

## HOW TO REVIEW A JOB ORDER ASSIGNMENT PROPOSAL – WHAT TO LOOK FOR

1. **Verify the proper coefficient is used and applied**
  - The contracted coefficient is applied to the Unit Price line items only, including overtime calculations.
2. **Perform a math check on the Proposal Summary**
  - Math should be checked in the “down column” and it is recommended to check certain high quantity line items “across” the detail sheet.
3. **Review and check all overtime applications**
  - This includes crew rates used and the specific application of what is being performed under O.T.
  - The overtime coefficient is the same as the normal working time coefficient.
  - Distinguish between overtime for off-hours labor vs. straight-time with a shift differential.
4. **Check and review the line item detail**
  - Line items should clearly correspond to the scope of work and be categorized by the Construction Specifications Institute groups.
  - The formulas cannot be changed or modified in the Unit Price Book
5. **Review and confirm quantities**
  - Check the large quantities and the frequency of smaller quantities
  - Look for duplication
  - Confirm that inter-related line items have appropriate inter-relating quantities, e.g., conduit quantity vs. wire quantity.
6. **Review and confirm qualifications / clarifications**
  - Clarifications are important because they confirm or spell out unknowns.
  - Verify how clarifications affect the pricing in the proposal or the scope of work
7. **Confirm the Job Order duration / final completion**
  - All projects require a schedule in Microsoft Project format. It should be noted that the final approved schedule can be furnished at an agreed upon later date and may or may not be attached as part of the initial proposal.
8. **Review the non pre-priced items**
  - The goal is to keep non pre-priced items to 10% or less of the direct cost. However we have many proprietary systems and vendors. Some proposals may exceed the 10% due to the application of these proprietary sources.
  - All non pre-priced line items must have a complete material and labor breakdown attached.
  - Confirm that the non pre-priced items are *not* in R.S. Means.