



Administration and Finance

Operations Detail: **STRATEGIC SOURCING & SUPPORT SERVICES – 13**

STRATEGIC SOURCING & SUPPORT SERVICES | PROCUREMENT
Notice of Proposed Project for Facilities Design & Construction
October 2024

1.0 PURPOSE

This Operations Detail establishes procedures and requirements for initiating and managing a Notice of Proposed Project (NPP) within Facilities Design & Construction at California State Polytechnic University, Pomona (CPP). NPPs guarantee that project proposals are fully documented, reviewed, and processed for budget approval, contractor selection, and project execution. Each NPP requires approval from the Vice President (VP) of Administration & Finance before the project can move forward.

2.0 BACKGROUND

Facilities Design & Construction manages numerous service contracts and public works projects. To ensure transparency, regulatory compliance, and budget oversight, the [NPP form](#) serves as the starting point for each new project by capturing details crucial for budget approval, contractor selection, and establishing timelines. Starting in 2024, all NPPs require final approval from the VP of Administration & Finance to ensure alignment with institutional priorities and financial planning.

3.0 OVERVIEW

NPP forms must be provided for all Facilities Design & Construction projects that require formal documentation and budget approval. This form is filled out by the Project Manager and captures the project's essential details, including project title, location, budget, contractors, job walk information, and the estimated completion timeline. After the Director of Facilities Design & Construction approves the NPP, it must be reviewed and signed by the SAVP of FPM, then submitted to the VP of Administration & Finance for final approval. Only after this approval can steps such as contractor bidding or project initiation proceed. Once approved, Facilities Design & Construction submits the NPP to Procurement, allowing them to formally begin the bidding process on behalf of CPP.

4.0 CITATIONS

[CSU Contracts and Procurement, II. A. 2. Delegation to Campus President](#)

5.0 PROCEDURES

5.1 NPP Form Submission

Project Managers must fill out the NPP form with all essential project details:

- Project Information:
 - Project title
 - Campus location
 - Project Coordinator contact information
- Project Specifications:
 - Type of project, service contract or public works
 - Delivery method
 - Design firm name (if applicable)
- Job Walk and Bid Details:
 - Specify date and time of the job walk, indicating whether attendance is mandatory
 - Specify bid opening date and time
 - Specify the contractor license type required (for new public bidding projects)
- Project Timeline:
 - Estimate the project's completion time (in calendar days) and specify any applicable liquidated damages for delays
 - Confirm if drawings and specifications are required, along with their availability date
- Scope and Budget:
 - Provide a concise project scope description
 - Provide an estimate of construction costs and associated project number(s)
 - Provide Chartfield Strings for budget allocation

Once completed, the form must be submitted to the Director of Facilities Design & Construction for initial approval and signature, followed by review and approval by the Senior Associate Vice President for Facilities Planning & Management, before being forwarded to the Vice President of Administration & Finance.

5.2 Budget Approval

Budget Planning & Analysis (BPA) is responsible for budget review and approval in the project authorization process. After the Director of Facilities Design & Construction signs off on the initial budget approval, the NPP form will be submitted to BPA for review and confirmation. Once Budget Planning & Analysis (BPA) completes the budget verification, the signed NPP form is routed by FPM to the Vice President of Administration & Finance for final approval. After approval is obtained, the project can proceed to Procurement.

5.3 Contractor Selection and Bidding

Upon final approval, FPM shall submit the completed and signed NPP form to Procurement via the Procurement Smartsheet Intake Form or by email to procurement@cpp.edu, depending on current intake procedures. Procurement will then initiate the bidding process. Contractors will be evaluated based on license requirements, job walk participation, and their alignment with the project description.

5.4 Project Execution

Once a contractor is selected and assigned, Project Managers will initiate the project as outlined in the NPP. They will continuously monitor progress against the projected timeline and budget, implementing any necessary changes in accordance with the established revision and approval process.

6.0 DEFINITIONS

NPP (Notice of Proposed Project)

A formal document outlining the key details of a proposed project, including the project's purpose, scope, budget, timeline, and any specific requirements. The NPP serves as a foundational planning and authorization tool that ensures that project proposals are thoroughly documented, reviewed, and prepared for budget approval, contractor selection, and project execution. An example of the form is included in the appendix, [Appendix A: NPP Form Example](#).

Chartfield Strings

A series of financial accounting codes used to categorize, track, and allocate funds for a project.

Public Works Contract

A type of project contract focused on publicly funded construction, renovation, or significant repairs on public facilities or infrastructure. This contract is subject to specific legal and regulatory standards designed to ensure public benefit, quality control, and appropriate use of taxpayer funds.

Liquidated Damages

Pre-determined financial penalties assessed per day for delays in project completion beyond the agreed-upon deadline. These damages compensate the project owner for potential losses due to delays and encourage timely project delivery.

Vice President of Administration & Finance

The senior executive, or administrator in charge, who oversees and approves all financial and administrative aspects of university projects.

7.0 CONTACTS

This operations detail is owned, administered, interpreted, and revised as necessary by the Department of [Strategic Sourcing and Support Services](#).

Sergio D. Rodriguez

Director of Strategic Sourcing and Support Services

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8.0 REVISION TRACKING

Revision History

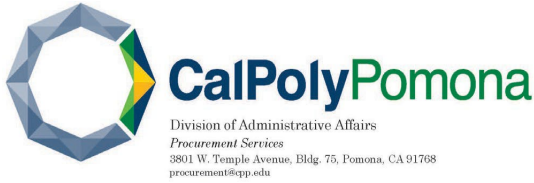
Revision Date	Revised by	Summary of Revision	Section(s) Revised
10/01/2024	Sergio Rodriguez	Initial Document	All
10/29/2024	Natalie Schroeder	Revision	All
11/07/2024	Natalie Schroeder	Revision	All
04/04/2025	Sergio Rodriguez	Revision	All

Review/Approval History

Approval Date	Approved by	Summary of Approval	Section(s) Approved
12/17/2024	Sergio Rodriguez	Revised Draft	All
01/27/2025	Jason Stoikoff	Revised Draft	All
01/27/2025	Matthew Whinery	Revised Draft	All
02/10/2025	Jason Rodriguez	Revised Draft	All
04/18/2025	Michelle Cardona	Reviewed w/Comments	All
06/13/2025	Michelle Cardona	Reviewed & Approved	All

9.0 APPENDIX

APPENDIX A: NPP Form Example



NOTICE OF PROPOSED PROJECT

Type of Project (check one box): Public Works Service Contract
Date: _____
Delivery Method: _____ Design Firm: _____

Project No.: _____ Construction Estimate: _____

Project Title: _____

Project Location: California State Polytechnic University, Pomona Project

Coordinator: _____ Telephone No. _____

Job Walk Date & Time: _____ Mandatory? Yes No

Alternate Job Walk Required? Yes No Date and Time: _____

Bid Opening Date and Time: _____

Type of Contractor's License Required: _____

Estimated number of days to complete the project: _____

Calendar Days Liquidated Damages: \$ _____ Per Calendar Day

Drawings and Specifications Required? Yes No If yes, available date: _____

Project Description: _____

Chartfield Strings to encumber: _____

Director, Facilities Design & Construction Date
Facilities Design/Construction

BUDGET APPROVAL Date

Vice President of Administration & Finance Date
Administrative Affairs Date

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Revised: 10/2024 SDR