JOB ORDER CONTRACTING BEST PRACTICES MANUAL OUTLINE

I. Executive Summary
   a. Explanation of document and the intent of use.

II. Introduction
   a. High level overview:
   b. Types of work:
   c. Limitations
   d. Benefits of JOC

III. JOC as a Public Agency
   a. Understanding the RCW
   b. What is a Coefficient?
   c. Owner responsibilities
   d. Expectations
   e. How to guide: building a solicitation

IV. JOC as a Contractor
   a. Typical RFP structure:
   b. Phase 1: Technical Proposal
   c. Phase 2: Interview w/ public entity
   d. Phase 3: Pricing (coefficient):
   e. Contract operations
   f. Limitations

V. Best Practices
   a. Procuring a work order
   b. Safety
   c. Progress Meetings
   d. OMWBE Outreach

VI. Bibliography