



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

**1. List of IDIQ services offered by Construction and Properties (CAP):**

- a. Consultant services – architect and engineers (A&E).
- b. Construction inspection (oversight).
- c. Real estate appraiser services (residential and commercial).
- d. Geotechnical and materials testing.
- e. Environmental consulting services (consulting and testing).
- f. Environmental abatement services (see 3 below).
- g. Land surveying (includes several sub-categories).

**2. IDIQ registration procedures.**

- a. A CAP programs manager issues a solicitation letter to all vendors currently registered with CAP outlining the IDIQ service requirements and contract terms.
- b. The solicitation is issued on a fiscal year basis and coincides with the annual vendor registration with CAP.
- c. Vendors respond as directed in the solicitation letter, expressing their interest in providing IDIQ services by submitting the appropriate documentation.
- d. A CAP programs manager reviews the submissions to ensure compliance with both state law and administrative rules.
- e. CAP issues and maintains Master Service Agreements (MSA) with all approved IDIQ vendors.

**3. IDIQ rules and limitations.**

- a. Only for professional consulting services.
- b. The consulting services cannot exceed \$100,000 and the associated construction project's cost estimate cannot exceed \$1,500,000.
- c. Environmental abatement services are offered, but must include testing, remediation and repair work with the proposal for consideration.

**4. Requesting an IDIQ service.**

- a. The Using Agency (UA) shall complete and submit CAP Form M302 – Request for IDIQ or On-Call Consultant/Contractor<sup>2</sup> using the catalog items under Capital Assets Management on [ServiceNow](#).
- b. A CAP programs manager reviews the list of available vendors suitable for the project's scope.
- c. The following factors may be considered:
  - i. Location.
  - ii. Vendor evaluations.
  - iii. Vendor disciplines.
  - iv. Vendor availability.
  - v. Desired vendor's availability, if requested.
- d. A CAP programs manager will notify the vendor(s) with a request for proposal (RFP).
- e. The RFP must include the following, if applicable:
  - i. CAP project number (CAPFY-####).
  - ii. Outline of project scope and/or method.
  - iii. Project schedule from notice to proceed (NTP) to completion.
  - iv. Schedule of values (SOV) detailing each proposed fee.
  - v. Signature block for both vendor and UA.
  - vi. Current certificate of insurance (COI).
  - vii. Site visit schedule.
  - viii. No conflict with the MSA, unless specifically approved by CAP.
- f. The vendor submits a proposal to the UA and CAP program manager.
- g. A CAP programs manager reviews the received proposal(s) and provides the UA with a recommendation.

- h.** The UA indicates acceptance of a proposal by sending the CAP programs manager:
  - i.** Copy of the signed proposal.
  - ii.** Completed CAP Form M701 – Project Request.<sup>2</sup>
  - iii.** Copy of the approved Purchase Order (PO) covering the program’s cost.
  - iv.** Copy of the approved PO covering the CAP fee (reference CAP Form M710 – Fee Schedule<sup>2</sup>).

**5. Contract and NTP Process.**

- a.** CAP inputs project documentation and correspondence into their work management system.
- b.** A CAP programs manager issues the NTP to the vendor.
- c.** Vendor sends all results/report to each party of the applicable project contract(s).
- d.** A CAP programs manager submits a CAP fee invoice to the UA.
- e.** A CAP programs manager oversees and administers the project throughout its lifecycle to completion.

**6. Payment invoicing process.**

- a.** Vendor submits progress invoices to CAP along with a completed CAP Form G129 – Owner’s Representative (Consultant) Invoice.<sup>2</sup>
- b.** The CAP #, PO # and contract amount must be included for invoice approval.
- c.** A CAP programs manager reviews, approves and forwards the invoice to the UA’s billing contact.
- d.** UA issues payment to vendor.

**7. Project closeout process.**

- a.** Prior to final payment, the vendor shall provide UA and CAP with copies of all tests, inspection reports and any required documentation.<sup>1</sup>
- b.** Vendor submits final payment application.
- c.** CAP provides the CAP Form D590 – Vendor Evaluation<sup>2</sup> to the UA to complete and return.
- d.** Vendor submits CAP Form G706 – Certificate of Contract Completion<sup>2</sup> to CAP.
- e.** A final review of the project is conducted, and CAP renders final payment to vendor and closes the project.

<sup>1</sup> Test results, bid documents and other noted correspondence must be submitted in order for invoices to be processed. Should any tests fail, the vendor shall be responsible for additional testing and the associated costs will be deducted from payment.

<sup>2</sup> Please visit <https://oklahoma.gov/omes/divisions/capital-assets-management/construction-and-properties/forms.html>. If you cannot locate a form, please submit a request using the catalog items under Capital Assets Management on [ServiceNow](#).