

To All Public Bodies Using the Job Order Contract Procedures in RCW 39.10:

Thank you in advance for providing complete and timely job order contracting data so that the Capital Projects Advisory Review Board (CPARB) can provide appropriate recommendations to the Legislature.

If you use Job Order Contract Procedures in RCW 39.10, please complete the attached report form and e-mail it to [Danelle Bessett](mailto:Danelle.Bessett@cparb.wa.gov) by Friday, December 16, 2011. (This form will be available online in the Quick Links box on the webpage: <http://www.ga.wa.gov/cparb/DataCollection.htm> after Tuesday, November 8, 2011.)

Public bodies authorized to use the Job Order Contracting procedure are required to provide information on their job order contracts annually to the [Capital Projects Advisory Review Board](#) (CPARB). CPARB is **tasked by the Legislature** to evaluate and make recommendations to state policy makers on alternative public works contracting methods, including Job Order Contracting.

Who must report and when?

Authorized public bodies ([RCW 39.10.420](#)) with active job order contracts.

The following are authorized public bodies:

- Department of General Administration
- University of Washington
- Washington State University
- Every city with a population greater than 70,000 and any public authority chartered by such city under RCW [35.21.730](#) through [35.21.755](#) (Seattle)
- Every county with a population greater than 450,000
- Every port district with total revenues greater than \$15 million dollars per year
- Every public utility district with revenues from energy sales greater than \$23 million dollars per year
- Every school district
- State Ferry System

Report for each job order contract at the end of each contract year ([RCW 39.10.460](#)):

- A list of work orders issued.
- The cost of each work order.
- A list of subcontractors for each work order.
- Other project information required by CPARB – **see attached report form.**

JOC Report Form Changes & Submittal Instructions

Changes:

Last year, CPARB changed the basis for reporting from fiscal year to JOC contract year to be in line with requirements in the law ([RCW 39.10.460](#)). We are continuing this approach this year. Please note:

- Reporting period language at top of form:
 - Reporting Period – entire contract year ending between July 1, 2010 and June 30, 2011
- The JOC Contract Year #, Start Date, and End Date
- Who performed the design for each work order: Indicate one: JOC, Owner, or Owner Consultant
- The form is slightly different this year to allow summary calculations to be done more easily.

Instructions:

- Please use **one form for each** job order contract for

Completed work orders for the Entire Contract Year that ended between July 1, 2010 and June 30, 2011.

- E-mail each form to Danelle Bessett, Danelle.Bessett@dshs.wa.gov, **by Friday, December 16, 2011.**

If you are part of a public body association, please forward this on to the individual public bodies in your group who are authorized to use Job Order Contracting procedures.

Also, please forward a list of authorized public bodies in your group including contact name, e-mail, and phone to Danelle Bessett.

Questions?

- Contact Danelle Bessett at Danelle.bessett@dshs.wa.gov or (306) 902-7941 or Nancy Deakins at nancy.deakins@dshs.wa.gov or (360) 902-8161. Thank you.