC)

• Time & Materials

If providing **construction services**

- Only method allowed to select contractors for future, undefined projects [Texas Education Code 44.031](#) (a)1-8





JOC/IDIQ – What is JOC/IDIQ Contracting

“A procurement method used for **maintenance, repair, alteration, renovation remediation, or minor construction**” of facilities “when the **work is of a recurring nature**, but the delivery **times, types, and quantities** of work required are **indefinite.**”

TEX. GOV'T CODE § 2269.401



JOC/IDIQ – Maintenance VS. Construction

Factors to Consider

- *Like for like* – NOT new or upgraded
- Scale and complexity of project
- Physical size of object being worked on

JOC contract
(TGC 2269)

Maintenance Contract
(TEC 44.031)



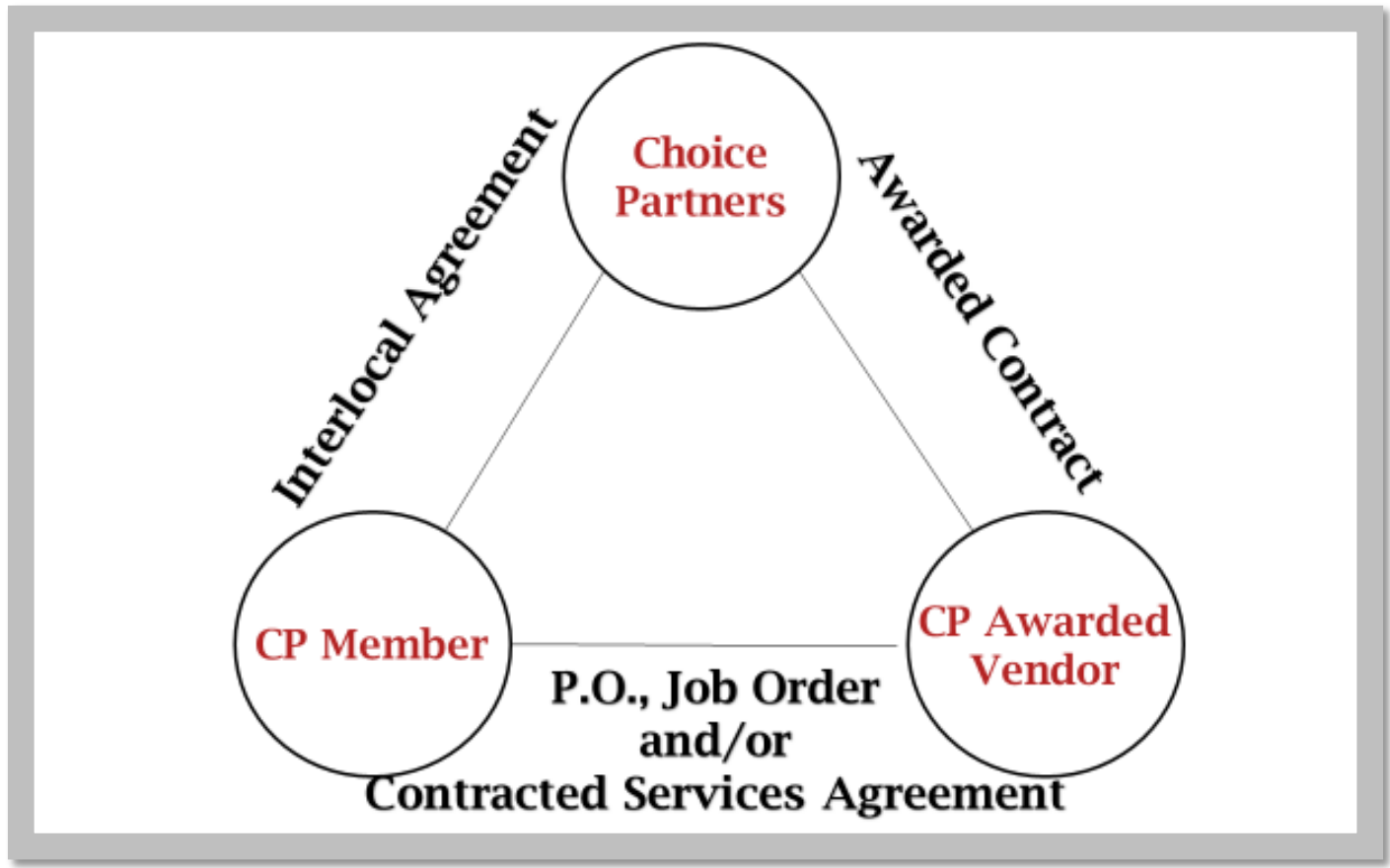
Repair &
Maintenance

Construction
Services

OSHA Letter to Raymond Knobb (11.18.2003)



WIN, WIN, WIN





JOC's procured by Purchasing Cooperatives

- Gov't Entity selects vendor without having to use its own competitive procurement process
- ONLY satisfies the **procurement** requirement, NOT the **contracting** requirement
- Statute **requires a written and signed** job order between the **vendor and the Gov't Entity TGC 2269.410(a)**
- Only construction method that allows for use of a cooperative in lieu of self-procurement
- Only method allowed to select contractors for future, undefined projects or tasks



JOC/IDIQ – What's an IDIQ/JOC Estimate?

- MUST contain:
 - CP Contract Number
 - Line item assessment based on Unit Price Book (UPB)
 - Localized by applying City Cost Index (CCI)
 - Legally bid coefficient
- Subcontractor pricing must be estimated using the UPB for ALL scope of work



JOC/IDIQ Estimate

HVAC Example									
Vendor Name									
Job Description									
Choice Partners Contract #18/036MC-XX									
Data Release : Year 2019 Quarter 2									
Quantity	LineNumber	Description	Unit	O&P	Ext. Total O&P	Labor Type	Data Release	CCI Location	Notes
10	230505100400	Central station air handler, up thru 15 ton, selective demolition	Ea.	\$ 579.25	\$ 5,792.50	RR	Year 2019 Quarter 2 (Use most updated available at time quote is requested)	TEXAS / HOUSTON (770-772)	Insert any notes to describe where work is being done, what is being provided in this line item, etc
1	237433101100	Rooftop air conditioner, single zone, electric cool, gas heat, 3 ton cooling, 60 MBH heating, includes, standard controls, curb and economizer	Ea.	\$ 4,359.00	\$ 4,359.00	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
3	237433101150	Rooftop air conditioner, single zone, electric cool, gas heat, 7.5 ton cooling, 170 MBH heating, includes, standard controls, curb and economizer	Ea.	\$ 8,213.65	\$ 24,640.95	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
1	237433101156	Rooftop air conditioner, single zone, electric cool, gas heat, 8.5 ton cooling, 170 MBH heating, includes, standard controls, curb and economizer	Ea.	\$ 9,733.10	\$ 9,733.10	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
2	237433101160	Rooftop air conditioner, single zone, electric cool, gas heat, 10 ton cooling, 200 MBH heating, includes, standard controls, curb and economizer	Ea.	\$ 12,186.50	\$ 24,373.00	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
1	237433101170	Rooftop air conditioner, single zone, electric cool, gas heat, 12.5 ton cooling, 230 MBH heating, includes, standard controls, curb and economizer	Ea.	\$ 13,614.90	\$ 13,614.90	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
2	237433101180	Rooftop air conditioner, single zone, electric cool, gas heat, 15 ton cooling, 270 MBH heating, includes, standard controls, curb and economizer	Ea.	\$ 16,839.60	\$ 33,679.20	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
100	239110106050	Curbs/pads prefabricated, pad, condenser, fiberglass reinforced concrete with polystyrene foam core, 2" thick, 20" x 38"	Ea.	\$ 94.70	\$ 9,470.00	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
1	015433602720	Rent crane truck mounted, hydraulic, 100 ton capacity, Incl. Hourly Oper. Cost.	Week	\$ 9,898.76	\$ 9,898.76	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
RS Means Unit Cost Total				\$ 75,519.46	\$ 135,561.41				
Insert what you bid		Total with Coefficient (1.0 x RS Means Total)			\$ 135,561.41				
		Additional Discount of XX% good for current project only			\$ 122,005.27		***Optional if you need to give additional discount to be competitive.		
		2% Bond (Any additional Pass-Through Costs)			\$ 2,440.11				
		Total Project Quote			\$ 124,445.37				



Review the JOC Quote

- CCI location
 - Coefficient
 - O & P Pricing
 - Data release (most recent)
- Non pre-priced items
 - Attempts to pass-through co-op fee
 - Division 1
 - Adjustment Factors



JOC / IDIQ – The JOB Order

- District - issued
- Signed by both parties
- States scope of work and price of assigned tasks
- Provides Owner's Adopted Prevailing Wage Rates



JOC / IDIQ – Bidding VS. Quoting

- **BID or PROPOSAL**

vendor's *formal, written, sealed response* that satisfies the state's procurement requirements for a governmental entity.

- **QUOTE**

vendor's *job-specific price in writing* based on their previously bid and awarded contract coefficient and contract specified UPB.



JOC / IDIQ – Final Thoughts

- Establish the procurement method with your client **PRIOR** to quoting the job
- **CP contract number** – put on **BOTH - Quote & P.O.**
- CP needs to receive:
 - (1) confirming copy of each PO issued
 - (2) monthly reporting to CP (completes legal procurement process for your client & keeps them in legal compliance)



Survey

JOC Vendors ONLY:
Complete your survey at this time.
(YOUR FEEDBACK MATTERS!)

SURVEY





Looking forward to working with you!



**Contact your Choice Partners
contract manager to get started.**



Contact Information

6005 Westview | Houston TX 77055

Tel 713-696-0786 **or** 1-877-696-2122

www.choicepartners.org

Follow us:

www.twitter.com/choice_partners

www.linkedin.com/company/choice-partners

Email: info@choicepartners.org or jeff@choicepartners.org



Contacts

CP Management

Jeff: jeff@choicepartners.org
Joann: joann@choicepartners.org
Trisha: trisha@choicepartners.org
Stephen: skendrick@hcde-texas.org

Contract Managers

Kristi: kristi@choicepartners.org
Laura: laura@choicepartners.org
Michael: michael@choicepartners.org
Monique: monique@choicepartners.org
Steve: steve@choicepartners.org

Contract Compliance

Mary: mary@choicepartners.org

Billing

Arlita: arrita@choicepartners.org
Jan: jan@choicepartners.org
Kay: kay@choicepartners.org

Reporting

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