

INSTRUCTIONS

This form or its pages may be copied or computer generated but not altered except to complete or sign. CAP Form M254 is designated to be used by Consultants, Construction Managers, Design-Builders, Tradesmen, Land surveyors, Mitigation firms and Abatement vendors to register for the purpose of doing business with the State of Oklahoma. **This form must be submitted annually, coinciding with the fiscal year. Out-of-date forms cannot be considered in the selection process. Submit the completed digital PDF form to Construction and Properties (CAP) using the catalog items under Capital Assets Management on [ServiceNow](#).**

This form is designed to be as similar as possible to the forms created by the federal government, but the GSA SF254 and SF255 may NOT be used for State of Oklahoma registration or selection. Please include your associated licensing and/or certificate of authority.

Additional instructions for completing this form:

Section1: Company Information

Specific type of ownership: Check the box for the type of ownership or legal structure of firm. You may indicate any other special ownership/size relationship by checking the boxes as appropriate. **Note:** Although Oklahoma does not have any laws at this time giving set-asides or preferences for the categories shown, these should be provided to permit their consideration in the selection process at the discretion of the agency.

FEIN/TIN/SSN: Enter the firm's federal employer identification number (FEIN) or tax identification number (TIN). For an individual without an FEIN or TIN, input the Social Security number. **Failure to do so will require the form to be returned.**

Section 2: Company Profile

Vendor type: A combination of vendor types is allowed but must have the corresponding licensing to be considered.

List all related licenses or certificates of authority in relation to the vendor type you are registering as. Examples include but are not limited to:

- Oklahoma Board of Architects (OBA).
- Professional Engineers & Land Surveyors (PELS).
- Construction Management Association of America (CMAA).
- American Institute of Constructors (AIC).
- Association for the Advancement of Cost Engineering (AACE).
- American Society for Professional Estimator (ASPE).
- Construction Specifications Institute (CSI).
- Design-Build Institute of America (DBIA).
- Construction Industries Board (for tradesman) (CIB).

Primary and secondary points of contact: Listed principals must be empowered to speak for the vendor on policy and contractual matters.

Final notes:

All vendors already licensed or registered in the State of Oklahoma must comply with the appropriate licensing or registration board.

Most disciplines will require a copy of your licensing or certificate of authority attached to this form to be accepted.

Acknowledgment of acceptance, renewal or notification of any problems with this form will be emailed to those providing an email address.

Renewal of this form must be done annually by the fiscal year of acceptance by the company that is registering (i.e., if a company is approved 01/01/2024, their renewal due date is no later than 01/01/2025).

Notifications and reminders regarding the annual registration of a company are typically sent out May 1 every year.

The State of Oklahoma keeps CAP Form D590 (*Vendor Evaluation*) on file. The vendor is evaluated by the State of Oklahoma for state projects completed by the vendor. These evaluations shall NOT be solicited by the vendor themselves and must be done interagency and forwarded to OMES Construction and Properties to be official.



APPROVED/DENIED STAMP	RECEIVED STAMP	SOS, LICENSING AND CERTIFICATES
		SOS: Licensing/Cert: Licensing/Cert: Other:

Section 1: COMPANY INFORMATION

Vendor name (or branch office)		Vendor name if a branch or subsidiary office	
Mailing address	City	State	ZIP code
Former vendor/branch office name(s) (if any) and year each established			
Year present vendor established	FEIN/TIN/SSN	Main phone	
Specific type of ownership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corp/LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Joint venture <input type="checkbox"/> Other:			
Date form prepared		Submitter's contact email	

Section 2: COMPANY PROFILE

Vendor type			List all related licenses or certificates of authority		
Primary point of contact name			Secondary point of contact name		
Title	Email	Phone	Title	Email	Phone
Present offices (begin with submitting office; list name, location, total personnel, phone; include headquarters or foreign branches)					Total personnel (all offices)

Vendor's project experience (up to last five years):

Project name	Project type	Contract amount	Complete or ongoing	Owner organization	Owner contact
			<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing		
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			<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing		
			<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing		

List the categories of work your company normally performs with its own forces (does not include subcontractors or other secondary employment)

Claims and suits (if you answer Yes to any of these questions, you must attach details to this form to remain considered for the registration process.):

- | | | |
|--|------------------------------|-----------------------------|
| 1. Has your organization ever failed to complete any work awarded to it? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Are there any judgments, claims, arbitration proceedings, mediations, or suits (both pending or outstanding) against your organization or its officers? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Has your organization filed any lawsuits, mediations, or requested arbitration regarding construction or related contracts within the last five years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Has any officer or principal within your organization been an officer or principal of another organization when it failed to complete a construction or related project in the last five years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Section 3: COMPANY SERVICES (check all disciplines you wish to register that reflect services your company provides)

NOTE: This is the way in which OMES CAP categorizes your company as well as the method one is considered for projects within some OMES CAP programs.

- 1000. LICENSED ARCHITECTS.**
 - 1010 Architect (General Practice).
 - 1020 Construction Admin.
 - 1030 Environmental Architect.
 - 1040 Historical Preservation.
 - 1050 Space Planning & Interior Design.
 - 1060 Project Planning & Programming.
 - 1070 Roofing Consultant.
 - 1080 Urban Planner/Urban Design.
 - 1090 Architect other: _____
- 2000. PROFESSIONAL ENGINEERS.**
 - 2010 Engineering General Practice.
 - 2020 Chemical Engineer.
 - 2030 Civil Engineer.
 - 2040 Energy Design.
 - 2050 Electrical Engineer.
 - 2060 Mechanical Engineer.
 - 2070 Soils Engineer.
 - 2080 Structural Engineer.
 - 2090 Environmental Engineer.
 - 2100 Geotechnical Engineer.
 - 2110 Mining.
 - 2120 Land Planning.
 - 2130 Swimming Pool Design.
 - 2140 Engineer other: _____
- 3000. LAND SURVEYORS.**
 - 3010 Land Surveyors (General Practice).
 - 3020 Construction Staking.
 - 3030 Land Surveyors (Archaeology).
- 4000. TRADESMAN.**
 - 4010 Electrical.
 - 4020 Mechanical.
 - 4030 Plumbing.
 - 4040 Painting.
 - 4050 Elevator.
 - 4060 Fire Systems.
 - 4070 Roofing.
 - 4080 Landscaping (grounds).
 - 4090 Carpentry.
 - 4100 Flooring.
 - 4110 Millwork.
 - 4120 Wall Coverings.
 - 4130 Tradesman other: _____

- 5000. LANDSCAPE ARCHITECTS.**
 - 5010 Landscape Architect.
 - 5020 Golf Course Design.
 - 5030 Urban Planner / Urban Design.
 - 5040 Landscape Architect other: _____
- 6000. OTHER TYPES OF FIRMS OR ORGANIZATIONS.**
 - 6010 Aerial Photography.
 - 6020 Aerial LiDAR.
 - 6030 Aerial Modeling & Mapping.
 - 6040 Interior Virtual Scanning.
 - 6050 Asbestos Consultant.
 - 6060 Construction Cost Estimator.
 - 6070 Construction Inspector.
 - 6080 Exhibit Designer.
 - 6090 Interior Designer.
 - 6100 Other: _____
- 7000. CONSTRUCTION MANAGERS.**
 - 7000 Construction Management.
- 8000. DESIGN-BUILD.**
 - 8000 Design-Build.
- 9000. APPRAISERS AND ASSESSORS OF REAL ESTATE.**
 - 9010 Residential Real Estate Appraiser and Assessors.
 - 9020 Commercial Real Estate Appraiser and Assessors.
 - 9030 Replacement Value Appraisal Services.
 - 9040 YellowBook Appraisals.
- 10000. MITIGATION/ABATEMENT.**
 - 10010 General Mitigation.
 - 10020 Water/Mold Mitigation.
 - 10030 Fire/Water Restoration.
 - 10040 Storm/Structural Restoration.
 - 10050 Electronic Restoration.
 - 10060 Document Restoration.
 - 10070 Environmental Hygienist.
 - 10080 Environmental Consulting.
 - 10090 Environmental Testing.
 - 10100 Mitigation other: _____
 - 10110 Asbestos Abatement.
 - 10120 LBP Abatement (Lead-Based Paint).
 - 10130 Water/Mold Abatement.

Section 4: SIGNATURE (principal must sign for form to be considered)

Under penalty of perjury, the undersigned hereby solemnly swears or affirms that the information stated herein is true and correct.

Principal signature	Date	Name	Title