TIPS Job Order Contracting:

Compliant Purchasing, Reporting, & Payment Process for TIPS-USA Members and Vendors

1 Identify Your Project

MEMBER:

- Identify a potential project that needs to be completed.
- If you are a Texas agency, use the **TIPS JOC Checklist** to determine if the project is suitable for a JOC contract (or other state guidance) or if a Non-JOC contract is preferred.
- Reach out to an approved **TIPS Vendor** to request a proposal for a potential project.

2 Prepare the Proposal

VENDOR:

- Generate a Scope of Work based on the TIPS Member's needs.
- Prepare a complete proposal that includes a detailed Scope of Work and a supporting line-item estimate using an approved industry-standard estimating resource, such as RSMeans, Xactimate, or BNi (eConverge), as applicable to the project and the Vendor's contract requirements.
    - For Non-JOC contracted proposals, ensure that TIPS has your most current price sheets on file.

ESTIMATING SUPPORT:

If you need assistance generating a RS Means line-item estimate, contact our recommended third-party firms to explore their services and pricing:

PH2 Solutions:
Heath Hinton
heath.hinton@ph2-solutions.com
(903) 573-4901

Facilties Connect:
David Adams
david.adams@facilitiesconnect.org
FacilitiesConnect TPV Request Form

3 Submit for Compliance Review

VENDOR + TIPS:

- TIPS Vendor emails the proposal and supporting line-item estimates, including a TIPS Contract # to **compliance@tipsconstruction.com**. Line-item estimates using these estimating resources are required for JOC contract proposals only.
- The Compliance Manager will review the estimate and email the Vendor confirming that the estimate is in alignment with the listed contract. The Vendor is now free to offer the proposal to the TIPS Member.

4 Present the Approved Proposal Documents

VENDOR:

- TIPS Vendor cover letter
- Proposal including TIPS Contract # and a Scope of Work description
- Contract-supported line-item estimate
- Copy of **TIPS Member Purchase Order Procedure**

NOTE:

If a TIPS Member/customer needs a pricing review accompanied by a Pricing Compliance Letter before a PO is issued, only the TIPS Member can make that request by emailing **bids@tips-usa.com**.

5 Report Your Project to TIPS

MEMBER REPORTING | PREFERRED PROCESS:

- TIPS Member emails a purchase order or signed contract to **tipspo@tips-usa.com**.
- TIPS Member receives a Compliant Purchase Verification email from the TIPS PO Department stating that the purchase order was reviewed, deemed compliant with the TIPS contract and processed by TIPS-USA.
- TIPS Vendor receives a confirmation email from the TIPS PO Department with a link to download the purchase order/contract.
- Log in to the **TIPS Member Portal** to confirm that the project is successfully entered in the TIPS database. Project documents can be viewed on this site until the project is complete and paid in full.

VENDOR REPORTING RESPONSIBILITY:

- If the purchase has not been reported by the Member, the Vendor is contractually responsible for submitting the purchase order or signed contract to **tipspo@tips-usa.com** within 30 calendar days of receiving it from the Member.
- Vendors should regularly monitor their **TIPS Vendor Portal** to ensure all purchases are properly recorded. If a purchase is not visible, the Vendor must take the necessary steps to ensure it is reported within the required timeframe.

6 Manage the Project

VENDOR:

- TIPS Vendor may begin contracted services and commodity sales with the TIPS Member.
- Log in to **TIPS Vendor Portal** to view the project; make change order adjustments; enter bond costs, shipping or taxes when applicable. TIPS admin fees are not based upon shipping, tax or bond amounts.
- If the purchase order was not initially reported by the TIPS Member, it is the Vendor's responsibility to upload the PO to their TIPS Vendor Portal or email the PO to **tipspo@tips-usa.com**.

IMPORTANT:
Failure to report TIPS purchases as described herein will result in no record of the TIPS transaction. This could prevent customers from achieving a compliant public purchase and could cause audit or legal findings against the customer or Vendor.

7 Invoice the Member

VENDOR:

- TIPS Vendors invoice TIPS Member customers as is customary to their business practices. TIPS-USA does not invoice TIPS Members for sales made by Vendors.
- Vendors must create payment reports/invoices for TIPS admin fees per contract terms via their assigned **TIPS Vendor Portal**.

8 Pay TIPS Administrative Fees

VENDOR:

- TIPS Vendors who receive payment from Member customers, including partial payments, must pay the TIPS administrative fees within 30 calendar days.
- Include a copy of the payment report when mailing a check directly to TIPS-USA. This payment report provides clear documentation that TIPS Accounting needs to ensure the payment is applied correctly.
- In some instances, TIPS admin fees can be paid by ACH. Contact **Gabriel Gaytan** to explore this option.