

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 law¹.
- On-call firm submits Final Payment Application to CAP (see 4 above).
- On-call firm includes CAP Form 590 *Vendor Evaluation*² for Using Agency to complete, Using Agency forwards to CAP (cap@omes.ok.gov).

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.