



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

CAROL DIAGOSTINO
Agency Chief
Contracting Officer

Project: JOCS-DDC, Requirements Contract for Job Order Contracting System in Connection with Various Capital Projects, Citywide

PIN: 8502012VP0001P

Date: Wednesday, February 22, 2012

To: All attendees

From: Carlo Di Fava

MINUTES OF FEBRUARY 22, 2012 PRE- PROPOSAL CONFERENCE

Attendees:

Kumar Jaisinghani: Deputy Director, Job Order Contracting Unit, DDC
Julissa Arno: Executive Assistant, Job Order Contracting Unit, DDC
Kareem Alibocas: Contract Manager, DDC
Additional Attendees: Attendance Sheet Attached

GENERAL

Kareem Alibocas began the meeting with a brief introduction of the project, followed by a more detailed description of the scope of work from Kumar Jaisinghani. The purpose of this contract is to procure the services of a consultant who will provide all services necessary and required to update, maintain and implement a Job Order Contracting System (JOCS). The JOC system is a contracting system that will permit DDC to accomplish a large number of small and medium sized construction projects using a limited number of competitively bid requirements contracts.

The technical proposal must be submitted on or before 4:00 P.M. on March 5, 2012. Any questions should be directed to Carlo Di Fava as defined on page 1 of the RFP.

The following is a summation of questions and answers from the conference. Any errors in the responses from the Pre-Proposal Conference have been corrected; the following should be considered the official responses to the questions.





Question: What does the JOCS program unit do?

Answer: Similar to a Requirements Contract, JOCS has a set unit price book, technical specifications and procedures to conduct joint scope meetings and issue Request for Proposals.

Question: What is the range in value of JOC projects?

Answer: The values per project vary and could range from \$50,000 to \$1.5 million.

Question: What is required of the consulting company who is awarded the proposal?

Answer: The company must create a unit price book, technical specifications and develop the software to manage the program.

Question: Can the consultant bring a company that provides IT service for the software?

Answer: Subcontracting is not allowed, however firms could Joint Venture. Everything must be done by the consulting company in-house.

Question: Are there any M/WBE requirements?

Answer: No. The consultant is not allowed to subcontract any portion of this contract.

Question: Is the consultant guaranteed that DDC will complete \$20 million worth of projects for the year during the next four years, as stated in the RFP?

Answer: There is no guarantee that the projects completed during the year will total \$20 million. It can be less and would depend on the number of projects requested by DDC's client agencies. The fee for the consultant work is based on contracts registered. DDC can only guarantee \$2,500 for this contract as stated in the RFP.

Question: What kind of projects does DDC manage?

Answer: DDC manages projects for every City agency such as Police, Fire, Health, Cultural Affairs, etc.

Question: How often are unit price books updated?

Answer: Unit price books are updated for every contract. However, the consultant is required to update the JOCS contractor's factors on an annual basis.

Question: Is the unit price book similar to the Means?

Answer: Yes, but the unit price book is more detailed.





PRE-PROPOSAL CONFERENCE ATTENDANCE SHEET

DATE: 2/21/12
 PROJECT ID: JOCS-DDC
 PIN # 8502012VP0001P

PROJECT TITLE/DESCRIPTION: JOCS-DDC, Requirements Contract for Job Order Contracting System in Connection with Various Capital Projects, Citywide

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