



Opportunity Details

Opportunity Name:

Agency Contact:

Contractor Outreach Specialist:



General Information

- ☐ Review the Informational Meeting here — [Link to Info Meeting Recording].
- ☐ For additional questions about JOC, reach out to contractors@gordian.com or [COS Name].



Online Bidding Portal Registration (Begin After Informational Meeting)

- ☐ Access the designated online bidding portal — [Insert Bid Portal URL].
Access a step-by-step guide for utilizing the bid portal here — [Link to Guide on G.com].
- ☐ Register on Vendor Bid Portal to access and verify account credentials.
- ☐ Confirm access to bid submission tools



Administrative Readiness (After Advertisement is Posted)

- ☐ Access Vendor Bid Portal and Review Bid Documents
- ☐ Set up calendar to track and manage deadlines.
- ☐ Register for Pre-Bid Meeting — Link and details are provided within solicitation documents.
- ☐ Ask questions through formal RFI process, if clarification is needed. Specific dates for RFI process will be provided in the solicitation documents.



CTC Familiarity (Begin on the date of the advertisement)

- ☐ Review Gordian Construction Task Catalog® (CTC) for pricing structure
- ☐ Understand CTC organization (CSI divisions, unit prices, demolition prices)
- ☐ Verify pricing components: labor, materials (with delivery) and equipment
- ☐ Review technical specifications for quality standards and approved materials



Adjustment Factors

- ☐ Review contract documents for adjustment factor requirements.
- ☐ Develop adjustment factors based on solicitation documents.
- ☐ Document the methodology used to calculate adjustment factors.
- ☐ Ensure adjustment factors align with guidelines outlined in "Using the Construction Task Catalog," the first six pages of the CTC.
- ☐ Validate adjustment factors with historical data from completed projects of different values from small to large. Select accurate tasks for scope; avoid generic placeholders. Double-check quantities, units, and modifiers for accuracy.



Additional Resources

[On-Demand Webinar: Job Order Contracting 102: Price it Right](#) – Gordian's CTC + Adjustment Factor Explained

[How to Calculate a JOC Adjustment Factor](#) – Detailed walkthrough

[FAQ Document](#) – Frequently asked questions regarding Job Order Contracting