

The following procedures are for authorized public agencies to use for the various Indefinite Delivery Indefinite Quantity (IDIQ) Programs offered. Authorized public agencies include state agencies, counties, cities, towns, school districts and other political subdivisions of the State.

The various IDIQ Programs offered by the State of Oklahoma, Office of Management and Enterprise Services, Capital Assets Management, Department of Real Estate Services, Construction and Properties (CAP) are as follows:

- Consultant services [architecture and engineering (A&E)],
- Construction Inspection,
- Real Estate Appraiser services,
- Geotechnical and Materials Testing,
- Environmental Consulting services,
- Environmental Abatement services, and
- Land Surveying.

1. CAP's Selection of IDIQ Services:

- CAP Programs Manager issues a solicitation letter to firms registered with CAP outlining desired IDIQ services.
- Interested firms respond as directed in the solicitation; expressing their desire to provide IDIQ services and submitting the appropriate documentation (stated in solicitation).
- CAP Programs Manager reviews the submissions to ensure compliance with the request and state law.
- CAP Programs Manager issues and maintains contracts of selected IDIQ firms.

2. Request for IDIQ Services:

- Using Agency determines the need for a particular IDIQ service and sends a completed CAP Form M602 *Request for Consultant Services*, which includes an agency contact person's name and telephone number, and brief project description to cap@omes.ok.gov.
- CAP Programs Manager reviews the list of available IDIQ firms suitable for the scope of the project, location, and cost.
- CAP Programs Manager notifies the appropriate IDIQ firm with information, including plans and/or specifications, if any, requesting a line item proposal, including fees for services from the IDIQ firm.
- IDIQ firm submits a fee proposal to the Using Agency's contact and the CAP Programs Manager.
- Using Agency indicates their approval of firm's submitted proposal by sending CAP a copy of the finalized proposal, a completed CAP Form M701 *Project Requisition*, a copy of the approved, signed Purchase Order for the proposal cost, a copy of the Risk Management Plan (if applicable), and a Purchase Order made to CAP in the amount of the applicable administrative CAP fee for the IDIQ services (refer to the CAP Form M701-Fee *Fee Schedule*).

3. Upon receipt of the required documents, CAP completes the following administrative functions:

- CAP collects bonds (if applicable) from the selected firm.
- CAP verifies firm has current Certificate of Insurance on file.
- CAP verifies plans and specifications, if required, have been received, reviewed and approved.
- CAP IDIQ Programs Manager issues the Notice to Proceed to the IDIQ firm.
- CAP IDIQ firm sends test results¹ or applicable reports to CAP Programs Manager and/or CAP Project Manager, design firm, project contractor, and using agency.

4. Payment Invoicing Process:

- IDIQ firm submits appropriate progress invoices (CAP Form G129 *Owner's Representative (Consultant) Invoice* or CAP Form G701-702 *Contractor Invoice and Continuation*) for work performed to CAP Programs Manager and/or Project Manager for approval.
- CAP Programs Manager and/or CAP Project Manager reviews invoices for approval and forwards to Using Agency for payment.
- Using Agency makes payment to IDIQ firm.

5. Project Closeout and Final Invoicing:

- At the completion of each project, and prior to final payment being made, the IDIQ firm shall provide the Using Agency and CAP with a copy of all testing and inspection reports and any other documentation the owner is required to retain by law¹.
- IDIQ firm submits Final Payment Application to CAP (see 4 above).
- IDIQ firm includes CAP Form 590 *Vendor Evaluation*² for Using Agency to complete, Using Agency forwards to CAP (cap@omes.ok.gov).

¹ Test results must be received in order to pay for invoices. Should the tests fail, the Contractor shall be responsible for additional testing and costs will be deducted from payment.

² All forms referenced in this document should be available electronically at <https://omes.ok.gov/services/construction-and-properties>, if a form cannot be located, please feel free to email cap@omes.ok.gov and request the form.