JP3 Outline and Main Topics

Volume I

Chapter 1 - Authority, Responsibility, and Conduct - introduces the Judiciary Procurement Program Procedures (*JP3*) and defines its usage in judiciary procurements. It also provides information concerning authority, responsibility and conduct in procurement actions.

1.1.   Purpose and Scope
1.2.   Authority and Responsibility
1.3.   Organization of *JP3*
1.4.   Procurement Integrity and Ethics
1.5.   Ratification
1.6.   Release of Information
Exhibit 1-1 Budget Considerations
Exhibit 1-2 Unauthorized Procurement Actions Report

Chapter 2 - Procurement Planning - identifies the policies that are to be followed in procurement planning and takes the planning process through to the statement of work.

2.1.   Policy
2.2.   Terms and Conditions
2.3.   Descriptions, Specifications, and Statements of Work
Exhibit 2-1   Sample Evaluation Factors

Chapter 3 - Purchasing Methods and Procedures - discusses many aspects of the actual procurement, including the selection of the source of supply and the requirements for advertising the proposed procurement. It also includes a review of various topics concerning contractors' qualifications. It defines various purchasing methods and identifies different factors which must be considered depending on the purchasing method that is selected. Purchases must be made on the basis of adequate competition whenever feasible. Adequate competition means the solicitation and participation of enough capable sources to ensure that the required quality and quantity of products and services are obtained when needed, and the price is fair and reasonable.

3.1.   Procurement Sources
3.2.   Publicizing Open Market Procurement Actions
3.3.   Contractor Qualifications
3.4.   Small Purchase Procedures
3.5.   Standard Competitive Contracting Procedures
3.6.   Other Than Full and Open Competition
3.7.   Unsolicited Offers
3.8.   Price Negotiations
3.9.   Judiciary Protest Procedures
Exhibit 3-1 Sample offering letter to Randolph-Shephard Agency

Chapter 4 - Types of Procurements and Analysis of Offers - introduces a number of different procurement types. It must be noted that the courts are only authorized to use the firm-fixed-price procurement type. Use of any of the other procurement types must be approved in writing by the Procurement Executive (PE) in the AO Procurement Management Division (PMD). If a situation develops where the contracting officer or procurement officer determines that one of the other procurement types listed would be of greater benefit for a particular procurement, a justification for the use of the specific procurement type, along with a statement of work for the proposed procurement must be forwarded to the PE for review and approval. The chapter also discusses analysis of offers.

4.1.	Selecting Procurement Type
4.2.	Technical Analysis
4.3.	Price Evaluation
4.4.	Price Analysis
4.5.	Cost Analysis
4.6.	Cost Principles
4.7.	Cost Allowability

Exhibit 4-1 Certificate of Current Cost or Pricing Data
Exhibit 4-2 Table 4-2 Instructions for Submitting Cost/Price Offers When Cost or Pricing Data is Required

Chapter 5 - Special Categories of Procurements - provides information about procuring professional services. Specific information is included about contracting for expert and consultant services. It also discusses the special procurement procedures which must be followed when contracting for architect and engineering services. Information on commercial use agreements are also presented in this chapter.

5.1.	Personal Services Procurements
5.2.	Expert and Consultant Services Contracts
5.3.	Architect-Engineer Contracts
5.4.	Commercial Use Agreements

Chapter 6 - Bonds, Insurance, Taxes, and Intellectual Property - provides information about the various types of bonds that are required in specific types of contracting situations. Written approval by the PE must be obtained prior to incorporating any requirement for bonds into a solicitation document. Also included in this chapter is information about types of insurance that the judiciary will sometimes require the contractor to have, as well as a discussion of federal, state and local taxes. Various issues concerning when data rights are required in the proposed contract action are discussed in this chapter.

6.1.	Bonds
6.2.	Sureties
6.3.	Insurance
6.4.	Taxes
6.5.	Rights in Data and Copyrights

Chapter 7 - Contract Administration - covers administration procedures used to ensure that the judiciary obtains the needed work on time, at the quality level called for by the procurement, and that the contractor receives proper compensation.

7.1.	Maintaining Records
7.2.	Responsibilities
7.3.	Judiciary Property
7.4.	Subcontracting
7.5.	Contract Performance
7.6.	Quality Assurance
7.7.	Payments
7.8.	Contract Modifications
7.9.	Claims and Disputes
7.10.	Contract Termination
7.11.	Contract Closeout

Exhibit 7-1, Novation Agreement
Exhibit 7-2, Change of Name Agreement
| Exhibit 7-3, Notice of Assignment

JP3 **Glossary of Terms -** provides definitions for the procurement terminology.

Volume II

Appendix A - Uniform Contract Format - establishes a uniform contract format for solicitations of offers for products and services, except solicitations and awards using small purchase procedures.

| **Appendix B - Solicitation Provisions and Procurement Clauses** - sets forth the provisions and clauses to be included in solicitations and contracts for products and services.

Appendix B Matrix - provides a listing of all the *JP3* Provisions and Clauses and the location of their prescriptions in the *JP3* text. This also provides whether or not the provision or clause may be incorporated by reference (IBR) into the contract. It indicates which section of the Uniform Contract Format (UCF) where the provision or clause should be incorporated into the contract, and which types of contracts for which the provision or clause is appropriate.

| *JP3* **Text Index** - key words are indexed as to their location in the *JP3* text.
| *JP3* **Index - Provisions and Clauses** - provision or clause title indexed by its key words