The following procedures are for authorized public agencies to use for the various On-call Consultant Programs offered. Authorized public agencies include state agencies, counties, cities, towns, school districts and other political subdivisions of the State.

The various On-call 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:

1. CAP’s Selection of On-call Services:
   - CAP Programs Manager establishes a list of On-call Consultants. Contracts are not issued until a project or need arises for the specific type of Consultant.
   - CAP Programs Manager issues and maintains contracts of selected On-call firms.

2. Request for On-call Services:
   - Using Agency determines the need for a particular On-call 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 On-call firms suitable for the scope of the project, location, and cost.
   - CAP Programs Manager notifies the appropriate On-call firm with information, including plans and/or specifications, if any, requesting a “Not to Exceed” line item proposal, including fees for services from the On-call firm.
   - On-call firm submits a fee proposal to the Using Agency’s contact and the CAP Programs Manager, if assigned and applicable.
   - 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 On-call services (refer to the CAP Form M701-Fee Fee Schedule).

3. Upon receipt of the required documents, CAP completes the following administrative functions:
   - CAP verifies firm has current Certificate of Insurance on file.
   - CAP On-call Programs Manager issues the Notice to Proceed to the On-call firm.

4. Payment Invoicing Process:
   - On-call 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 OMES for payment.
   - CAP Program Manager invoices Using Agency for On-call service payment reimbursement.

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

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1 Reports must be received in order to pay for invoices.
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.