



The following outline provides information and procedures for authorized public agencies to use the IDIQ Program. Authorized public agencies include state agencies, counties, cities, towns, school districts and other political subdivisions of the State.

1. Selection of IDIQ Consultants:
  - 1.1. Construction and Properties (CAP) Programs Contract Manager issues a solicitation letter to Consultants registered with CAP outlining desired IDIQ Consultant services.
  - 1.2. Interested Consultants respond as directed in the solicitation; expressing their desire to serve as an IDIQ Consultant and submitting the appropriate documentation (stated in solicitation).
  - 1.3. CAP Programs Contract Manager reviews the submissions to ensure compliance with the request and state law.
  - 1.4. CAP Programs Contract Manager issues and maintains contracts of selected IDIQ Consultants.
  
2. Request for IDIQ Consultants:
  - 2.1. Using Agency determines the need for an IDIQ consultant and sends a completed request, which includes an agency contact person's name and telephone number and project information (DCAM/CAP Form M302), to CAP Programs Contract Manager.
  - 2.2. CAP Programs Contract Manager reviews the list of available IDIQ Consultants suitable for the scope of the project, location, and cost.
  - 2.3. CAP Programs Contract Manager notifies the appropriate IDIQ Consultant with information, including plans and specifications, requesting a fee proposal for services from the IDIQ Consultant.
  - 2.4. IDIQ Consultant submits a fee proposal to the Using Agency's contact and/or CAP Programs Contract Manager.
  - 2.5. Using Agency indicates their approval by sending CAP a copy of the finalized proposal, a completed DCAM-FORM-CAP-M701 (available at [http://www.ok.gov/DCS/Construction\\_&\\_\\_Properties/index.html](http://www.ok.gov/DCS/Construction_&__Properties/index.html)), a requisition for the proposal cost, and a purchase order made to CAP in the amount of 7% of the fee proposal.
  
3. Upon receipt of the required documents, CAP completes the following administrative functions:
  - 3.1. CAP invoices the Agency for the 7% administrative fee to cover CAP administrative costs.
  - 3.2. CAP IDIQ Program Officer executes Purchase Order and issues a Notice to Proceed to the IDIQ consultant.
  - 3.3. CAP IDIQ consultant sends test results<sup>1</sup> or applicable reports to CAP Programs Contract Manager and/or Project Manager, design consultant, project contractor, and using agency.
  
4. Payment Application and Invoicing Process:
  - 4.1. IDIQ Consultant submits progress invoices and invoice affidavits (DCAM/CAP FORM G129C/G129Ce) for work performed to CAP Programs Contract Manager and/or Project Manager for approval.
  - 4.2. CAP Programs Contract Manager and/or Project Manager reviews invoices for approval.
  - 4.3. CAP Programs Contract Manager submits approved invoices to CAP IDIQ Program Officer for processing.
  - 4.4. CAP IDIQ Program Officer completes transmittal and forwards to Using Agency for payment.

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