

INSTRUCTIONS
JOB ORDER CONTRACT SUPPLEMENTAL
PREQUALIFICATION

All Prospective Bidders/Contractors interested in participating in The California State University Job Order Contract (JOC) Program shall complete the JOC Supplemental Prequalification application, online, and upload all attachments herein. In addition, all Prospective Bidders must be financially prequalified with the Trustees. Contractors shall register and log in to “PlanetBids” to apply for the financial prequalification.

The Trustees’ Prequalification Administrator may be reached as follows:

The California State University, Chancellor’s Office
Capital Planning, Design and Construction
Prequalification Administrator
T: (562) 951-4075, E: cocm.prequal@calstate.edu.

The JOC supplemental prequalification is a two-step process.

1. Qualification Application - Submitted Annually via PlanetBids.
2. Project specific Prequalification JOC Approval

Each Job Order Contract requires an individual “project specific” approval letter.

- a. Email cocm.prequal@calstate.edu with the advertised Notice to Contractors for the JOC of interest.
- b. Final approval will be based upon your firm’s systemwide prequalification status, and sufficient aggregate rating. Upon review, a “project specific” approval or denial will be sent to the contact entered in PlanetBids.

Is your firm financially prequalified with the Trustees?

Please continue the online application even if your answer is NO. The JOC Supplemental will be evaluated after the systemwide Trustees’ prequalification approval.

JOC Prequalification Types

Please select all types your firm is interested in. JOC contracts are specific to the types listed in the application. Your firm should have a demonstrated history of the types selected.

Contractor License Classifications

Please list the firm’s license number, expiration date and classifications.

References and Project History

JOC Experience

Please list the firm's JOC experience for the last three (3) years. Five (5) projects are required. The experience listed in this section should reflect the JOC Prequalification Types checked off previously in the application.

-or-

Concurrent Project History

If your firm *does not* meet the requirement above, please list *concurrent* project experience:

- At least five (5) projects completed in California, with scopes relevant to all JOC Types you are applying for,
- Three (3) of the five (5) must have been performed concurrently,
- One (1) project must have been performed for a public agency,
- All projects must be over \$200,000,
- **If claims were filed on any of the listed projects, use the attachment section to upload an explanation.**

Current CSU Projects

If your firm has any ongoing CSU projects, select Yes and complete the Current CSU Contracts template and upload the list to the attachments section.

What is the Center for JOC Excellence?

The Center for JOC Excellence (CJE) is a nonprofit association dedicated to promoting JOC and related IDIQ contracting methods. They offer a JOC certification and Certified JOC Professional credentialing. CJE can be found here: <https://jocexcellence.org/>.