



The following outline provides information and procedures for authorized public agencies to use the Oklahoma Roof Asset Management Program (RAMP). Authorized public agencies include state agencies, counties, cities, towns, school districts and other political subdivisions of the state.

PROCESS AND PROCEDURE

- Step 1: Using Agency.
 - Contacts prequalified contractor for the designated area ("Roofing Contractor") by referencing the map at the bottom of this page and requests a proposal for the desired work.
- Step 2: Roofing Contractor.
 - Schedules an on-site review, provides a line-item proposal to the Using Agency and reports contact to the OMES CAM Construction and Properties ("CAP") program manager.
- Step 3: Using Agency.
 - Reviews proposal to ensure it meets expectations.
 - If accepted, submit a completed [CAP Form M701](#), authorized Purchase Order amount in the proposal amount, the line-item proposal, and Purchase Order made to OMES CAM CAP for the CAP 3.5% service fee using the CAP catalog items under Capital Assets Management in [ServiceNow](#).
- Step 4: CAP.
 - Reviews proposal.
 - Verifies Roofing Contractor's bonds and insurance.
 - Reviews and verifies plans and specs.
 - Issues Notice to Process to Roofing Contractor.
 - Submits CAP fee invoice to Using Agency.
- Step 5: Roofing Contractor.
 - Coordinates meeting with Using Agency and CAP to begin work.
- Step 6: Invoices and Progress Payments.
 - Roofing Contractor submits invoices to CAP.
 - CAP reviews and forwards to Using Agency for direct payment to Roofing Contractor.
- Step 7: CAP.
 - Schedules progress meetings with Roofing Contractor and Using Agency.
- Step 8: Walkthrough.
 - Roofing Contractor, Using Agency and CAP conduct a closeout walkthrough to ensure completion.
- Step 9: Closeout.
 - Roofing Contractor submits closeout documents and final invoice to CAP.
 - CAP (and Consultant, if applicable) reviews final documents.
 - If acceptable, CAP forwards final invoice to Using Agency for direct payment to Roofing Contractor.

If you have any questions, please submit a ticket using the CAP catalog items under Capital Assets Management in [ServiceNow](#).

Areas 1 & 3

Universal Roofing & Sheet Metal
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Areas 2 & 5

Oklahoma Roofing & Sheet Metal
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Area 4

Ford Roofing & Sheet Metal
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